ANNUAL PERFORMANCE AGREEMENT

MATATIELE

LOCAL MUNICIPALITY

MADE AND ENTERED INTO BY BETWEEN:

THE MATATIELE MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER

DR DAMIAN. C. T. NAKIN

AND

MR. L. NDZELU
ID NO.: 710904 6021 087

THE CHIEF FINANCIAL OFFICER OF MATATIELE LOCAL MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2016 – 30 JUNE 2017

PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The Matatiele Local Municipality herein represented by **Dr Damian C.T Nakin,** in his capacity as the Municipal Manager (hereinafter referred to as the **Employer** or Supervisor).

And **Mr. L. Ndzelu**, the Chief Financial Officer of the Matatiele Local Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ('the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".

1.2 Section 57(1) (b) of the Local Government: Municipal Systems Act, read in conjunction with the Contract of Employment concluded between the parties, stipulates that the parties must conclude an Annual Performance Agreement. The parties wish to ensure that they are conversant with the objectives to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.

1.3 The parties wish to ensure that they are au fait with the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4) (a), 57(4) (b) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Annual Performance Agreement is to:

2.1 Comply with the provisions of Section 57(1)(b), 4(a), 4(b) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;

2.3 Specify accountabilities as set out in the Performance Plan (**Annexure A**);

2.4 Monitor and measure performance against set targeted outputs;

2.5 Use the Annual Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;

2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the 1st of July 2016 and will remain in force until the 30th of June 2017, at which point a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the following financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by no later than the beginning of each successive financial year.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.

3.4 The contents of this Agreement may be revised at anytime during the abovementioned period to determine the applicability of the matters agreed upon.

3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of Government of Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (**Annexure A**) sets out:

4.1.1 The performance objectives and targets that must be met by the employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in **Annexure A** are set by the Employer in consultation with the Employee and based on the Integrated Development Plan (**IDP**), the Service Delivery and Budget Implementation Plan (**SDBIP**) and the Employer's approved budget and shall include key objectives, key performance indicators (**KPIs**), target dates and weightings.

4.3 The key objectives describe the main tasks that need to be done.

4.4 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.

4.5 The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.6 The Employee's performance will, in addition, be measured in terms of contribution to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3 The Employer will consult the Employee about the specific performance standards that will be included in the Performance Management System as applicable to the Employee.

6. PERFORMANCE MANAGEMENT SYSTEM CRITERIA

6.1 The Employee agrees to participate in the performance management and development system that the Employer adopts.

6.2 The Employee undertakes to actively focus towards the promotion and implementation of Key Performance Areas (**KPAs**) (including special projects relevant to the Employee's responsibilities) within the local government framework.

6.3 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

6.3.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the **KPAs** and the Core Competency Requirements (**CCRs**) respectively. The **CCRs** are made up of the Leadership Competency (**LCs**) and Core Competencies (**CCs**).

6.3.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.3.3 **KPAs** covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

6.4 The Employee's assessment will be based on hid/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan **(Annexure A),** which are linked to the **KPAs**, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

KEY PERFORMANCE AREAS (KPAs)	WEIGHTING
Basic Service Delivery	5%
Municipal Development and Institutional Transformation	10
Local Economic Development (LED)	5%
Municipal Financial Viability and Management	70%
Good Governance and Public Participation	10%
Spatial Development	
TOTAL	**100%**

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6.5 The **CCRs** will make up the other 20% of the Employee's assessment score. **CMCs** that are deemed to be the most critical for the Employee's specific job should be selected from the list below as agreed to between the Employer and Employee.

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES (LC's)	√	**WEIGHT**
1. Strategic Direction and Leadership	√	10%
2. People Management	√	5%
3. Program and Project Management	√	**5%**
4. Financial Management	√	20%
5. Change Leadership	√	5%
6. Governance Leadership	√	5%
CORE COMPETENCIES (CC's)	√	**WEIGHT**
1. Moral Competency		
2. Planning and Organizing		
3. Analysis and Innovation		
4. Knowledge and Information management	√	40%
5. Communication	√	5%
6. Results and Quality Focus	√	5%
TOTAL		**100%**

7. EVALUATING PERFORMANCE

7.1 The Performance Plan **(Annexure A)** to this Agreement sets out:

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contribution to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of achievement of results as outlined in the Performance Plan:

(a) Each **KPA** should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

(b) An indicative rating on the five-point scale should be provided for each **KPA**.

(c) The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final **KPA** score.

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7.5.2 Assessment of **CCRs**:

(a) Each **CCR** should be assessed according to the extent to which the specified standards have been met.

(b) An indicative rating on the five-point scale should be provided for each **CCR**.

(c) The applicable assessment rating calculator (refer to paragraph 7.5.1 above) must then be used to add the scores and calculate a final **CCR** score.

7.5.3 Overall rating – an overall rating is calculated by using the applicable assessment rating calculator. Such overall rating represents the outcomes of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for **KPAs** and **CCRs**:

RATING	DEFINITION OF RATING	DESCRIPTION
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
1	Unacceptable	Performance does not meet the standard expected

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	performance	for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

7.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established:

7.7.1 Mayor;
7.7.2 Chairperson of the Audit Committee;
7.7.3 Ward Committee Member (on a rotational basis), where applicable;
7.7.4 Member of the Mayoral Committee (Executive Committee); and
7.7.5 Mayor and/or Municipal Manager from another municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter:	July 2016 – September 2016
Second quarter:	October 2016 – December 2016
Third quarter:	January 2017 – March 2017
Fourth quarter:	April 2017 – June 2017

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of **Annexure A** from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of **Annexure A** whenever the Performance Management System is adopted, implemented, and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

9.1 The Personal Development Plan (PDP) for addressing gaps is contained in as part of **Annexure "A"**.

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10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:

10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
10.1.2 Provide access to skills development and capacity building opportunities;
10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
10.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and
10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:

11.1.1 A direct effect on the performance of any of the Employee's functions;
11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
11.1.3 A substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcomes of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the Employee's performance will form a basis for rewarding outstanding performance or correcting unacceptable performance.
12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance,

(a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
(b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

(c) The following formula shall be used to calculate total scores for awarding performance bonus: -

i) (a) Weight x Final score per KPA = V x 80% (for KPA) = score for each KPA
(b) Add up all KPA scores to get a total sum = W

ii) (a) Weight x Final score per CCR = Y x 20% (for a CCR) = score for each CCR
(b) Add up all CCR scores to get a total sum = Z

iii) W + Z = Total score (percentage)

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of atleast twelve months (12) service at current remuneration package at end of financial year (30 June) subject to a fully effective assessment.

12.4 In the case of unacceptable performance, the Employer shall:

12.4.1 Provide systematic remedial of development support to assist the Employee to improve his/her performance; and

12.4.2 After appropriate performance and counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the Contract of Employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by:

13.1.1 The MEC for Local Government and the Province within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the MEC; and

13.1.3 In the event that the mediation process contemplated above fails, clause 19.3 of the Employee's Contract of Employment shall apply.

14. GENERAL

14.1 The contents of this Agreement and the outcome of any review conducted in terms of **Annexure A** may be made available to the public by the Employer.

14.2 Nothing in this Agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/her Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Thus done and signed at MATATIELE.............. on this the 4th day July 2016.

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MR. L. NDZELU
EMPLOYEE

AS WITNESSES:

1. ______________________________

2. ______________________________

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DR. DAMIAN C.T. NAKIN
MUNICIPAL MANAGER

AS WITNESSES:

1. ______________________________

2. ______________________________

ANNEXURE A

MATATIELE
LOCAL MUNICIPALITY

PERFORMANCE PLAN

DEPARTMENT: **BUDGET AND TREASURY DEPARTMENT**
UNIT: **BUDGET PLANNING AND FINANCIAL REPORTING**
YEAR: **2016-2017**

NAME:	MR L NDZELU	**LINE MANAGER:**	**DR D.C.T.NAKIN**
EMPLOYEE NO.		**JOB TITLE:**	MUNICIPAL MANAGER
JOB TITLE:	CHIEF FINANCIAL OFFICER	**BUSINESS UNIT/SITE**	MATATIELE LOCAL MUNICIPALITY
DIVISION/BUSINESS UNIT	BUDGET AND TREASURY DEPARTMENT	**PERIOD:**	1 JULY 2016 – 30 JUNE 2017
SITE	102 MAIN STREET, MATATIELE: 4370	**REVIEW DATE:**	
RATING SCALE			
1	Not meeting the standard		
2	Meet some of the standards		
3	Meet all the standards		
4	Meet all and exceed some standards		
5	Meet & exceed all standards		

Key Performance Areas (KPAs) **Weight = 80%**

Core Competency Requirements (CCRs) **Weight = 20%**

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NATIONAL KPA	*WEIGHT*	*PROJECT NUMBER*	*PAGE NO.*
1. BASIC SERVICE DELIVERY	*5%*	*1-3*	*3-4*
2. MUNICIPAL FINANCIAL VIABILITY	*70%*	*4-46*	*5-40*
3. GOOD GOVERNANCE	*10%*	*47*	*41*
4. MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	*10%*	*48-49*	*42*
5. LOCAL ECONOMIC DEVELOPMENT	*5%*	*50-51*	*43*
6. LEADIND COMPETENCIES	*50%*	-	*44-45*
7. CORE COMPETENCIES	*50%*	-	*46*
8. PERSONAL DEVELOPMENT	-	-	*47*

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
1.		Basic Service Delivery and infrastructure		Ensure that an application is done and submitted to National Treasury on amount not spent in the 2015/2016 financial year.	Approved roll-over application from national treasury by set date	Approved roll-over application from national treasury by set date	Approved roll-over application from national treasury by 31 October 2016		N/A	N/A	N/A	N/A	N/A	N/A			
2.		Basic Service Delivery and infrastructure		Preparation of integrated Procurement Plan	To have an approved Procurement Plan by 31 July 2016	Approved and signed Procurement Plan by set date	Adoption of procurement plan by council 31 July 2016		N/A	N/A	N/A	N/A	N/A	N/A			

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.		Basic Service Delivery and infrastructure		Preparation of integrated Procurement Plan	100% Implementation of the approved procurements by 30 June 2017	Approved and signed Procurement Plan BY SET DATE	100% Implementation of approved procurement plan by 30 September 2016		100% Implementation of approved procurement plan by 30 December 2016		100% Implementation of approved procurement plan by 30 March 2017		100% Implementation of the approved procurements by 30 June 2017				

PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
4.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted	Submission of monthly budget statement reports (section 71 reports) to National Treasury, Provincial Treasury and mayor on the 10th working day of the following month	Number of reports submitted timeously.	Submission of monthly reports to National Treasury, Provincial Treasury and mayor within 10 working days of the following month as follows: **15 August 2016; 14 September 2016; 14 October 2016.**		Submission of monthly reports to National Treasury, Provincial Treasury and mayor within 10 working days of the following month as follows: 14 **November 2016; 14 December 2016;** 16 January 2017		Submission of monthly reports to National Treasury, Provincial Treasury and mayor within 10 working days of the following month as follows: **14 February 2017: 14 March 2017: 14 April 2017.**		Submission of monthly reports to National Treasury, Provincial Treasury and mayor within 10 working days of the following month as follows: **12 May 2017: 14 June 2017: 14 July** 2014.				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
5.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	Submission of quarterly reports (section 52d reports and withdrawal report)National Treasury, Provincial Treasury by 30 June 2017	Number of reports submitted by set date	Submission of quarterly reports National Treasury, Provincial Treasury by 14 October 2016		Submission of quarterly reports National Treasury, Provincial Treasury by 16 January 2017		Submission of quarterly reports National Treasury, Provincial Treasury by 14 April 2017		Submission of quarterly reports National Treasury, Provincial Treasury by 14 July 2017				
6.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	One annual banking details to be reported to National Treasury by 01 July 2016.	Number of report submitted by set date	One annual banking details to be reported to National Treasury by 01 July 2016.		N/A	N/A	N/A	N/A	N/A	N/A			

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
7.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	Submission of quarterly reports on withdrawal report National Treasury, Provincial Treasury by 30 June 2017	Number of report submitted by set date	Submission of quarterly reports National Treasury, Provincial Treasury by 14 October 2016		Submission of quarterly reports National Treasury, Provincial Treasury by 16 January 2017		Submission of quarterly reports National Treasury, Provincial Treasury by 14 April 2017		Submission of quarterly reports National Treasury, Provincial Treasury by 14 July 2017				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
8.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted. .	One mid-term budget performance report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial by the 25th January.	Date of Submission of Mid-term budge report	N/A	N/A	N/A	N/A	Mid – Term report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial by the 25th January.		N/A	N/A			
9. 9		Municipal		Ensure that we fully comply with MFMA – with regards to reports that need to be	12 monthly reconciliations to be submitted to Managem	Number of submitted monthly reconciliation by set date	3 monthly bank reconciliations reconcile to the General Ledger and signed off by		3 monthly bank reconciliations reconcile to the General Ledger and		3 monthly bank reconciliations reconcile to the General		3 monthly bank reconciliations reconcile to the General Ledger				

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017 QUARTER 1 TARGET	QUARTER 1 ACTUAL	QUARTER 2 TARGET	QUARTER 2 ACTUAL	QUARTER 3 TARGET	QUARTER 3 ACTUAL	QUARTER 4 TARGET	QUARTER 4 ACTUAL	PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
				submitted.	ent Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		the Chief Financial Officer by the following dates: **15 August 2016; 14 September 2016; 14 October 2016.**		signed off by the Chief Financial Officer by the following dates: **14 November 2016: 14 December 2016: 16 January 2017.**		Ledger and signed off by the Chief Financial Officer by the following dates: **14 February 2017; 14 March 2017; 14 April 2017.**		and signed off by the Chief Financial Officer by the following dates: **12 May 2017; 14 June 2017; 14 July 2017.**				
10.		**Municipal Financial Viability and Management**		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	12 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council	Number of monthly investment registers submitted by set date	3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: **15 August**		3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial Officer by the following		3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial		3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial Officer by the following				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
					and National and Provincial Treasury by the 10th working day of the following month.		**2016; 14 September 2016; 14 October 2016.**		dates: **14 November 2016: 14 December 2016: 16 January 2017.**		Officer by the following dates: **14 February 2017; 14 March 2017; 14 April 2017.**		dates: 12 May 2017; **14 June 2017; 14 July 2017.**				
11.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	12 reports on Repayments of loans submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10th working of the	Number of reports on Paid loans submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by set date	3 monthly external and internal loans reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2016; 14 September 2016; 14 October 2016.		3 monthly external and internal loans reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2016:	N/A	3 monthly external and internal loans reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14	N/A	3 monthly external and internal loans reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 12 May 2017; 14 June	N/A			

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
					following month.				14 December 2016: 16 January 2017.		February 2017; 14 March 2017; 14 April 2017.		2017; 14 July 2017.				
12.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted. .	12 monthly financial statements to be submitted to Management Team, Standing Committee, EXCO, Council	Number of submitted monthly financial statements to Management Team, Standing Committee, EXCO, Council, National and Provincial	3 monthly interim financial statements prepared and submitted to Management Team, Standing Committee, EXCO, Council on	N/A	3 monthly interim financial statements prepared and submitted to Management Team, Standing Committee , EXCO,	N/A	3 monthly interim financial statements prepared and submitted to Management Team, Standing	N/A	3 monthly interim financial statements prepared and submitted to Management Team, Standing Committee, EXCO,	N/A			

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
					and National and Provincial Treasury by the 10th working day of the following month.	Treasury by set date	the following dates: **15 August 2016;** **14 September 2016;** **14 October 2016.**		Council on the following dates: **14 November 2016:** **14 December 2016:** **16 January 2017.**		Committee, EXCO, Council on the following dates: **14 February 2017;** **14 March 2017;** **14 April 2017.**		Council on the following dates: **12 May 2017;** **14 June 2017;** **14 July 2017.**				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
13.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	Submit adjusted budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 28 February of each year	Submitted report by set date	N/A	N/A	N/A	N/A	Prepare and Submit adjusted budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 28th February of each year	N/A	N/A	N/A			
14.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	Budget process plan submitted to Management Team, Standing Committee, EXCO,	Submitted process plan to Management Team, Standing Committee, EXCO, Council and National	Budget process plan submitted to Management Team, Standing Committee, EXCO, Council and National and		N/A	N/A	N/A	N/A	N/A	N/A			

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
					Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year, within 10 workings days after its approval by Council.	and Provincial Treasury by set date	Provincial Treasury by for the next financial year 10 months before start of new financial year.										

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
15.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	Submit tabled budget 90 days before of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	Tabled and submitted draft budget to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by set date.	N/A	N/A	Submit Budget return forms to management team by 31 October 2016		Submit tabled budget 90 days before of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.		N/A	N/A			

PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
16.		Municipal Financial Viability and Management		Ensure that the municipality holds the public participation as per MFMA.	Conduct IDP/Budget Outreach by 31 April 2016 Report to Management Team, Standing Committee, EXCO, and Council by 30 days before the start of the new financial year.	Outreach conducted by set date. Number of reports by set date.	N/A	N/A	N/A	N/A	N/A	N/A	Budget Community Outreach held before 30 April 2017				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
17.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	Submit the tariff setting 30 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	Tabled tariff of charges by set date	N/A	N/A	N/A	N/A	N/A	N/A	Submit the tariff setting 30 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
18.		Municipal Financial Viability and Management		Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	Submit monthly management reports to Management Team.	Number of monthly reports to Management Team by the 10th working day of the following month.	Submit 3 monthly reports to Management Team on the following dates: 15 August 2016; 14 September 2016; 14 October 2016.		Submit 3 monthly reports to Management Team on the following dates: 14 November 2016: 14 December 2016: 16 January 2017.		Submit 3 monthly reports to Management Team on the following dates: 14 February 2017; 14 March 2017; 14 April 2017.		Submit 3 monthly reports to Management Team on the following dates: 12 May 2017; 14 June 2017; 14 July 2017.				
19.		Municipal financial viability and management		Ensure that the municipality is able to fairly produce its annual financial	Submit one set of GRAP compliant Annual Financial Statemen	Submitted GRAP Compliant Annual Financial Statements to	Submit GRAP compliant Annual Financial Statements to Management		N/A	N/A	N/A	N/A	N/A	N/A			

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				statements.	ts to Management Team, Audit Committee, Auditor-General, National and Provincial Treasury by the 31st August of each year.	Management Team, Audit Committee, Auditor-General, National Treasury and Provincial Treasury by the 31st August.	Team, Audit Committee, Auditor-General, National and Provincial Treasury by the 31st August 2016.										

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
20.		FINANCILA VIABILITY		Ensure that the municipality is able to fairly produce its annual financial statements	Achieve an Unqualified Audit Report issued by the Auditor-General and submit it to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	Achieved Unqualified Audit Report issued by the Audit-General and submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 30 November 2016.	N/A	N/A	Achieve an Unqualified Audit Report issued by the Auditor-General and submit it to Management Team, Standing Committee , EXCO, Council and National and Provincial Treasury.		N/A	N/A	N/A	N/A			

PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
21.		Municipal financial Viability		Implementation of and adherence to SCOA regulations	Implementation and adherence to SCOA regulation Reviewal of Municipal Finance System	Implemented SCOA regulations as per MFMA	Steering Committee Meeting		Steering Committee Meeting Advertise for a new system /upgrade the current system		Steering Committee Meeting Appointment of the systems vendor		Steering Committee Meeting Roll-out of mSCOA system				
22.		financial Viability and Management		Reduction Debt to be within ageing of 60 days.	Reduction of the debt of R69 262 656 by R12M by 30 June 2017	Amount of debt reduced by set date Debtor's reduction by 5% as at 30 June 2017	Reduce debt by R3,000 000		Reduce debt by R3,000 000		Reduce debt by R3,000 000		Reduce debt by R3,000 000				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICAOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
23.		financial Viability and Management		Ensure full compliance with the requirement of MPRA	Procurement of services from a service provider and production of a general valuation roll to be implement on 01 July 2017	2013/2017 General valuation roll	Appointment of a municipal Valuer by 30 September 2016		N/A		Draft valuation roll by 31 January 2017		Approved Valuation Roll by 30 June 2017				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
24.		financial Viability and Management		Align the Age Analysis with the General Ledger – ensure that there are no variances	Reconciliations Done on a monthly basis by 30 June 2017	Number of monthly debtor's reconciliations.	3 Monthly debtors reconciliation from the billing system to the General ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2016 14 September 2016 14October 2016		3 Monthly debtors reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2016 14 December 2016 16 January 2017		Monthly debtors reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 February 2017 14 March 2017 14 April 2017		Monthly debtors reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 12 May 2017 14 June 2017 14 July 2017				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
25.		financial Viability and Management		Identify and support households that are indigent in the area of jurisdiction.	Supply 12 613 registered approved indigent beneficiaries by 30 June 2017	11700 to be approved by 30 June 2017	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Gel and oil 6 000 Solar 4 922		Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Gel and oil 6 000 Solar 4 922		Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Gel and oil 6 000 Solar 4 922		Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Gel and oil 6 000 Solar 4 922				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
26.		financial Viability and Management		Encourage customers that owe municipal services to make payment before their debt incurs interest	Levying of Interest on outstanding debtors at an annual rate of 18% by 30 June 2017	Amount of interest levied by set date	Monthly charge of interest on outstanding debt.		Monthly charge of interest on outstanding debt.		Monthly charge of interest on outstanding debt.		Monthly charge of interest on outstanding debt.				
27.		financial Viability and Management		Ensure that the data of debtors is up to date	Billing done by end of the month and Posting of accounts by the 15th of each month	Number of accounts billed and posting done by set date	Billing done by end of the month and Posting of accounts by the 15th of each month		Billing done by end of the month and Posting of accounts by the 15th of each month		Billing done by end of the month and Posting of accounts by the 15th of each month		Billing done by end of the month and Posting of accounts by the 15th of each month				

PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
28.		financial Viability and Management		Ensure that electricity meters are remotely managed and controlled.	Replacement of 3500 non-smart meters to smart – grid meters by 30 June 2017. Development of management & monitoring backroom. Meter Management Dashboard.	Number of meters installed by set date	Install 1000 meters		Install 1000 meters		Install 1000 meters		Install 1000 meters				

PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
29.		financial Viability and Management		Ensure that the data of debtors is up to date	To do data cleansing of 5000 on the billing system as at 30 June 2017		Update the debtors Masterfile with outstanding information on 1 250 accounts in the billing system		Update the debtors Masterfile with outstanding information on 1 250 accounts in the billing system		Update the debtors Masterfile with outstanding information on 1 250 accounts in the billing system		Update the debtors Masterfile with outstanding information on 1 250 accounts in the billing system				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
30.		financial Viability and Management		To service and decrease the municipal creditors	100% payments for Creditors and Other Service Providers to be done within 30 Days as per MFMA requirements		100% Payments done within 30 days on receipt of invoice		100% Payments done within 30 days on receipt of invoice		100% Payments done within 30 days on receipt of invoice		100% Payments done within 30 days on receipt of invoice				
31.					Submit policies to council for annual review		N/A	N/A	N/A	N/A	Draft policy review for comments and suggestions		Approval of reviewed policy by 31 May 2017				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
32.		financial Viability and Management		Preparation of integrated Procurement Plan	Updated and Verified register of accredited prospective service by 31 June 2017 Supplier Day by 30 November 2016	Updated accredited Service Provider register and Supplier day hosted by set date	Invitation to register on the list of Accredited prospective service providers by 15 July 2016 Verification of accredited prospective service Updated register of accredited prospective service providers		Updated list of accredited prospective service providers Supplier Day by 30 November 2016		Updated list of accredited prospective service providers		Updated list of accredited prospective service providers				

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
33.		financial Viability and Management		Identification and prevention of Irregular Expenditure . SCM Implementation report to Council	60% of bids done through competitive bidding	Percentage of bids done through competitive bidding	60% of bids done through competitive bidding		60% of bids done through competitive bidding		60% of bids done through competitive bidding		60% of bids done through competitive bidding				
34.		financial Viability and Management		Ensure that Bid committee structures are in place and functional	Establishment and Training of the Bid Committee by 31 December 2016	Established and trained bid committee by set date	N/A	N/A	Establishment and Training Bid Committee by end of December 2016		N/A	N/A	N/A	N/A			

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
35.		financial Viability and Management		Ensure that Bid committee structures are in place and functional	Ensure 60 days turnarou nd time from closing date for the awarding of bids	Number of days for awarding of bids	Ensure 60 days turnaround time from closing date for the awarding of bids		Ensure 60 days turnaroun d time from closing date for the awarding of bids		Ensure 60 days turnarou nd time from closing date for the awarding of bids		Ensure 60 days turnaroun d time from closing date for the awarding of bids				
36.		financial Viability and Management		Identification and prevention of Irregular Expenditure.	To have 12 monthly reports on Irregular expenditu re submitte d to Managem ent Team Meeting (MTM),	Number of report on irregular expenditure	3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure		3 Monthly Report to Managem ent Team Meeting (MTM) on irregular expenditur e		3 Monthly Report to Managem ent Team Meeting (MTM) on irregular expenditu re		3 Monthly Report to Managem ent Team Meeting (MTM) on irregular expenditur e				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
37.		financial Viability and Management		To ensure that the municipal fleet policy, SCM Policy and Infrastructure Procurement Policy are adhered to	4 Quarterly reports on irregular expenditure to STANCO, EXCO and the Council by 30 June 2017	Number of report on irregular expenditure	1 Quarterly report on irregular expenditure to STANCO, EXCO and the Council		1 Quarterly report on irregular expenditure to STANCO, EXCO and the Council		1 Quarterly report on irregular expenditure to STANCO, EXCO and the Council		1 Quarterly report on irregular expenditure to STANCO, EXCO and the Council				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
38.		financial Viability and Management			Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigate and report on discrepancies Perform annual stock take by 30 June 2017	Number of stock counts, reconciliations, Investigations, report by set date	1 Stock counts, 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies		1 Stock counts, 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies		1 Stock counts, 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies		1 Stock counts, 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
39.		financial Viability and Management			Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly	Number of asset additions on register and physical verification of non-infrastructure assets done	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly		Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly		Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly		Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017 QUARTER 1 TARGET	QUARTER 1 ACTUAL	QUARTER 2 TARGET	QUARTER 2 ACTUAL	QUARTER 3 TARGET	QUARTER 3 ACTUAL	QUARTER 4 TARGET	QUARTER 4 ACTUAL	PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
40.		financial Viability and Management			4 Quarterly Asset reconciliation to General Ledger and 4 report on Updated Assets Register submitted to MTM. STANCO, EXCO and Council	Number of recons and reports on Updated Asset Registers submitted to MTM,STANCO, EXCO, Council	One Assets reconciliation to General Ledger and 1 report on Updated Asset Register submitted to MTM. STANCO, EXCO and Council		One Assets reconciliation to General Ledger and 1 report on Updated Asset Register submitted to MTM. STANCO, EXCO and Council		One Assets reconciliation to General Ledger and 1 report on Updated Asset Register submitted to MTM. STANCO, EXCO and Council		One Assets reconciliation to General Ledger and 1 report on Updated Asset Register submitted to MTM. STANCO, EXCO and Council				

PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
41.		financial Viability and Management			.Identification of obsolete assets and Disposal of approved obsolete assets through public processes by 30 June 2017	Number of schedules on obsolete assets submitted to MTM, STANCO, EXCO and Council. Disposed Obsolete Assets by set date	One schedule of obsolete assets submitted to MTM, STANCO, EXCO and Council		One schedule of obsolete assets submitted to MTM, STANCO, EXCO and Council		One schedule of obsolete assets submitted to MTM, STANCO, EXCO and Council Notice of identified obsolete assets for disposal by 31 March 2017		One schedule of obsolete assets submitted to MTM, STANCO, EXCO and Council Disposal of obsolete identified and approved assets by 30 April 2017				

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
42.		financial Viability and Management			To have signed contracts / service level agreements for all the bids awarded within 30 days of award date.	Number of days in which Contracts/service level agreements are signed after a bid is awarded	Ensure contracts/ service level agreements signed within 30 days from the date of appointment		Ensure contracts/ service level agreements signed within 30 days from the date of appointment		Ensure contracts / service level agreements signed within 30 days from the date of appointment		Ensure contracts/ service level agreements signed within 30 days from the date of appointment				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
43.		financial Viability and Management			Submission of reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register	Number of days in which reports on awarded bids were submitted to National treasury and number of Updated contract register	Submission of reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register		Submission of reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register		Submission of reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register		Submission of reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register				

PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
44.		financial Viability and Management			12 monthly report on fleet abuse cases and accidents	Number of fleet abuse cases and accidents reports and percentage of roadworthy municipal fleet	3 monthly report on fleet abuse cases and accidents		3 monthly report on fleet abuse cases and accidents		3 monthly report on fleet abuse cases and accidents		3 monthly report on fleet abuse cases and accidents				
45.		financial Viability and Management			Ensure 100% Roadworthy municipal fleet by 30 June 2017	Number of fleet abuse cases and accidents reports and percentage of roadworthy municipal fleet	Ensure 100% Roadworthy municipal fleet		Ensure 100% Roadworthy municipal fleet		Ensure 100% Roadworthy municipal fleet		Ensure 100% Roadworthy municipal fleet				

PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
46.		financial Viability and Management			Review Fleet Management Policy and SCM Policy and Infrastructure Procurement Policy by 31 May 2017	Reviewed SCM policy, Fleet Management policy and Infrastructure Procurement Policy by set date	N/A	N/A	N/A	N/A	Draft review policy for comments and suggestions by 31 March 2017		Approval of reviewed policy by council on 31 May 2017				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
47.		Good Governance and Public Participation		Budget related management policies	Annual review of 8 policies within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2017	Number of developed and reviewed policies By set date	N/A	N/A	N/A	N/A	N/A	N/A	Annual review of 8 policies within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2017.				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
48.		Municipal Institutional Development and Transformation			Two trainings (NERSA and Budget Schedules) to be attended by 31 March 2017.	Number of trainings by set date	N/A	N/A	One training to be attended by 31 December 2016.		One training to be attended by 31 March 2017.		N/A	N/A			
49.		Municipal Institutional Development and Transformation			12 Monthly Salary Payments to be made by 25 of each month	.	Salaries paid on the 25th of each month		Salaries paid on the 25th of each month		Salaries paid on the 25th of each month		Salaries paid on the 25th of each month				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2016 – JUNE 2017								PROGRESS ON THE DATE OF REVIEW	OWN RATING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
50.		LOCAL ECOMIC DEVELOPMENT		Ensure that all Service providers used by the municipality to procure goods and services are registered on the municipal database and NT database	50% of Procurement between R30 000 – R200 000 procured locally		50% of Procurement between R30 000 – R200 000 procured locally		50% of Procurement between R30 000 – R200 000 procured locally		50% of Procurement between R30 000 – R200 000 procured locally		50% of Procurement between R30 000 – R200 000 procured locally				
51.		LOCAL ECOMIC DEVELOPMENT		Ensure that all Service providers used by the municipality to procure goods and services are registered on the municipal database and NT database	20% of procurement above R200 000 procured locally		20% of procurement above R200 000 procured locally		20% of procurement above R200 000 procured locally		20% of procurement above R200 000 procured locally		20% of procurement above R200 000 procured locally				

CORE COMPETENCY REQUIREMENTS

1. LEADING COMPETENCIES

LEADING COMPETENCIES	Weight %	Milestones/Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Strategic Direction and Leadership	10%	Strategic leadership provides the scope and direction to help drive success for Budget & Treasury Department and the Municipality. A major part of this success is derived from effectively managing continuous change through improvements to both people and processes. The development of tools necessary for strategy formulation and implementation. Building ownership of goals and objectives for action within the Budget & Treasury Office teams.		
2. People Management	5%	To ensure that officials at Budget & Treasury Department are good managed. To lead, motivate, inspire, and encourage the employees at Budget & Treasury Office. Sometimes to hire, fire, discipline or evaluate employees.		
3. Program and Project Management	5%	<u>Governance</u>: Defining roles and responsibilities, and providing oversight <u>Management</u>: Planning and administering both projects and the overall program <u>Financial management</u>: Implementation of specific fiscal practices and controls <u>Infrastructure</u>: The program office, technology, and other factors in the work environment supporting the program		

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		effort Planning: Activities that take place at multiple levels, with different goals.		
4. Financial Management	**20%**	Financial Management through planning, organizing, directing and controlling the financial activities such as procurement and utilization of funds of the municipality. To applying general management principles to financial resources of the municipality.		
5. Change Leadership	**5%**	Development of a systematic approach in dealing with changes both from the perspective of an organization and the individual through adapting to change, controlling change, and effecting change. For change management means defining and implementing procedures and/or technologies to deal with changes in the municipal environment and to profit from changing opportunities.		
6. Governance Leadership	**5%**	Good governance is essential for the success of the municipality and is now more important than ever. To manage and ensure that people bring passion and commitment as well as skills and experience to the municipality. To ensure that Budget & Treasury Office abide with set long term vision and protect the reputation and values of the municipality. To develop and ensure implementation of proper procedures and policies in place and also promote needs to work well as a team and have good relationships within the municipality.		
TOTAL	**50%**			

2. CORE COMPETENCY (CC)

Core Occupational Competency	Weight %	Milestones/Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	0			
2. Planning and Organizing	0			
3. Analysis and Innovation	0			
4. Knowledge and Information Management	40%	Ensure Knowledge management through the process of capturing, developing, sharing, and effectively using organizational knowledge. Through Knowledge management develop and implement efforts typically focusing on organizational objectives such as improved performance, competitive advantage, innovation, the sharing of lessons learned, integration, and continuous improvement of the municipality.		
5. Communication	5%	To provide Communication to improve information sharing between Budget & Treasury Office staff and the act of conveying information. Improve communication through interworking with external stakeholders to improve municipality's image.		
6. Results and Quality Focus	5%	To ensure that performance targets achievements are of quality and reliable.		
TOTAL	50%			

PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Actions to Overcome Barriers
Development Finance	To attend a training course of development finance.	30 October 2016			
Fraud prevention Management	To attend a training course on fraud prevention management	31 December 2016			

AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN

I agree with the objectives as set out in the Performance Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE:..

Name of **Manager**: L. NAZELI..................

Date: 07/07/2016......................................

I undertake to support .... (name of Manager) with the achievement of the above Performance Development Plan

SIGNATURE:..

Name of **Reporting Officer**: J.C.T. Nxx......................

Date: 7/7/2016..