



MATATIELE

LOCAL MUNICIPALITY

PERFORMANCE PLAN

DEPARTMENT: BUDGET AND TREASURY DEPARTMENT
YEAR: 2017-2018

NAME:	MR L NDZELU	LINE MANAGER:	DR DCT NAKIN
EMPLOYEE NO.	300004	JOB TITLE:	THE MUNICIPAL MANAGER
DIVISION/BUSINESS UNIT	CHIEF FINANCIAL OFFICER	BUSINESS UNIT/SITE	102 MAIN STREET, MATATIELE: 4370
SITE	BUDGET AND TREASURY DEPARTMENT	PERIOD:	1 JULY 2017 – 30 JUNE 2018
RATING SCALE	102 MAIN STREET, MATATIELE: 4370	REVIEW DATE:	
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 (KPA's)

Weight = 80%

Core Competency Requirements (CCRs)

Weight = 20%

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No.	NATIONAL KEY PERFORMANCE AREA	WEIGHT	TARGET NUMBER
1)	Municipal Financial Viability & Management	70%	1-39
2)	Good governance and Public Participation	5%	40-41
3)	Municipal Transformation and Institutional Development	10%	42-46
4)	Basic Service Delivery and infrastructure	10%	47-47
5)	Local Economic Development	5%	48-49
No.	CORE COMPETENCY REQUIREMENTS	WEIGHT	TARGET NUMBER
8.	Core Management Criteria	50%	N/A
9.	Core Occupational Competency	50%	N/A

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MANAGER'S PERFORMANCE PLAN FOR THE 2017/2018 FINANCIAL YEAR

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/IN DICAOR	JULY 2017 – JUNE 2018										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					
01.	P4G3023.01	Municipal financial	70%	23. Preparation of annual integrated Procurement plans	have an approved Procurement Plan by 31 October 2017	Approved Procurement Plan by set date	Approval of procurement plan by the Accounting Officer.	N/A	N/A	N/A	N/A	N/A	N/A	N/A					
02.	P4G3023.02	Municipal financial viability		23. Preparation of annual integrated Procurement plans	100% Implementation of the approved procurement Plan by 30 June 2018	% of the plan implemented annually	25% Implementation of approved procurement plan by 30 September 2017	N/A	25% Implementation of approved procurement plan by 30 March 2018	N/A	25% Implementation of the approved procurements by 30 June 2018.	N/A							
03.	P4G3024.01	Municipal financial viability		24. Ensure that all Service providers used by the municipality to procure goods and services are registered on the NT database	Invitation of Accredited prospective service providers to register on CSD by 30 June 2018	Invitation Notice issued by set	Invitation of Accredited prospective service providers to register on CSD by 31 July 2017.	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 2017 – JUNE 2018										OWN RATING	PROGRESS ON THE DATE OF REVIEW	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4						
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
04.	PAG3025.01	Municipal Financial Viability		25. Identification and prevention of Irregular Expenditure	60% of bids done through competitive bidding by 30 June 2018	Percentage of bids done through competitive bidding by set date	60% of bids done through competitive bidding	N/A	60% of bids done through competitive bidding	N/A	60% of bids done through competitive bidding	N/A	60% of bids done through competitive bidding	N/A					
05.	PAG3026.01	Municipal Financial Viability And		26. Ensure that Bid committee structures are in place and functional	Establishment of Bid Committee by 30 June 2018	Established bid committee by set date	Establish BID Committees	N/A	N/A	N/A	N/A	N/A	N/A	N/A					
06.	PAG3024.02	Municipal Financial Viability And		24. Ensure that all Service providers used by the municipality to procure goods and services are registered on the NT database	Ensure 80 days turnaround time from closing date for the awarding of bids by 30 June 2018	Number of days for awarding of bids	Ensure 80 days turnaround time from closing date for the awarding of bids	N/A	Ensure 80 days turnaround time from closing date for the awarding of bids	N/A	Ensure 80 days turnaround time from closing date for the awarding of bids	N/A	Ensure 80 days turnaround time from closing date for the awarding of bids	N/A					
07.	PAG3025.02	Municipal Financial Viability And Management		25. Identification and prevention of Irregular Expenditure	12 monthly reports on Irregular expenditure submitted to Management Team Meeting (MTM)	Number of report on irregular expenditure submitted annually	3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure		3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure		3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure		3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure						

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/IN DICAOR	JULY 2017 – JUNE 2018								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			
08.	P4G2027.01	Municipal Financial Viability And Management		27. ensure that inventory management and disposal of inventory is done in accordance with SCM Policy	Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigate and report on discrepancies by 30 June 2018	Number of stock counts, reconciliations, Investigations, reports 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				
09.	P4G3026.02	Municipal Financial Viability And Management		26. Ensure that Bid committee structures are in place and functional	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 by set date	Submission of 3 monthly reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register		Submission of 3 monthly reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register		Submission of 3 monthly reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register		Submission of 3 monthly reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
10.	P4G2028.05	Municipal Financial Viability And Management		28. Improve administrative capacity of the municipality	Review Fleet Management Policy and SCM Policy and Infrastructure Procurement Policy and SOPs by 31 May 2018	Number of reviewed and approved policies by the set date	N/A		N/A		Draft review policy and SOPs for comments and suggestions		Approval of reviewed policy by council on 31 May 2017				
11.	P4G3029.01	Municipal Financial Viability And Management		29. Reduction of Debt to be within ageing of 60 days	Reduction of normal debt by R1 500 000 by 30 June 2018.	Amount of debt reduced by set date	Reduce normal debt by R375 000.00		Reduce normal debt by R375 000.00		Reduce normal debt by R375 000.00		Reduce normal debt by R375 000.00				
					Reduction of Government debt by R1 500 000 by 30 June 2018	Amount of debt reduced by set date	Reduce normal debt by R375 000.00		Reduce normal debt by R375 000.00		Reduce normal debt by R375 000.00		Reduce normal debt by R375 000.00				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
12.	P4G3O30.01	Municipal Financial Viability And Management		30.Ensure full compliance with the requirement of MPRA	Produce a general valuation roll for implementation in 2017/18 financial year	General evaluation roll produced by set date	Appointment of the municipal valuer by 31 July 2017		N/A		Produce a draft valuation roll for submission in 31 January 2018 Attending to the objections together with the municipal valuer		Production of a final valuation roll				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
13.	P4G3O31.01	Municipal Financial Viability And Management		31. Align the Age Analysis with the General Ledger – ensure that there are no variances.	Submission of 12 Monthly reconciliations to MTM by 30 June 2018.	Number of monthly debtor’s reconciliations submitted by set date.	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 2017 14 September 2017 13 October 2017		3 Monthly debtors reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 13 November 2017 14 December 2017		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 February 2018 14 March 2018 13 April 2018		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 May 2018 16 June 2018 13 July 2018				
14.	P4G3O32.01	Municipal Financial Viability And		32. Generate revenue through provision of municipal services to individuals,	Billing done by end of the month and Posting of accounts by the 15th of each month by 30 June 2018.	Accounts billed within prescribed timeframe	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				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
15.	P4G0208.03	Financial and Municipal Viability		28. improve administrative capacity of the municipality	Annual review of 10 budget related policies within the legislative prescripts of MFMA; MSA; MPRA and NT guidelines by 30 June 2018	Number of reviewed policies by set date	N/A		N/A		N/A		Review of 10 budget of budget related policies as required.				
16.	P4G0303.01	Municipal Financial Viability		33. Ensure that electricity meters are remotely managed and controlled.	Replacement of 2000 non-smart meters to smart – grid meters by 30 June 2018.	Number of meters installed by set date.	Replacement of non-smart grid meters by 500 smart meters		Replacement of non-smart grid meters by 500 smart meters		Replacement of non-smart grid meters by 500 smart meters		Replacement of non-smart grid meters by 500 smart meters				
17.	P4G3029.02	Municipal Financial		29. Reduction of Debt to be within ageing of 60 days	Levying of interest on outstanding debtors at an annual rate of 18% by 30 June 2018	Amount of interest levied on outstanding debt monthly by set date	Monthly charge of interest on outstanding debt	N/A	Monthly charge of interest on outstanding debt	N/A	Monthly charge of interest on outstanding debt	N/A	Monthly charge of interest on outstanding debt	N/A			
18.	P4G3023.02	Municipal Financial And Viability		23. Preparation of annual integrated Procurement plans	80% Payments done within 30 days on receipt of invoice by 30 June 2018.	Percentage of received invoices per month against number of payments made within 30 days.	80% Payments done within 30 days on receipt of invoice	N/A	80% Payments done within 30 days on receipt of invoice	N/A	80% Payments done within 30 days on receipt of invoice	N/A	80% Payments done within 30 days on receipt of invoice	N/A			

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
19.	P4G3015.05	Municipal Financial Viability And Management		15. Ensure that we fully comply with MFMA – with regards to reports that need to be submitted	One mid-term budget and financial performance report to be submitted to Management Team, Standing Committee, EXCO, Council and National Provincial by the 25 th January.	Date of Submission of Mid-term budget report	N/A	N/A	N/A	N/A	Mid – Term report to be submitted to Management Team, Standing Committee, EXCO, Council and National Provincial by the 25 th January	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			
20.	P4G3018.05	Municipal Financial Viability and Management		18. Ensure that the municipality implements the tabled annual budget process plans	12 reports on Repayments of loans submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10 th working of the following month.	Number of reports on Paid loans submitted to Management Team, Standing Committee, EXCO, Council 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 2017; 14 September 2017; 13 October 2017.	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 November 2017; 15 December 2017; 16 January 2018.	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 February 2018; 14 March 2018; 13 April 2018.	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: 15 May 2018; 15 June 2018; 134 July 2018.	N/A	Monthly external and internal reports are reconciled on a monthly.		

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
21.	P4G3018.06	Municipal Financial Viability and Management		18. Ensure that the municipality implements the tabled annual budget process plans	12 monthly financial statements to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following	Number of submitted monthly financial statements to Management Team.	3 interim financial statements prepared and submitted to Management Team through monthly financial performance on the following dates: 15 August 2017; 14 September 2017; 13 October 2017. Depending on the date of the MTM.	N/A	3 interim financial statements prepared and submitted to Management Team through monthly financial performance on the following dates: 14 November 2017; 15 December 2017; 16 January 2018. Depending on the date of MTM.	N/A	3 interim financial statements prepared and submitted to Management Team through monthly financial performance on the following dates: 14 February 2018; 14 March 2018; 13April2018 . Depending on the date of MTM.	N/A	3 interim financial statements prepared and submitted to Management Team through monthly financial performance on the following dates: 15 May 2018; 15 June 2018; 14 July 2018. Depending on the date of MTM.	N/A			

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
22.	P4G3022.01	Municipal Financial Viability and Management		22. Ensure maintenance of GRAP compliant FAR	Prepare and maintain GRAP compliant FAR reconciliations to General Ledger by 30 June 2018.	GRAP Compliant Fixed Assets Register	Physical verification of all movable assets	N/A	Physical verification of Immoveable and movable Assets Inclusive of Infrastructure Projects.	N/A	Physical verification of all movable assets	N/A	Physical verification of Immoveable and movable Assets Inclusive of Infrastructure Projects	N/A			
23.	P4G3022.02	Municipal Financial Viability and Management		22. Ensure maintenance of GRAP compliant FAR	Ensure annual Risk cover of municipal assets as per council policy. Insurance of municipal assets by 01 July 2017.	Insurance cover for municipal assets and other risks.	Appoint the service for Insurance of municipal assets	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
24.	P4G3022.03	Municipal Financial Viability and Management		22. Ensure maintenance of GRAP compliant FAR	GRAP compliant Fixed Asset Register updated by 30 June 2018.	Updated Fixed Assets Register	N/A	N/A	Update and verify infrastructure assets	N/A	N/A	N/A	Updated and verified infrastructure assets by 30 June 2018	N/A			

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
25.	P4G3015.01	Municipal Financial Viability And Management		15. Ensure that we fully comply with MFMA – with regards to reports that need to be submitted.	Submission of monthly reports (section 71) to National Treasury, Provincial Treasury and mayor on the 10 th working day of the following month	Number of Section 71 reports submitted by set timeframe.	Submission of monthly reports (section 71) to National Treasury, Provincial Treasury and mayor on the 10 th working day of every month 15 th August 2017; 14 th September 2017; 13 th October 2017.	N/A	Submission of monthly reports (section 71) to National Treasury, Provincial Treasury and mayor on the 10 th working day of every month 13 th November 2017; 14 th December 2017; 15 th January 2018.	N/A	Submission of monthly reports (section 71) to National Treasury, Provincial Treasury and mayor on the 10 th working day of every month 14 th February 2018; 14 th March 2018; 13 th April 2018.	N/A	Submission of monthly reports (section 71) to National Treasury, Provincial Treasury and mayor on the 10 th working day of every month 14 th May 2018; 14 th June 2018; 13 th July 2018.	N/A					

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
26	P4G3015.02	Municipal Financial Viability And Management		15. 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 2018	Number of reports submitted by set date	Submission of quarterly reports National Treasury, Provincial Treasury by 13 th October 2017.	N/A	Submission of quarterly reports National Treasury, Provincial Treasury by 15 th January 2018.	N/A	Submission of quarterly reports National Treasury, Provincial Treasury by 13 th April 2018.	N/A	Submission of quarterly reports National Treasury, Provincial Treasury by 13 th July 2018.	N/A			
27.	P4G3015.03	Municipal Financial Viability And		Bank account details submitted to National and Provincial and Auditor-General.	One annual banking details to be reported to National Treasury by 01 July 2017.	Number of report submitted by set date	One annual banking details to be reported to National Treasury by 01 July 2017.	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
28.	P4G3015.04	Municipal Financial Viability And Management		Reports submitted to National Treasury as required to National and Provincial i.e. withdrawal report	Submission of quarterly reports on withdrawal report National Treasury, Provincial Treasury by 30 June 2018	Number of report submitted by set date	Submission of quarterly reports National Treasury, Provincial Treasury by 13 th October 2017.	N/A	Submission of quarterly reports National Treasury, Provincial Treasury by 15 th January 2018	N/A	Submission of quarterly reports National Treasury, Provincial Treasury by 13 th April 2018.	N/A	Submission of quarterly reports National Treasury, Provincial Treasury by 13 th July 2018.	N/A			

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
29.	P4G3015.05	Municipal Financial Viability And Management		Mid-year budget and performance assessment.	One mid-term budget performance report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial by the 25 th January.	Date of Submission of Mid-term budget 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				
30.	P4G3015.06	Municipal Financial Viability And Management		Bank reconciliations	12 monthly bank reconciliations to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.	Number of submitted monthly reconciliation by set date	3 monthly bank reconciliations reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 th August 2017; 14 th September 2017;	N/A	3 monthly bank reconciliations reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 13 th November 2017;	N/A	3 monthly bank reconciliations reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 th February 2018; 14 th March	N/A	3 monthly bank reconciliations reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 th May 2018; 14 th June 2018; 13 th July				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
							13 th October 2017		14 th December 2017; 15 th January 2018.		2018; 13 th April 2018.		2018.						

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
31.	P4G3015.07	Municipal Financial Viability		Cash Investment Register reconciles to General Ledger	12 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10 th working day of the following month.	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 th August 2017; 14 th September 2017; 13 th October 2017	N/A	3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 13 th November 2017; 14 th December 2017; 15 th January 2018.	N/A	3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 th February 2018; 14 th March 2018; 13 th April 2018.	N/A	3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 th May 2018; 14 th June 2018; 13 th July 2018.	N/A			

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
32.	P4G3015.05	Municipal Financial Viability And Management		15. 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						
33.	P4G3018.02	Municipal Financial Viability And Management		18. Ensure that the municipality implements the annual budget process plans	Budget process plan submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the next financial year 10 months before start of new financial year, within 10 working days	Submitted process plan to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by set date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
					after approval by Council.		of new financial year.										
34.	P4G3018.03	Municipal Financial Viability And Management		18. Ensure that the municipality implements the tabled annual budget process plans	Submit tabled budget 90 days before of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	One tabled draft budget reported to Management Team, Standing Committee, EXCO, and Council within 90 days before start of the new financial year, National and Provincial Treasury within 10 working days after its approval.	N/A	N/A	Submit Budget return forms to management team by 31 October 2017	N/A	Submit tabled budget 90 days before 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 2017 – JUNE 2018								PROGRESS ON THE DATE OF REVIEW	OWNING	RATING BY PANEL MEMBER
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
35.	PAG3018.05	Municipal Financial Viability And Management		18. Ensure that the municipality implements the tabled annual budget process plans	Submit Approved budget that is aligned to the IDP to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 30 June 2018.	Approved budget submitted to Management Team, Standing Committee, EXCO, Council, National	N/A	N/A	N/A	N/A	N/A	N/A	Submit Approved budget that is aligned to the IDP to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury	N/A			
36.	PAG3018.04	Municipal Financial Viability And Management		Consultations on tabled budget	Conduct IDP/Budget Outreach by 30 April 2018	Outreach conducted by set date.	N/A	N/A	N/A	N/A	N/A	N/A	Budget Community Outreach held before 30 April 2018	N/A			

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2017 – JUNE 2018								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.	P4G3016.02	Municipal Financial Viability and Management		16. ensure that departments don't spend more than what they have budgeted for	Submit 12 monthly reports to Management Team by the 10th working day of the following month.	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 th August 2017; 14 th September 2017; 13 th October 2017		Submit 3 monthly reports to Management Team on the following dates: 13 th November 2017; 14 th December 2017; 15 th January 2018;		Submit 3 monthly reports to Management Team on the following dates: 14 th February 2018; 14 th March 2018; 13 th April 2018.		Submit 3 monthly reports to Management Team on the following dates: 14 th May 2018; 14 th June 2018; 13 th July 2018.				
38.	P4G3017.01		Municipal Financial Viability And Management	17. Implementation of and adherence to SCOA regulations	Implementation and adherence to SCOA regulation Reviewable of Municipal Finance System	Implemented SCOA regulations as per MFMA	Hold quarterly mSCOA steering committee meetings. Ensure mSCOA is fully implemented		Hold quarterly mSCOA steering committee meetings. Ensure mSCOA is fully implemented		Hold quarterly mSCOA steering committee meetings. Ensure mSCOA is fully implemented		Hold quarterly mSCOA steering committee meetings. Ensure mSCOA is fully implemented				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2017 – JUNE 2018								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			
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
39.	P4G2028.04	Municipal financial viability		28. improve administrative capacity of the municipality	Annual review of 6 policies and Standard Operating Procedures within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2018	Number of developed and reviewed policies By set date	N/A		N/A		N/A		Annual review of 6 policies and Standard Operating Procedures within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2018.	N/A			
40.	P6G12077.23	Good Governance and Public Participation	5%	77. ensure compliance to legislation, adopted policies and plans	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 by set date.	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				

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2017 – JUNE 2018										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					
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
41.	P6G14098.02	Good Governance and Public Participation		53. enhance accountability and stability within the municipality	Achieve an Unqualified Audit Opinion with no material misstatements issued by the Auditor-General by 30 June 2018.	Signed Auditor General Report by set date	N/A	N/A	Achieve an Unqualified Audit Opinion with no material misstatements issued by the Auditor-General.	N/A	N/A	N/A	N/A	N/A					
42.	P5G9060.02	Municipal; Institutional Development &		60. Capacitate, develop, manage and maintain municipal human capital.	Two trainings to be attended by 30 June 2018.	Number of trainings attended by set date	N/A	N/A	Financial Report; Assets Management Training by 31 December 2017.	N/A	N/A	GRAP training by 30 June 2018.	N/A						
43.	P5G10066.01	Municipal; Institutional Development &	10%	66.Ensure proper efficient payroll administration for the municipality	12 Monthly Salary Payments to be made by 25 of each month	Monthly payment of salaries by the set date.	Monthly payment of salaries.		Monthly payment of salaries.		Monthly payment of salaries.		Monthly payment of salaries.						

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2017 – JUNE 2018								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.	PSG9060.01	Municipal; Institutional & Development		60. Capacitate, develop, manage and maintain municipal human capital.	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 st March 2018.	N/A					
45.	PSG10067.01	Municipal; Institutional		67. provide a healthy, safe, secure and a productive work environment	12 monthly report on fleet abuse cases and accidents by 30 June 2018	Number of fleet abuse cases and accidents reports submitted by set date	Submission of 3 monthly report on fleet abuse cases and accidents		Submission of 3 monthly report on fleet abuse cases and accidents		Submission of 3 monthly report on fleet abuse cases and accidents		Submission of 3 monthly report on fleet abuse cases and accidents				
46.	PSG10067.02	Municipal; Institutional		67. provide a healthy, safe, secure and a productive work environment	Ensure 100% licensing of municipal fleet by 30 June 2018	Percentage of municipal fleet licensed by set date	Ensure 100% Licensing municipal fleet		Ensure 100% Licensing municipal fleet		Ensure 100% Licensing municipal fleet		Ensure 100% Licensing municipal fleet				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2017 – JUNE 2018								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.	PTG101.01	Basic service delivery	10%	1. Provide support to households that are indigent in the area of jurisdiction	Provided services to 20542 indigent beneficiaries as follows: Electricity, Refuse and rates, Gel and oil, Solar	Number of indigent beneficiaries provided with services by set date	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar					
48.	P3G4034.01	Local economic	5%	34. Promote procurement of goods and services from local Service providers in order to promote local economic development	55% of Procurement between R30 000 – R200 000 procured locally by 30 June 2018	Percentage of procurements between R30 000.00 and R20 000.00 procured locally by set date	55% of Procurement between R30 000 – R200 000 procured locally	55% of Procurement between R30 000 – R200 000 procured locally	55% of Procurement between R30 000 – R200 000 procured locally	55% of Procurement between R30 000 – R200 000 procured locally	55% of Procurement between R30 000 – R200 000 procured locally	55% of Procurement between R30 000 – R200 000 procured locally					

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	STRATEGIC OBJECTIVES	MEASURABLE OBJECTIVES/OUTPUT	PERFORMANCE MEASURE/INDICATOR	JULY 2017 – JUNE 2018										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					
49.	P3G4034.02	Local economic development		34. Promote procurement of goods and services from local Service providers in order to promote local economic development	25% of procurement above R200 000 are procured locally by 30 June 2018	Percentage of procurements between R30 000.00 and R20 000.00 procured locally by set date	25% of procurement above R200 000 procured locally		25% of procurement above R200 000 procured locally		25% of procurement above R200 000 procured locally		25% of procurement above R200 000 procured locally		25% of procurement above R200 000 procured locally				

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CORE COMPETENCY REQUIREMENTS

1. LEADING COMPETENCIES

Leading Competencies (LC)	Weight %	Milestones/Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Strategic Direction and Leadership	10%	Provide direction to Departmental operations and resolve challenges without delays.		
2. People Management	5%	Good display of people management skills, team work, motivation of staff and resolutions of disputes amongst staff		
3. Program and Project Management	5%	Provide clear project plan with set time-lines for easy management and success of the project to achieved planned targets.		
4. Financial Management	20%	Compliance with specific items in the action plan for responding to AG queries relating to the department. Proper Departmental budget management and exercising applicable fiscal controls		
5. Change Leadership	5%	Management of changes on the implementation of reforms in the municipality sanctioned by Council policies or by legislations. (mSCOA implementation, MFMA Circulars & SCM reforms)		
6. Governance Leadership	5%	Provide support and advice on Financial Management and MFMA reforms to governance structures like BTO Stanco.		
TOTAL	50%			

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2. CORE COMPETENCY (CCC)

Core Competency	Weight %	Milestones/Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	10%	Conducting my work on a honest manner and keeping of high integrity on all matters of the municipality		
2. Planning and Organizing	10%	Development and management of the work plans to meet set deadlines on reporting and achieving of set results.		
3. Analysis and Innovation	10%	Interpretation of financial management reports and devising of strategies to overcome short comings		
4. Knowledge and Information Management	5%	Display of understanding and careful consideration of Macro Economics and Political Context in pursuance of decisions and implementing tasks accrued to the manager's responsibilities		
5. Communication	5%	Implementation of Batho Pele Principles and responsiveness to customer		
6. Results and Quality Focus	10%	Implementation of Batho Pele Principles and responsiveness to customer		
TOTAL	50%			

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:.....

[Signature]

Name of Manager: *LEHE NAZEN*.....

Date: *28/07/2017*.....

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

SIGNATURE:.....

[Signature]

Name of Reporting Officer: *DET NAZEN*.....

Date: *30/7/2017*.....

PERSONAL DEVELOPMENT PLAN

[illegible]