



# MATATIELE

## PERFORMANCE PLAN

### ANNEXURE A

DEPARTMENT: BUDGET AND TREASURY

UNIT: GOVERNANCE

YEAR: 2021 - 2022

NAME:	MR. KHALUWE MEHLOMAKULU	LINE MANAGER:	MR. LIZO MATIWANE
EMPLOYEE NO.	301127	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	CHIEF FINANCIAL OFFICER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	BUDGET AND TREASURY	PERIOD:	01/07/2021 - 30/06/2022
SITE	102 Main Street, MATATIELE; 4730	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%

1. Basic Service Delivery = 10%
2. Municipal Institutional Development and Transformation = 5%
3. Good Governance and Public Participation = 20%
4. Municipal Financial Viability and Management = 65%
5. Local Economic Development (LED) = 0
6. Spatial Development = 0

Core Competency Requirements (CCRs)

Weight = 20%

LEADING COMPETENCIES (LCs)	CORE COMPETENCIES (CCs)	
1. Strategic Direction and Leadership	- 10%	1. Moral Competency - 5%
2. People Management	- 5%	2. Planning and Organizing - 5%
3. Program and Project Management	- 5%	3. Analysis and Innovation - 15%
4. Financial Management	- 5%	4. Knowledge and Information management - 15%
5. Change Leadership	- 25%	5. Communication - 5%
6. Governance Leadership	- 5%	6. Results and Quality Focus - 5%

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# PERFORMANCE PLAN FOR 2021-2022 FINANCIAL YEAR.

JULY 2021 – JUNE 2022									
QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4			
1.	P2G308.01	Basic Service Delivery	10%	Indigent support	Number of registered indigent beneficiaries receiving free basic services by set date	Provide services to 13 827 registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 30 June 2022	Provide services to registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 30 September 2021	Provide services to registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 31 December 2021	Provide services to registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 31 March 2022
						Indigent Register	Indigent Register	Indigent Register	Indigent Register

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JULY 2021 – JUNE 2022										
QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
3.	P2G3010.05	Municipal Financial Viability	65%	Receive unqualified audit opinion from AGSA.	Signed Auditor General Report by set date.	Achieve an Unqualified Audit Opinion issued by the Auditor-General by 30 November 2021.	Achieve an Unqualified Audit Opinion issued by the Auditor-General by 30 November 2021.	Resolved all Audit findings towards Achieve an Unqualified Audit Opinion issued by the Auditor-General by 30 November 2021.		
				Audit Report from AGSA	Audit Report from AGSA	Audit Report from AGSA	Audit Report from AGSA	Audit Report from AGSA	Audit Report from AGSA	

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JULY 2021 – JUNE 2022									
QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4			
4.	P2G3010.06	Municipal Financial Viability	65%	mSCOA Reports	Number of Mscoa reports produced by set date	Produce four (4) Quarterly mSCOA internal monitoring tool reports by 30 June 2022	Quarterly reports on mSCOA internal monitoring tools used	Quarterly reports on mSCOA internal monitoring tools used	Quarterly reports on mSCOA internal monitoring tools used
							Management reports to MTM	Management reports to MTM	Quarterly reports on mSCOA internal monitoring tools used
5.	P2G309.01	Municipal Financial Viability	65%	Debt Collection & Reduction	Amount of debt reduced by set date	Reduce Revenue debt by R3,000 000 by 30 June 2022	Reduce Revenue debt by R750000 by 30 September 2021	Reduce Revenue debt by R750000 by 31 March 2022	Reduce Revenue debt by R750000 by 30 June 2022
							Age Analysis	Age Analysis	Age Analysis

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JULY 2021 – JUNE 2022				
QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	

				Quarterly reports (Section 52d)	Quarterly reports (Section 52d)	Quarterly reports (Section 52d)	Quarterly reports (Section 52d)	Quarterly reports (Section 52d)				
8.	P2G308.03	Municipal Financial Viability	65%	Submission of banking details as per section 8 of MFMA.	Number of report on banking details submitted by set date	One annual banking details to be reported to National Treasury by 01 July 2021	One annual banking details to be reported to National Treasury by 01 July 2021.	Proof of submission to National Treasury	N/A	N/A	N/A	N/A

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JULY 2021 – JUNE 2022			
QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4

9.	P2G308.04	Municipal Financial Viability	65 %	Submission of mid-term report in terms of section 121 of MFMA.	Mid-term report submitted by set date	Submission of mid-term report to the Mayor, National and Provincial Treasury by the 25th January.	N/A	N/A	N/A	Mid – Term budget report to be submitted to the Honourable Mayor, National and Provincial Treasury by the 25th January 2022	MOHP OE	MOHP OE	MOHP OE	N/A	MOHP OE	MOHP OE
							N/A	N/A	N/A							

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JULY 2021 – JUNE 2022			
QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4

11.	P2G308.06	Municipal Financial Viability	65 %	Multi-year budget as per section 21 (b) of the MFMA.	Budget Time schedule (Process Plan) submitted to Council and National and Provincial Treasury by set date.	Develop budget time schedule (process plan) and submit to Council 10 months before the start of a financial year (31 August 2021) and to National and Provincial Treasury by the 30 June 2022	Develop budget time schedule (process plan) and submit to Council 10 months before the start of a financial year (31 August 2021) and to National and Provincial Treasury by the 15th Sept 2021	N/A	N/A	N/A	N/A				
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13.	P2G308.08	Municipal Financial Viability	65 %	Multi-year budget as per section 21 and 24 of MFMA.	2022/23 MTERF Budget prepared and submitted to Council, National and Provincial Treasury by set date.	Prepare 2022/23 MTERF Budget and submit to council by 30 June 2022 and to National and Provincial Treasury within 10 days after approval.	N/A	N/A	N/A	Prepare 2022/23 MTERF draft Budget and submit to Council by 31 March 2022 and to National and Provincial Treasury within 10 working days after approval.	Prepare 2022/23 MTERF final Budget and submit to Council by 30 June 2022 and to National and Provincial Treasury within 10 days working after approval.			
					Approved Budget Advert Council Resolution	N/A	N/A	N/A	Approved Budget Advert Council Resolution	Approved Budget Advert Council Resolution				

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15	P2G308.10	Municipal Financial Viability	65 %	General valuation roll	Valuation roll produced by set date	Produce a supplementary valuation roll for implementation by 01 July 2022	Implement the supplementary roll on 01 July 2022	N/A	N/A	N/A	Invite public to inspect SV for implementation on 01/07/2023				
16	P2G308.12	Municipal Financial Viability	65 %	Demand Management (1)	Approved Procurement Plan by the set date	Approval OF 2022/23 Procurement Plan by 31 May 2022	N/A	N/A	N/A	N/A	Advert	2022/23 Procurement Plan approved by the Accounting Officer.			



JULY 2021 – JUNE 2022												
QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4			
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## CORE COMPETENCY REQUIREMENTS

### 1. LEADING COMPETENCIES

1. Strategic Direction and Leadership	10%	<ul style="list-style-type: none"> <li>Provide direction and leadership within the department</li> </ul>			
2. People Management	5%	<ul style="list-style-type: none"> <li>Ensure the policies and regulations as set out by council are adhered to.</li> <li>Ensure discipline, commitment amongst the staff members within the department.</li> </ul>			
3. Program and Project Management	5%	<ul style="list-style-type: none"> <li>Ensure projects that are within the department are achieved within the set-time frames.</li> </ul>			
4. Financial Management	25%	<ul style="list-style-type: none"> <li>Ensure the institution is financially stable and sustainable</li> <li>Ensure the institution produces credible and balancing budget.</li> </ul>			
5. Change Leadership	0%				
6. Governance Leadership	5%	<ul style="list-style-type: none"> <li>Ensure the units within the department are functioning within the prescribed regulations</li> </ul>			

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## 2. CORE COMPETENCY (CC)

1. Moral Competency	5%	<ul style="list-style-type: none"> <li>Ensure the dilemmas and conflicts within the department are resolved amicably and timeously.</li> </ul>			
2. Planning and Organizing.	5%	<ul style="list-style-type: none"> <li>Ensure the tasks of the department are completed within the required time.</li> <li>Put the necessary systems to ensure the tasks are completed</li> </ul>			
3. Analysis & Innovation	15%	<ul style="list-style-type: none"> <li>Ensure the targets set are completed within the required time and the estimated budget.</li> </ul>			
4. Knowledge and Information Management.	15%	<ul style="list-style-type: none"> <li>Knowledge on operations of the department and also transferring the <del>knowledge to the</del> staff members within the department.</li> </ul>			
5. Communication	5%	<ul style="list-style-type: none"> <li>Ensure the decisions taken by council and management are communicated with the staff members.</li> </ul>			
6. Results and Quality Focus	5%	<ul style="list-style-type: none"> <li>Ensure the municipality achieves the targets as set out on the IDP and SDBIP</li> </ul>			

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PERSONAL DEVELOPMENT PLAN (SERVES AS ANNEXURE A OF THE PLAN)


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.

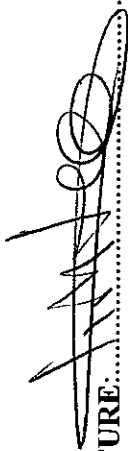
SIGNATURE:.....



Name of the employee: *Khushveer Nallamsetti*.....

Date: .....

I undertake to support the employee with the achievement of the above Performance Development Plan.

  
SIGNATURE:.....

Name of Supervisor: .....

Date: .....