



MATATIELE
LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY BETWEEN:

THE MATATIELE MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

DR DCT NAKIN

AND

LIHLE NDZELU

IDENTITY NUMBER: 7109046021087

CHIEF FINANCIAL OFFICER

FOR

2018/2019

FINANCIAL YEAR

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This agreement sets out the objective of the Department in relation to the Employee, Mr. Lihle Ndzelu and the expectations of the Employer, Dr. DCT Nakin for the performance of the Employee. The agreement further provides for a systematic evaluation of the performance of the Manager in achieving key objectives.

1. JOB DETAILS

Employee Number	:	300004
Component	:	BUDGET & TREASURY
Location	:	BUDGET & TREASURY OFFICE.
Salary level	:	TASK Grade 16
Notch (package)	:	R1,119,328.07
Occupational classification	:	GENERAL MANAGER
Designation	:	CFO

MANDATE OF THE EMPLOYER

2. JOB PURPOSE

Plan, Direct, Manage and Monitor the:

- 2.1 Utilisation of municipalities resources effectively, efficiently and economically,
- 2.2 Full and proper keeping of records for municipal financial affairs according to prescribed norms and standards,
- 2.3 Put measures to prevent unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented,
- 2.4 Asset and liability management through safe guarding and maintenance,
- 2.5 Maintains a management system, accounting and information system that accounts for assets and liabilities,
- 2.6 Revenue management,
- 2.7 Expenditure management,
- 2.8 Expenditure on staff benefits,
- 2.9 Budget preparations and implementation,
- 2.10 Monthly budget statements,
- 2.11 Mid-year budget and performance assessment,
- 2.12 Administratively in charge of the budget and treasury office,
- 2.13 Advise the Accounting Officer on the exercise of power and duties assigned to the Accounting Officer in terms of MFMA,
- 2.14 Preparation of Annual Financial Statements,
- 2.15 Liaise with Auditors General for audit purposes,
- 2.16 Liaise with Internal Auditors.

3. STRATEGIC CONTEXT OF EMPLOYER:

3.1 In line with the Vision of the Department and the Employer, the Employee is committed to assisting and supporting the management and staff of the Department in attaining service excellence in the performance of their line function.

3.2 In supporting the Department, the Employee has set its vision as follows:

3.2.1 A Pro-active Department, dedicated to ensure capacity for quality service delivery

3.3 The Employee commits herself to the Mission of:

3.3.1 Providing outstanding and responsive Human Capital management, in a highly efficient, effective and economical manner.

4. CORE FUNCTIONS`

Describe the key functions that the jobholder is required to perform, based on the job profile, and the departmental strategic/operational plan.

- 4.1 Provision of effective financial management and reporting functions,
- 4.2 Provision of effective and efficient administrative services
- 4.3 Ensure compliance with all relevant pieces of legislation and agreements or applicable legal/statutory requirements
- 4.4 Ensure development and implementation of policies relevant to the core functions of the department
- 4.5 Budget/Financial Management and Control
- 4.6 Monthly, Quarterly, Mid-year and Annual Performance Reporting

5. DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

The Employee shall report to the Municipal Manager as the supervisor on all parts of this agreement. The Employee shall:

- 5.1 Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she proposes to take to ensure the impact of such deviation from the original agreement is minimized.
- 5.2 Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- 5.3 Discuss and there after document for record and future use any revision of the targets as necessary as well as progress made towards the achievement of performance agreement measures.

In turn the supervisor shall:

- 5.4 Create an enabling environment to facilitate effective performance by the Employee
- 5.5 Provide access to skills development and capacity building opportunities.
- 5.6 Work collaboratively to solve problems and generate solutions to common problems within the Department that may be impacting on the performance of the Employee
- 5.7 Monitor and evaluate the employee's performance
- 5.8 Endeavor to provide support in the form of coaching, guidance, mentoring, training and Counseling to the manager should signs of substandard performance show



6. REPORTING

- 6.1 The Employee must timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that he/she proposes to take to ensure the impact of such deviation from the original agreement is minimized.

7. PERFORMANCE MANAGEMENT SYSTEM

- 7.1 The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 7.2 The Employee undertakes to actively focus towards the promotion and implementation of Key Performance Areas (KPA's) (including special projects relevant to the Employee's responsibilities) within the local government framework and Core Competency Requirements (CCRs). The CCR's are made up of the Core Managerial Competencies (CMC's) and Core Occupational Competencies (COC's).
- 7.3 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

8. DEVELOPMENTAL REQUIREMENTS

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

9. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL APPRAISAL

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 2018 – September 2018
Second quarter:	October 2018 – December 2018
Third quarter:	January 2019 – March 2019
Fourth quarter:	April 2019 – June 2019

10. MANAGEMENT OF PERFORMANCE OUTCOMES

- 10.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 10.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance,
- 10.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at current remuneration package at end of financial year (30 June) subject to a fully effective assessment.

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

10.4.1 provide systematic remedial or development support to assist the Employee to improve his/her performance; and

10.4.2 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.

11. DISPUTE RESOLUTION

11.1 Any disputes about the nature of the Employee's Performance Agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in this agreement, shall be mediated in terms of the following:

11.1.1 A performance dispute will be declared in writing by an affected employee within 21 working days of the occurrence if the need to do so arises.

11.1.2 A Performance Dispute Resolution Tribunal will be appointed within 10 working days by the Municipal Manager after receipt of such complaint.

11.1.3. A Performance Dispute Resolution Tribunal will be made up of not less than 3 members and not more than 5 members.

11.1.4. The members of the Performance Dispute Resolution Tribunal will be drawn from municipal officials serving in the managerial and supervisory positions, whose post level are above that of the accused employee.

11.1.5. The Performance Dispute Tribunal will have a Chairperson appointed by the Municipal Manager.

11.1.6. The Performance Dispute Tribunal Chairperson shall convene a meeting within 14 working days of the receipt of the dispute to hear the dispute.

11.1.7. The employee will be afforded representation rights and other rights as accorded in the disciplinary procedure

11.1.8. The proceedings of the Tribunal shall be recorded by means of a mechanical device.

11.1.9. The employee shall lead evidence in chief and the supervisor or manager of the employee shall reply in stating the employer's side of the story.

11.1.10. The employee and his/her representative shall cross-examine the manager or supervisor.

11.1.11. The Tribunal shall deliver its verdict within 10 working days after completion of the proceedings to the Municipal Manager.

11.1.12. The employee shall be advised about the decision of the tribunal within five working days of receipt of the verdict of the tribunal by the Municipal Manager.

11.1.13. If the employee is not satisfied with the outcome of the performance dispute resolution, the matter can then be treated in terms of the grievance procedure of the Municipality.

11.1.14. If the matter is not resolved in terms of the grievance procedure, the matter may be referred to the Bargaining Council for resolution by the employee or dealt with in terms of the other applicable law.

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12. AMENDMENT OF AGREEMENT

Amendments to the agreement should be in writing and can only be effected after discussion and agreement by both parties.

13. PERFORMANCE MANAGEMENT CRITERIA

Performance will be assessed according to the information contained in the Performance Plan and the Core Competency Requirements (CCRs) framework (attached as Annexure A). The specific KPAs and CCRs together with their weightings are as follows:

KEY PERFORMANCE AREAS (KPA's)	WEIGHTING
Basic Service Delivery and Infrastructure	-
Municipal Institutional Development and Transformation	15%
Local Economic Development (LED)	-
Municipal Financial Viability and Management	65%
Good Governance and Public Participation	20%
Spatial Development	-
TOTAL	100%

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	√	25%
5. Change Leadership		
6. Governance Leadership	√	5%
CORE COMPETENCIES (CC's)	√	WEIGHT
1. Moral Competency	√	5%
2. Planning and Organizing	√	5%
3. Analysis and Innovation	√	15%
4. Knowledge and Information management	√	15%
5. Communication	√	5%
6. Results and Quality Focus	√	5%
TOTAL		100%

13.1 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.

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

13.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment. Up to twelve (12) CCRs could be selected from the list that are deemed to be critical.

13.4 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

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	Performance does not meet the standard expected 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.

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

- 13.4.1 General Manager: Corporate Services;
- 13.4.2 General Manager from the Department where the employee comes from to be the chairperson of the panel (GM: CS in this case); and
- 13.4.3 One other (any) General Manager.
- 13.4.4 A member of the Audit Committee Member.

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.

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15. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Employee concerned.

Name of Employee: **Mr. Lihle Ndzelu**

Signature.....



Date:

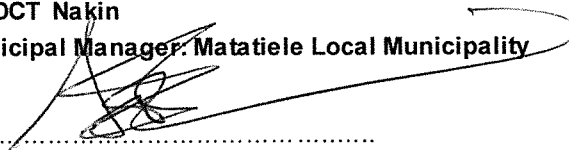
16/10/2018

AND

Name of Supervisor: **Dr. DCT Nakin**

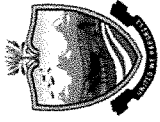
Municipal Manager: Matatiele Local Municipality

Signature:



Date:

16/10/2018



MATATIELE

LOCAL MUNICIPALITY

PERFORMANCE PLAN
DEPARTMENT: BUDGET AND TREASURY OFFICE
UNIT:
YEAR: 2018/2019

NAME:	MR LIHLE NDZELU	LINE MANAGER:	DR DCT NAKIN
EMPLOYEE NO.	300004	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	CHIEF FINANCIAL OFFICER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	BUDGET AND TREASURY DEPARTMENT	PERIOD:	1 JULY 2018 – 30 JUNE 2019
SITE	102 MAIN STREET, MATATIELE- 4730	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 (KPA's)

Core Competency Requirements (CCRs) Weight = 80%
Key Performance Areas (KPA's) Weight = 20%

= Weight = 80%

1. Basic Service Delivery	-	
2. Municipal Institutional Development and Transformation	15%	
3. Good Governance and Public Participation	20%	
4. Municipal Financial Viability and Management	65%	
5. Local Economic Development (LED)	-	
6. Spatial Development	-	

Core Competency Requirements (CCRs)

Weight = 20%

LEADING COMPETENCIES (LC's)		CORE COMPETENCIES (CC's)	
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	- 25%	4. Knowledge and Information management	- 15%
5. Change Leadership	- 0%	5. Communication	- 5%
6. Governance Leadership	- 5%	6. Results and Quality Focus	- 5%

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
1.	P26308	Municipal Financial Viability and Management	65%	Reports submitted to National Treasury as required to National Treasury and Provincial Treasury i.e. section 71, 72	Number of monthly reports submitted to National Treasury, Provincial Treasury and Mayor by set timeframe	Submit monthly (12) (section 71) reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of working day of every month		
							3 monthly reports submitted to the Mayor, NT & PT; Proof of submission	3 monthly reports submitted to the Mayor, NT & PT; Proof of submission	3 monthly reports submitted to the Mayor, NT & PT; Proof of submission	3 monthly reports submitted to the Mayor, NT & PT; Proof of submission	3 monthly reports submitted to the Mayor, NT & PT; Proof of submission	3 monthly reports submitted to the Mayor, NT & PT; Proof of submission	3 monthly reports submitted to the Mayor, NT & PT; Proof of submission				




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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4			
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN			
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL		
2.	P2G308	Municipal Financial Viability and Management		Reports submitted to National Treasury as required to National and Provincial i.e. quarterly reports section	Number of (section 52d reports and withdrawal reports submitted to National Treasury, Provincial Treasury by set date	Submit quarterly reports (section 52d reports and withdrawal report) National Treasury, Provincial Treasury, the 10th working of each quarter Q1-Q4: quarterly reports; proof of submission of submission	Submit quarterly reports National Treasury, Provincial Treasury by 12 October 2018		Submit quarterly reports National Treasury, Provincial Treasury by 15 January 2019		Submit quarterly reports National Treasury, Provincial Treasury by 12 April 2019		Submit quarterly reports National Treasury, Provincial Treasury by 12 July 2019			
							quarterly reports; proof of submission		quarterly reports; proof of submission		quarterly reports; proof of submission					
P2G308		Municipal Financial Viability and		Reports submitted to National Treasury as required to National and Provincial i.e. annual	Number of annual banking details reported to National Treasury by set date	One annual banking details to be reported to National Treasury by 01 July 2018	One annual banking details to be reported to National Treasury by 01 July 2018.		N/A		N/A		N/A			

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				details of bank		Q1: Banking Detail Completed Form; Proof of submission and Acknowledgement of receipt	Banking Detail Completed Form; Proof of submission and Acknowledgement of receipt										
4.	P2G308	Municipal Financial Viability and Management		Submission of mid-year report	Mid-term budget report Submitted to Council, National and Provincial Treasury by set date	Submit Mid – Term budget report to Council, National and Provincial Treasury by the 25th January.	N/A		N/A		Mid – Term budget report to be submitted to Council and National and Provincial by the 25th January.						

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						Q3: Mid-Term Budget Report and Proof of submission											
5.	P26308	Municipal Financial Viability and Management		Completion of reconc on a monthly basis and adherence to MFMA	Number of monthly reconciliations submitted to Council and National and Provincial Treasury by set timeframe	Submit 12 monthly reconciliations to Council and National and Provincial Treasury by the 10th working day of the following month.	Submit 3 monthly reconciliations to Council and National and Provincial Treasury by the 10th working day of the following month.	Submit 3 monthly reconciliations to Council and National and Provincial Treasury by the 10th working day of the following month.	Submit 3 monthly reconciliations to Council and National and Provincial Treasury by the 10th working day of the following month.	Submit 3 monthly reconciliations to Council and National and Provincial Treasury by the 10th working day of the following month.	Submit 3 monthly reconciliations to Council and National and Provincial Treasury by the 10th working day of the following month.	Submit 3 monthly reconciliations to Council and National and Provincial Treasury by the 10th working day of the following month.	Submit 3 monthly reconciliations submitted to MT, Standing	Submit 3 monthly reconciliations submitted to MT, Standing			




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							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						and NT & PT and proof of submission	Committee, EXCO, Council and NT & PT and proof of submission	Committee, EXCO, Council and NT & PT and proof of submission	Standing Committee, EXCO, Council and NT & PT and proof of submission	Committee, EXCO, Council and NT & PT and proof of submission							
6.	P2G308	Municipal Financial Viability and Management		Completion of investment register on a monthly basis and adherence to MFMA	Number of monthly investment registers submitted to Council and National and Provincial Treasury by set timeframe	Submit 12 monthly investment registers to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly investment registers to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly investment registers to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly investment registers to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly investment registers to Council and National and Provincial Treasury by the 10 th working day of the following month.							
						Q1 – Q4: 3 monthly investment registers and proof of	3 monthly investment registers and proof of	3 monthly investment registers and proof of submission	3 monthly investment registers	3 monthly investment registers and proof of							

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
7.	P26308	Municipal Financial Viability and Management		Completion of reports on repayments of loans on a monthly basis and adherence to MFMA	Number of reports on loan repayments submitted to council, National and Provincial Treasury by set timeframe.	submission											
						Submit 3 reports on Repayments of loans to Council, National and Provincial Treasury by the 10 th working of the following month.	Submit 3 reports on Repayments of loans to Council, National and Provincial Treasury by the 10 th working of the following month.	Submit 3 reports on Repayments of loans to Council, National and Provincial Treasury by the 10 th working of the following month.	Submit 3 reports on Repayments of loans to Council, National and Provincial Treasury by the 10 th working of the following month.	and proof of submission	Submit 3 reports on Repayments of loans to Council, National and Provincial Treasury by the 10 th working of the following month.	Submit 3 reports on Repayments of loans to Council, National and Provincial Treasury by the 10 th working of the following month.	submission				
						Q1-Q4: 3 reports on repayments of loans and proof of submission	3 reports on repayments of loans and proof of submission	3 reports on repayments of loans and proof of submission	3 reports on repayments of loans and proof of submission	3 reports on repayments of loans and proof of submission	3 reports on repayments of loans and proof of submission	3 reports on repayments of loans and proof of submission	3 reports on repayments of loans and proof of submission				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
8.	P26308	Municipal Financial Viability and Management		Completion of financial statements on a monthly basis and adherence to MFMA	Number of monthly financial statements to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by set date	Submit 12 monthly financial statements to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly financial statements to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly financial statements to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly financial statements to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly financial statements to Council and National and Provincial Treasury by the 10 th working day of the following month.	Submit 3 monthly financial statements to Council and National and Provincial Treasury by the 10 th working day of the following month.						
						Q1-Q4: 3 monthly FS and proof of submission	3 monthly FS and proof of submission	3 monthly FS and proof of submission	3 monthly FS and proof of submission	3 monthly FS and proof of submission	3 monthly FS and proof of submission						

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
9.	P2G308	Municipal Financial Viability and Management		Submission of adjusted budget	Adjusted budget prepared and submitted to Council, National and Provincial Treasury by set date	Prepare and Submit adjusted budget to Council; National and Provincial Treasury by the 28th February of each year	N/A	N/A	N/A	Prepare and Submit adjusted budget to Council; National and Provincial Treasury by the 28th February of each year	N/A						
																Q3: Adjusted budget submitted to Council and NT & PT and proof of submission	Adjusted budget submitted to Council and NT & PT and proof of submission

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
10.	P2G308	Municipal Financial Viability and Management		Ensure Budget process plan is approved	Process Plan Submitted to Council; National and Provincial Treasury by set date.	Submit Budget Process Plan (One time schedule) to Council; National and Provincial Treasury for the next financial year 10 months before start of new financial year	N/A	N/A	N/A	N/A	N/A	N/A					
						Q1: Approved Budget Process plan and proof of submission											

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4			
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN			
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL		
11.	P26308	Municipal Financial Viability and Management		Adherence to municipal council policy and MFMA	Draft Tabled budget submitted to Council, National and Provincial Treasury by set date.	Submit tabled draft budget that is aligned to the IDP 90 days before the start of a new financial year to Council and National and Provincial Treasury.	N/A		Submit Budget return forms to management team by 31 October 2018		Submit tabled budget 90 days before the new financial year to Council and National and Provincial Treasury.	N/A				
						Q2: Proof of submission of Budget return forms. Q3: Tabled draft budget and proof of submission			Proof of submission of Budget return forms.		Tabled draft budget and proof of submission					

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
12.	P26308	Municipal Financial Viability and Management		Adherence to municipal council policy and MFMA	Approved budget submitted to Council, National and Provincial Treasury by set date	Submit Approved budget that is aligned to the IDP to Council, National and Provincial Treasury by 30 June 2019.	N/A		N/A		N/A		Submit Approved budget that is aligned to the IDP to Council, National and Provincial Treasury by 30 June 2019.				
													Approved Budget, Council Resolution, proof of submissions				Approved Budget, Council Resolution, proof of submissions
P26308		Municipal financial viability and Management		mSCOA Regulations	Number of mSCOA Steering Committee Meetings held by set date	Hold Quarterly (4) mSCOA Steering Committee meeting by 30 June 2019	Hold 1		Hold 1		Hold 1		Hold 1				
							mSCOA Steering Committee meeting by 30 September 2018		mSCOA Steering Committee meeting by 31 December 2018		mSCOA Steering Committee meeting by 30 June 2019						

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						MFMA Circulars and Regulations	MFMA Circulars and Regulations	MFMA Circulars and Regulations	MFMA Circulars and Regulations	MFMA Circulars and Regulations	MFMA Circulars and Regulations						
14.	P2G0308.12	Municipal financial viability and Management		Completion of General Ledger control accounts reconciliations.	Number of general ledger control accounts and checklist for signing off by CFO by set date.	Reconcile 12 monthly general ledger control accounts by 30 June 2019.	Reconcile 3 monthly general ledger control accounts and Submit to the CFO once with checklist for signing off after the end of quarter.	Reconcile 3 monthly general ledger control accounts and Submit to the CFO once with checklist for signing off after the end of quarter.	Reconcile 3 monthly general ledger control accounts and Submit to the CFO once with checklist for signing off after the end of quarter.	Reconcile 3 monthly general ledger control accounts and Submit to the CFO once with checklist for signing off after the end of quarter.	Reconcile 3 monthly general ledger control accounts and Submit to the CFO once with checklist for signing off after the end of quarter.						

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
16.	P2G0308.02	Municipal financial viability and Management		MOV/ POE		Q1 - Q4: 1 Checklist, 3 General Ledger control account reconciliations.	1 Checklist, 3 monthly General Ledger control account reconciliations		1 Checklist, 3 monthly General Ledger control account reconciliations		1 Checklist, 3 monthly General Ledger control account reconciliations		1 Checklist, 3 monthly General Ledger control account reconciliations				
							Submit 3 monthly financial statements to MTM by 10th working day of the following month from the date Month end completed.		Submit 3 monthly financial statements to MTM by 10th working day of the following month from the date Month end completed.		Submit 3 monthly financial statements to MTM by 10th working day of the following month from the date Month end completed.		Submit 3 monthly financial statements to MTM by 10th working day of the following month from the date Month end completed.				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/ POE		Q1-Q4: 3 monthly FS and proof of submission	3 monthly FS and proof of submission		3 monthly FS and proof of submission		3 monthly FS and proof of submission		3 monthly FS and proof of submission				
		Municipal financial viability and Management		Budget Management.	Percentage of Operational budget spent	100% budget spending, implementation and control on Budget and Treasury Office: FR&AM Unit.	25% Spending, implementation and control on operations and projects of the FR&AM Unit.		25% Spending, implementation and control on operations and projects of the FR&AM Unit.		25% Spending, implementation and control on operations and projects of the FR&AM Unit.		25% Spending, implementation and control on operations and projects of the FR&AM Unit.				
				MOV/ POE		Expenditure Report	Expenditure Report		Expenditure Report		Expenditure Report		Expenditure Report				




20.	P260308	Municipal financial liability and Management	Preparation of GRAP compliant AFS.	GRAP Compliant Annual Financial Statements submitted to Auditor-General, National & Provincial Treasury by set date.	Prepare & submit GRAP compliant Annual Financial Statements to Auditor-General, National & Provincial Treasury by 31st August 2019	Prepare & Submit GRAP compliant Annual Financial Statements to Auditor-General, National & Provincial Treasury. First draft by 31 July, Second draft by 15 August, Third draft by 24 August, Final draft by 28 August. Audit Committee Review by 24 August and submission to AGSA and PT by 31 August.	N/A	N/A	N/A						
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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
	P4G3022.02	Municipal financial viability and		Insurance of Municipal Assets.	Enforced Insurance cover of municipal assets as per council policy.	Enforce Insurance cover of municipal assets as per council policy by 30 June 2019.	Assets Management Report entailing assets additions insured	Assets Management Report entailing assets additions insured	Assets Management Report entailing assets additions insured	Assets Management Report entailing assets additions insured	Assets Management Report entailing assets additions insured	Assets Management Report entailing assets additions insured					
				MOV/ POE		Q1:Q2,Q3, Q4:Assets Management Report and Insurance Premium Invoice	Assets Management Report and Insurance Premium Invoice	Assets Management Report and Insurance Premium Invoice	Assets Management Report and Insurance Premium Invoice	Assets Management Report and Insurance Premium Invoice	Assets Management Report and Insurance Premium Invoice	Assets Management Report and Insurance Premium Invoice					




PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
24.	P260308.13	Municipal financial viability and Management		Update and maintain fixed assets register	Number of FAR reconciliations to General Ledger prepared and maintained by set date.	Prepare and maintain 12 Monthly FAR reconciliations to General Ledger by 30 June 2019.	3 Monthly FAR (Fixed Assets Register)rec onciations to General Ledger- 31 July, 31 Aug & 30 Sept 2018	3 Monthly FAR (Fixed Assets Register) reconciliatio ns to General Ledger – 31 Oct, 30 Nov & 31 Dec 2018	3 Monthly FAR (Fixed Assets Register)rec onciations to General Ledger – 30 Apr, 31 May & 30 Jun 2019.	3 Monthly FAR (Fixed Assets Register)rec onciations to General Ledger – 31 Jan, 28 Feb & 31 Mar 2019	3 Updated Fixed Assets Register	3 Updated Fixed Assets Register					
				MOV/ POE		Q1 - Q4: 3 Updated Fixed Assets Register	3 Updated Fixed Assets Register	3 Updated Fixed Assets Register	3 Updated Fixed Assets Register	3 Updated Fixed Assets Register							

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
26.	P2G0308.14	Municipal financial viability and Management		Data cleansing of fixed assets register (Disposal of redundant assets through auction), Aligned General Control accounts with mSCOA requirements, Correction of misallocations (pool of service providers)	Updated Fixed Assets Register and transactions compliant with MSCOA by set date	MSCOA compliant transacting and Update Assets Register to achieve GRAP compliant FAR by 30 June 2019	Tender Publication		Appointment of service provider		Updated FAR and Balancing Trial Balance to General Ledger.		Updated FAR and Balancing Trial Balance to General Ledger.				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/ POE		Q1: Tender Notice Appointment Letter Q3 & Q4: Updated Fixed Assets Register and balancing TB to GL	Tender Notice		Appointment Letter		Updated Fixed Assets Register and balancing TB to GL		Updated Fixed Assets Register and balancing TB to GL				
28.		Municipal financial viability and Management		Monthly reports to MTM.	Number of monthly reports to Management Team meetings	Submit 12 monthly reports to Management Team.	Submit 3 monthly reports to Management Team by 15 Aug 2018, 14 Sep 2018, 15 Oct 2018.		Submit 3 monthly reports to Management Team by 15 Nov 2018, 14 Dec 2018, 15 Jan 2019.		Submit 3 monthly reports to Management Team by 15 Feb 2019, 15 March 2019, 12 April 2019.		Submit 3 monthly reports to Management Team by 15 May 2019, 14 June 2019, 12 July 2019.				
				MOV/ POE		Q1-Q4:12 monthly reports to Management Team.	3 monthly reports to Management Team.		3 monthly reports to Management Team.		3 monthly reports to Management Team.		3 monthly reports to Management Team.				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
P2G309		Municipal financial viability and Management		Debt Collection & Reduction	Amount of debt reduced by set date	Reduce Revenue debt by R3,000,000 by 30 June 2019	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					
				MOV//POE			Monthly Debtors age analysis & debt collection letters issued		Monthly Debtors age analysis & debt collection letters issued			Monthly Debtors age analysis & debt collection letters issued					
P2G308		Municipal financial viability and Management		General valuation roll	2018-2023 general valuation roll by set date	produce and adopt 2018-23 general valuation roll for implementation by 30 June 2019	Certified general valuation roll implemented on 01 July 2018					Compile and advertise the supplement any roll by 30 May 2019 for implementation on 01 July 2019					

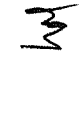
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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/POE			General valuation roll							Copy of advert for supplementary valuation roll inspection			
PSG9058.01		Municipal financial viability and Management		Budget Management.	Percentage of Operational budget spent	100 % budget spending, implementation and control on Corporate Services Department: HRM Unit.	25% Spending, implementation & control on operations and projects of the HRM Unit.		25% Spending, implementation & control on operations and projects of the HRM Unit.		25% Spending, implementation & control on operations and projects of the HRM Unit.			25% Spending, implementation & control on operations and projects of the HRM Unit.			

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/POE	Expenditure Report from BTO	Expenditure Report from BTO	Expenditure Report from BTO	Expenditure Report from BTO	Expenditure Report from BTO	Expenditure Report from BTO	Expenditure Report from BTO						
36.	P26308	Municipal financial viability and Management		Debtors Reconciliations	Compile 12 monthly debtors Reconciliation s by 30 June 2019	Submission of 3 monthly reconciliations to MTM as follows: 10 August 2018 10 September 2018 10 October 2018	Submission of 3 monthly reconciliations to MTM as follows: November 2018 10 December 2018 January 2019	Submission of 3 monthly reconciliations to MTM as follows: 11 February 2019 11 Mar. 2019 10 April 2019	Submission of 3 monthly reconciliations to MTM as follows: 10 May 2019 11 June 2019 11 July 2019	Submission of 3 monthly reconciliations to MTM as follows: 10 May 2019 11 June 2019 11 July 2019	Submission of 3 monthly reconciliations to MTM as follows: 10 May 2019 11 June 2019 11 July 2019						
				MOV/POE	12 Monthly signed Debtors reconciliation s	3 Monthly signed Debtors reconciliation ns	3 Monthly signed Debtors reconciliation ns	3 Monthly signed Debtors reconciliation ns	3 Monthly signed Debtors reconciliation ns	3 Monthly signed Debtors reconciliation ns	3 Monthly signed Debtors reconciliation ns						

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
	P2G309	Municipal financial viability and Management		Smart metering	Number of meters installed by set date.	Replacement of 500 non-smart meters and 12 monthly reports on monitoring smart metering by 30 June 2019	Replace 125 meters and 3 monthly monitoring reports submitted for each month		Replace 125 meters and 3 monthly monitoring reports submitted for each month		Replace 125 meters and 3 monthly monitoring reports submitted for each month		Replace 125 meters and 3 monthly monitoring reports submitted for each month				
				MOV/POE		Number of meters replaced 12 monthly monitoring reports	Number of meters replaced 3 monthly monitoring reports		Number of meters replaced 3 monthly monitoring reports		Number of meters replaced 3 monthly monitoring reports		Number of meters replaced 3 monthly monitoring reports				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
40.	P2G309	Municipal financial viability and Management		Billing of Accounts and postage of monthly statements	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 by 30 June 2018.	Billing done by end of the month and Posting of 7000 account Statements by the 15th of each month by 30 June 2018.		Billing done by end of the month and Posting of 7000 account Statements by the 15th of each month by 30 June 2018.		Billing done by end of the month and Posting of 7000 account Statements by the 15th of each month by 30 June 2018.						
				MOV/POE		Monthly age analysis and monthly billing statements	Monthly age analysis and monthly billing statements		Monthly age analysis and monthly billing statements		Monthly age analysis and monthly billing statements						

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4			
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN			
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL		
	P26308	Municipal financial viability and		Payment of creditors	Percentage of received invoices per	80% Payments done within 30 days on receipt of invoice	80% Payments done within 30 days on receipt of invoice	80% Payments done within 30 days on receipt of invoice	80% Payments done within 30 days on receipt of invoice	80% Payments done within 30 days on receipt of invoice	80% Payments done within 30 days on receipt of invoice					
		MOV/POE				Q1-Q4: Invoice Register; Monthly Payment registers	Invoice Register; Monthly Payment registers	Invoice Register; Monthly Payment registers	Invoice Register; Monthly Payment registers	Invoice Register; Monthly Payment registers	Invoice Register; Monthly Payment registers					

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
44.	P2G308	Municipal financial viability and Management		Payroll Administration	Monthly payment of salaries by the set date.	12 Monthly Salary Payments to be made by 25 of each month	Monthly payment of salaries by the set date as follows: 25 July 2018 24 Aug 2018 21 September 2018	Monthly payment of salaries by the set date as follows: 25 October 2018 23 November 2018 20 December 2018	Monthly payment of salaries by the set date as follows: 25 January 2019 22 February 2019 22 March 2019	Monthly payment of salaries by the set date as follows: 25 April 2019 24 May 2019 21 June 2019	Monthly payment of salaries by the set date as follows: 25 April 2019 24 May 2019 21 June 2019						
				MOV/POE		Monthly payroll reports	Monthly payroll reports	Monthly payroll reports	Monthly payroll reports	Monthly payroll reports	Monthly payroll reports						
	P2G308	Municipal financial viability and Management		Charging of Interest on arrears accounts	Amount of interest levied on outstanding debt monthly by set date	Levy 18% interest on all outstanding debt on a monthly basis by 30 June 2019	Levy 18% interest on all outstanding debt on a monthly basis	Levy 18% interest on all outstanding debt on a monthly basis	Levy 18% interest on all outstanding debt on a monthly basis	Levy 18% interest on all outstanding debt on a monthly basis	Levy 18% interest on all outstanding debt on a monthly basis						

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4			
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN			
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL		
				MOV/POE		Q1-Q4 Age analysis and monthly Interest reports	Age analysis and monthly Interest reports		Age analysis and monthly Interest reports		Age analysis and monthly Interest reports					
PAG3023.01		Municipal financial viability and Management		Preparation of integrated Procurement Plan	One Approved Procurement Plan by set date	One approved 2019/2020Procurement Plan by 30 June 2019					Age analysis and monthly Interest reports	Approval of 2019/2020 procurement plan by the Accounting Officer by 31 May 2019				

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/POE	Q4: Approved Procurement Plan												
		Municipal financial viability and Management		Implementation of procurement plan	% of procurement plan implemented by the set date	100% Implementation of the approved procurement Plan by 30 June 2019	15% Implementation of approved procurement plan 30 September 2018		40% Implementation of approved procurement plan by 31 December 2018		30% Implementation of approved procurement plan by 31 March 2019		15% Implementation of the approved procurement plan by 30 June 2019				
P4G3O23.02																	

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
51.				MOV/POE		Q1-Q4 Monthly communication with departments. Approved specification reports , bid invitations, Monthly progress report to Management committee and quarterly report to council	Monthly communication with department s. Approved specification reports , bid invitations, Monthly progress report to Management committee and quarterly report to council			Monthly communication with department s. Approved specification reports , bid invitations, Monthly progress report to Management committee and quarterly report to council			Monthly communication with department s. Approved specification reports , bid invitations, Monthly progress report to Management committee and quarterly report to council				
	P4G3024.01	Municipal financial viability		Bid Committees	Established Bid Committee by set date	Established bid committee by 31 July 2018	Establish a Bid Committee by 31 July 2018										




PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/POE		Q1 Bid committee appointment letters	Bid committee appointment letters										
	P4G3024.01	Municipal financial viability and Management		Acquisition Management (1)	Percentage of procurement done through normal procurement procedures by set date	90% of procurement done through normal procurement procedures by 30 June 2019	90% of procurement done through normal procurement procedures by 30 September 2018		90% of procurement done through normal procurement procedures by 31 December 2018		90% of procurement done through normal procurement procedures by 31 March 2019		90% of procurement done through normal procurement procedures by 30 June 2019				




PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/POE		Q1- Awarded bids, Awarded Quotations, and Deviation Registers, Reports on	Q1 Awarded bids, Awarded Quotations, and Deviation Registers, Reports on		Q2 Awarded bids, Awarded Quotations, and Deviation Registers, Reports on		Q3 Awarded bids, Awarded Quotations, and Deviation Registers, Reports on	Q4: Awarded bids, Awarded Quotations, and Deviation Registers, Reports on					
P2G108		Municipal financial viability and Management		Acquisition Management. (2)	Number of days for awarding of bids from closing date by set date	Award bids within 80 days from closing date by 30 June 2019	Ensure 80 days turnaround time from closing date for the awarding of bids 30 September 2018		Ensure 80 days turnaround time from closing date for the awarding of bids 31 December 2018		Ensure 80 days turnaround time from closing date for the awarding of bids by 31 March 2019	Ensure 80 days turnaround time from closing date for the awarding of bids 30 June 2019					

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/POE		Q1, Q2, Q3 & Q4: Closing Registers, Appointment letter	Closing Registers, Appointment letter		Closing Registers, Appointment letter		Closing Registers, Appointment letter		Closing Registers, Appointment letter				
58.	P2G3010	Municipal financial viability and Management		Acquisition Management reports Submission of monthly report	Number of monthly reports on irregular expenditure submitted to MTM by set date	To have 12 monthly reports on irregular expenditure submitted to MTM by 30 June 2019	To have 3 monthly reports on irregular expenditure submitted to MTM by 15 August 2018 14 September 2018 and 15 October 2018	To have 3 monthly reports on irregular expenditure submitted to MTM by 15 November 2018 , 14 December 2018 and 14 January 2019	To have 3 monthly reports on irregular expenditure submitted to MTM by 15 February 2019 15 March 2019 and 12 April 2019	To have 3 monthly reports on irregular expenditure submitted to MTM By 15 May 2019, 14 June 2019 and 12 July 2019							

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/POE		Q1-Q4: Monthly reports and proof of submission to MTM	Monthly reports and proof of submission to MTM		Monthly reports and proof of submission to MTM		Monthly reports and proof of submission to MTM						
60.		Municipal financial viability and Management		Maintenance of Service Providers contract(1)	Number of days in which Contracts/service level agreements are signed after a bid is awarded	Sign contracts/ service level agreements within 30 days of awarding date for all the bids awarded by 30 June 2018.	Sign contracts / service level agreements within 30 days of awarding date for all the bids awarded		Sign contracts / service level agreements within 30 days of awarding date for all the bids awarded		Sign contracts / service level agreements within 30 days of awarding date for all the bids awarded						
				MOV/POE		Q1-Q4: Bid Award Register, Appointment Letter, Signed Service Level Agreement/contracts	Bid Award Register, Appointment Letter, Signed Service Level Agreement/ Contracts		Bid Award Register, Appointment Letter, Signed Service Level Agreement/ Contracts		Bid Award Register, Appointment Letter, Signed Service Level Agreement /Contracts						

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
62.	P26308	Municipal financial viability and Management		Performance Management (2) : Maintenance of Service Providers contract	Percentage of awarded bids submitted to National treasury and CIDB and Updated contract register by set date	100% of awarded bids submitted to National treasury and CIDB and Updated contract register by 30 June 2019											
				MOV/POE		Q1 – Q4: Bid Award Register, Proof of submission											
							Bid Award Register, Proof of submission										
							Bid Award Register, Proof of submission										

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
64.	P26308	Municipal financial viability and Management		Budget Management.	Percentage of Operational budget spent	100 % budget spending, implementation and control on Budget and treasury Department: SCM Unit	25% Spending, implementation & control on operations and projects of the SCM Unit. by 30 September 2018		25% Spending, implementation & control on operations and projects of the SCM Unit. by 31 December 2018		25% Spending, implementation & control on operations and projects of the SCM Unit. by 31 March 2019		25% Spending, implementation & control on operations and projects of the SCM Unit by 30 June 2019				
				MOV/ POE			Expenditure Report from BTO		Expenditure Report from BTO		Expenditure Report from BTO		Expenditure Report from BTO				

2019

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
66.	P2G308	Municipal financial viability and Management		Stores management	Number of stock counts, reconciliations, Investigations , report by set date	3 Quarterly Stock counts, and 1 Annual Stock counts, 4 Reconciliation of stock counts to General Ledger, 4 Investigate and report on discrepancies	1 Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigate and report on discrepancies 10 October 2018		1 Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigate and report on discrepancies by 10 January 2019		1 Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigate and report on discrepancies by 10 April 2019		Perform annually Stock counts, Reconciliation of stock counts to General Ledger, Investigate and report on discrepancies by 10 July 2019				
				MOV/POE		Quarterly stock count Reconciliation stock counts Re-order levels report	Quarterly stock count Reconciliation stock counts Re-order levels report		Quarterly stock count Reconciliation stock counts Re-order levels report		Quarterly stock count Reconciliation stock counts Re-order levels report		Quarterly stock count Reconciliation stock counts Re-order levels report				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
68.				Logistics Management (1): Fleet Management	Number of fleet abuse cases and accidents reports submitted to MTM by set date	Submit monthly reports on fleet abuse cases and accidents to MTM by 30 June 2019	Submit monthly reports on fleet abuse cases and accidents to MTM by 15 August 2018		Submit monthly reports on fleet abuse cases and accidents to MTM by 15 November 2018		Submit monthly reports on fleet abuse cases and accidents to MTM by 15 December 2018		Submit monthly reports on fleet abuse cases and accidents to MTM by 15 May 2019				
				MOV/POE		Q1-Q4 Monthly reports and proof of submission to MTM	Monthly reports and proof of submission to MTM		Monthly reports and proof of submission to MTM		Monthly reports and proof of submission to MTM		Monthly reports and proof of submission to MTM				




PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
70.	PSG9058.01	Municipal Institutional transformation & development		Individual performance Management	Implementation and monitoring of staff performance /individual performance management system within the Unit.	Implementation and monitoring of staff performance/individual performance management system within the Unit by 30 June 2019	Conclude annual performance plans for 2018/19 with employee on Task Grade (TG) 14 – 05 within the Unit.		Monitor staff performance/individual performance management system within the Unit.		Conduct 2017/18 Mid-term performance reviews for employee on Task Grade 14-05 within the Unit.		Monitor staff performance/individual performance management system within the Unit.				
				MOV/ POE	List of Unit employees with signed performance plans/reports. Attendance registers for employees successfully assessed.	List of Unit employees with signed performance plans /reports. Attendance registers for employees successfully assessed											




PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
72.	P26308	Good Governance and Public Participation		Adherence to municipal council policy and MFMA	Number of public meetings held by set date	Host One Budget Community Outreach held by 30 April 2019	N/A	N/A	N/A	N/A	Budget Community Outreach held before 30 April 2019						
				MOV/POE		Host One Budget Community Outreach held by			Host One Budget Community Outreach held by								




PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
73.	P260308.20	Good Governance and Public Participation		Review of Budget related policies, plans and SOPs	Number of policies and SOPs developed and reviewed by set date	Review two (2) Budget policies and two (2) SOP within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2019.					Review of two (2) draft Budget policies and two (2) SOP within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 31 March 2019.		Approval of two (2) Budget policies and two (2) SOP within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2019.				
				MOV/ POE		Q1: N/A Q2: N/A Q3: Draft Policies and SOP; Council resolution. Q4: Approved Policies and SOP, Council resolution and SOP's.				Draft Policies and SOP; Council resolution.		Approved Policies and SOP, Council resolution and SOP's.					




PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
75.	PAG14098.02	Good Governance and Public Participation		Audit Compliance	Unqualified Audit Opinion.	Achieve an Unqualified Audit Report issued by the Auditor-General and submit it to Management Team, Standing Committee, and National and Provincial Treasury	Preparation and submission of GRAP compliant AFS to AGSA for audit purpose by 31 August.		Achieve an Unqualified Audit Report issued by the Auditor-General and submit it to Management Team, Standing Committee, and National and Provincial Treasury by 30 November.		Addressing audit findings where applicable, monthly monitoring of control accounts to ensure balancing Trial Balance by end of each month and end of each quarter.	Addressing audit findings where applicable, monthly monitoring of control accounts to ensure balancing Trial Balance by end of each month and end of each quarter.					
				MOV/ POE		Audit report and GRAP compliant AFS.	AFS Proof of submission		Audit report		Audit Action Plan	Audit Action Plan					

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
	P26308	Good Governance and Public Participation		Review of policies, plans and SOPs	Number of approved Policies, plans and Standard Operating Procedure reviewed by set date.	Review of 16 budget related policies for revenue and expenditure and 2 Standard Operating Procedures by 30 June 2019.									Submit 16 revenue and expenditure budget related policies and 2 SOPs for adoption by council		
				MOV/ POE		Q4: Copy of Council resolution									Copy of Council resolution		

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
80.		Good Governance and Public Participation		MOV/ POE		Approved reconciliations for staff salaries, councillors benefits and allowances; creditors statement's reconciliation and debtors reconciliations by 30 June 2019	Payroll reports and reconciliation files; Expenditure voucher files and Revenue supporting documents (like reconciliation and supporting documents)		Payroll reports and reconciliation files; Expenditure voucher files and Revenue supporting documents (like reconciliation and supporting documents)		Payroll reports and reconciliation files; Expenditure voucher files and Revenue supporting documents (like reconciliation and supporting documents)		Payroll reports and reconciliation files; Expenditure voucher files and Revenue supporting documents (like reconciliation and supporting documents)				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
82.	P2G308	Good Governance and Public Participation		Review of policies, plans and SOPs	Number of approved Polides, plans and Standard Operating Procedure reviewed by set date.	Review of 3 SCM and Fleet policies, & 12 Standard Operating Procedures by 30 June 2019.											
				MOV/ POE		Q3: Programme. Q4: Copy of Council resolution											

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
84.	PS6G12076.02	Good Governance and Public Participation		Audit Compliance	Unqualified Audit opinion, with no matters of emphasis for Budget and Treasury Office: SCM Unit in 2018/2019 FY.	Contribution made to achieve Unqualified Audit Opinion by ensuring compliance on Supply Chain Management policies and performance management (monthly & quarterly).	Contribution made to achieve Unqualified Audit Opinion by adhering to Supply Chain Management policies and (monthly & quarterly).	Contribution made to achieve Unqualified Audit Opinion by adhering to Supply Chain Management policies and (monthly & quarterly).	Contribution made to achieve Unqualified Audit Opinion by adhering to Supply Chain Management policies and (monthly & quarterly).	Contribution made to achieve Unqualified Audit Opinion by adhering to Supply Chain Management policies and (monthly & quarterly).	Contribution made to achieve Unqualified Audit Opinion by adhering to Supply Chain Management policies and (monthly & quarterly).						
				MOV/ POE	Q1-Q4 Quarterly reports and internal audit reviews	Quarterly reports and internal audit reviews	Quarterly reports and internal audit reviews	Quarterly reports and internal audit reviews	Quarterly reports and internal audit reviews	Quarterly reports and internal audit reviews	Quarterly reports and internal audit reviews						

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
86.	P26308	Good Governance and Public Participation		Budget related policies	Number of policies and SOPs developed and reviewed by set date	Review 5 policies and 1 Standard Operating Procedures within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2018									Review of 5 policies and 1 standard Operating Procedures within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2019		
						Q4: Polides and SOP; Council resolution									Q4: Polides and SOP; Council resolution		
P567019		Municipal Institutional Development and		Training of staff	Number of trainings attended by staff by set date	Two trainings to be attended by staff by 31 March 2019.		One training to be attended by 31 December 2018.		One training to be attended by 31 March 2019.							

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
		Municipal Institutional		MOV/ POE		Attendance register			Attendance register		Attendance register						
90.	P5G08020	Municipal Institutional transformation & development		Individual performance Management.	Implementation and monitoring of staff performance /individual performance management system within the Unit.	Implementation and monitoring of staff performance/ individual performance management system within the Unit by 30 June 2019	Conclude annual performance plans for 2018/19 with employee on Task (TG) Grade 14 – 05 within the Unit.	Conduct 2017/18 annual performance reviews for employee on Task Grade 14-07 within the Unit.	Monitor staff performance /individual performance management system within the Unit.		Conduct 2017/18 Mid-term performance reviews for employee on Task Grade 14-05 within the Unit.		Monitor staff performance /individual performance management system within the Unit.				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/ POE		List of Unit employees with signed performance plans/reports. Attendance registers for employees successfully assessed.	List of Unit employees with signed performance plans/reports. Attendance registers for employees successfully assessed.					Attendance registers for employees successfully assessed					
92.	PSG08020	Municipal institutional transformation & development		Logistics Management (1): Fleet Management	Number of fleet abuse cases and accidents reports submitted to MTM by set date	Submit 12 monthly reports on fleet abuse cases and accidents to MTM by 30 June 2019	Submit 3 monthly reports on fleet abuse cases and accidents to MTM by 15 August 2018 14 September 2018 and 15 October 2018	Submit 3 monthly reports on fleet abuse cases and accidents to MTM by 15 August 2018 14 September 2018 and 15 October 2018	Submit 3 monthly reports on fleet abuse cases and accidents to MTM by 15 February 2019 15 March 2019 and 12 April 2019	Submit 3 monthly reports on fleet abuse cases and accidents to MTM by 15 May 2019, 14 June 2019 and 12 July 2019							

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				MOV/POE		Q1- Q4Monthly reports and proof of submission to MTM	Monthly reports and proof of submission to MTM		Monthly reports and proof of submission to MTM		Monthly reports and proof of submission to MTM		Monthly reports and proof of submission to MTM				
	P5608020	Municipal Institutional & transformation		Municipal Fleet review	Number of Municipal vehicles procured by set date	Procure 9 municipal vehicles by 30 June 2019	Procure 5 municipal vehicles by 30 September 2018		Procure 4 municipal vehicles by 31 December 2018								
				MOV/POE	Vehicles and license registration	Vehicles and license registration			Vehicles and license registration								

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
96.	P567019.01	MUNICIPAL INSTITUTIONAL TRANSFORMATION		Training of staff	Number of trainings attended by set date. Two trainings	Two trainings attended by 30 June 2019.	N/A		1 training (Financial Reporting or Assets Management or GRAP) attended	N/A		1 training (Financial Reporting or Assets Management or GRAP) attended					
				MOV/POE			Q1: N/A Q2: Course outline and attendance register Q3: N/A Q4: Course outline and attendance register	Course outline and attendance register.		Course outline and attendance register.							

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
97.	P2G0308.13	BASIC SERVICE DELIVERY		Infrastructure Project Management (Proper accounting of Retentions and payment certificates)	Number of Signed payment certificate by set date.	Capitalisation of projects into the FAR and accurate annual commitments and retentions register.	Updated 3 monthly Commitments and Retentions Register by 15 Aug 2018, 14 Sep 2018, 15 Oct 2018.		Updated 3 monthly Commitments and Retentions Register by 15 Nov 2018, 14 Dec 2018, 15 Jan 2019.		Updated 3 monthly Commitments and Retentions Register by 15 Feb 2019, 15 March 2019, 12 April 2019.		Updated 3 monthly Commitments and Retentions Register by 15 May 2019, 14 June 2019, 12 July 2019.				
9				MOV/POE		Q1-Q4: Commitments and Retentions Register, Payment Certificates	Commitments and Retentions Register, Payment Certificates		Commitments and Retentions Register, Payment Certificates		Commitments and Retentions Register, Payment Certificates		Commitments and Retentions Register, Payment Certificates				

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
99.	P16101	BASIC SERVICE DELIVERY		Indigent support	Number of indigent beneficiaries provided with services by set date.	Provide services to 4451 registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 30 June 2019	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 422 Refuse and Rates: 1029 Alternative energy	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 422 Refuse and Rates: 1029 Alternative energy	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 422 Refuse and Rates: 1029 Alternative energy	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 422 Refuse and Rates: 1029 Alternative energy	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 422 Refuse and Rates: 1029 Alternative energy						
				MOV/POE		12 monthly Indigent status reports	3 monthly Indigent status reports	3 monthly Indigent status reports	3 monthly Indigent status reports	3 monthly Indigent status reports	3 monthly Indigent status reports						
	PS64013	LOCAL ECONOMIC DEVELOPMENT		Local Supplier Development	Percentage of procurements between R30 000.00 and R200 000.00 procured within Matatiele (locally)	55% of Procurement between R30 000 – R200 000 procured locally by 30 June 2019	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	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
1				MOV/POE		Q1, Q2, Q3 & Q4: Appointment letters, Quotation register	Q1, Q2, Q3 & Q4: Appointment letters, Quotation register		Q1, Q2, Q3 & Q4: Appointment letters, Quotation register		Q1, Q2, Q3 & Q4: Appointment letters, Quotation register						
	PSG4013	LOCAL ECONOMIC DEVELOPMENT		Local Supplier Development (2)	Percentage of procurements above R200 000.00 procured within Matatiele (Locally)	30% of procurements above R200 000 procured locally (within Matatiele) by 30 June 2018	30% of procurements above R200 000 procured locally (within Matatiele)		30% of procurements above R200 000 procured locally (within Matatiele)		30% of procurements above R200 000 procured locally (within Matatiele)		30% of procurements above R200 000 procured locally (within Matatiele)				

and
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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE MEASURE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2018 – JUNE 2019								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN - MAR		APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
1				MOV/POE		Q1-Q4 Awarded bids Register, Appointment Letters	Awarded bids Register, Appointment Letters		Awarded bids Register, Appointment Letters		Awarded bids Register, Appointment Letters		Awarded bids Register, Appointment Letters				

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CORE COMPETENCY REQUIREMENTS

1. LEADING COMPETENCIES

Leading Competencies (LCs)	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Strategic Direction and Leadership	10	• Provide direction on departmental day to day operations. • Ensures that departmental objectives are achieved as planned and provide necessary support to departmental officials as when required. • Provide leadership on matters needing urgent attention and resolutions.			
2. People Management	5	• Implement staff management tools to ensure that departmental officials conduct themselves in a proper manner. • Monitor and enforce staff control measures as developed by the municipality.			
3. Program and Project Management	5	• Development of project management plan for all BTO approved projects for implementation. • Ensure compliance with the developed and approved project plans. • Provide necessary support to ensure that projects time-lines are achieved as set.			
4. Financial Management	25	• Preparation of the credible budget according to provided guidelines and recommendations by relevant authorities. • Implementation and monitoring of the approved budget. • Monthly and quarterly credible reports to be produced as required for Council, NT, PT & any other relevant authority.			
5. Change Leadership	-				
6. Governance Leadership	5	• Attending relevant council committee meetings. • Produce reports to committee meetings. • Attending public meetings and provide information where necessary. • Attendance of all other relevant meetings by specific organizations.			
TOTAL	50%				

and

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2. CORE COMPETENCY (CC)

Core Competency (CCs)	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	5	Conducting myself in a good manner and ensuring that I abide with relevant legal prescripts and policies on discharging of my duties.			
2. Planning and Organizing.	5	Ability to plan and organize departmental operations.			
3. Analysis & Innovation	15	- Ensure that all reports produced for management and council are providing necessary information for proper decision making. - Continuous development of reporting innovations to ensure enhance simple reporting. - Innovate new approaches in departmental management to improve efficiency.			
4. Knowledge and Information Management.	15	- Knowledge on the operations of the department. - Ability to transfer the information to the staff with the department.			
5. Communication	5	Ability to communicate with staff in the department about work related issues on a continuous basis.			
6. Results and Quality Focus	5	Ability to produce quality and reliable reports to achieve good audit opinions.			
TOTAL	50%				

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

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Actions to Overcome Barriers
Development Finance	Financial Assistance towards development finance studies	30 June 2019	Registered for first year of the Masters qualification	High Cost to attend classes	Additional finance to be provided
Fraud Prevention	Short course on anti-fraud strategies	30 June 2019	None	None	None
GRAP Standards	Short course on GRAP interpretations	30 June 2019	None	None	None
Smart Grid innovations	Short courses on principles and implementation of smart grids and alternative energies	30 June 2019	None	None	None

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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:.....



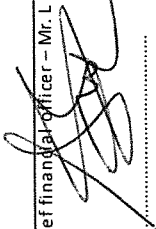
Name of Chief Financial Officer: – Mr. LIHLE NDZELU.

Date:

16/04/2018

I undertake to support the Chief financial officer – Mr. L Ndzelu, with the achievement of the above Performance Development Plan.

SIGNATURE:.....



Name of the Municipal Manager, DR DCT Nakin

Date:

14/08/2018