



MATATIELE
LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MATATIELE MUNICIPALITY

AS REPRESENTED BY THE ACTING MUNICIPAL MANAGER

MR. NR XOLO

AND

MR. KHALUWE MEHLOMAKULU

IDENTITY NUMBER: 830513 5378 086

CHIEF FINANCIAL OFFICER

FOR

2020/2021

FINANCIAL YEAR

Kr *nrp*

1. INTRODUCTION

- 1.1. The Employer, duly represented by the **Municipal Manager** in his capacity as the **Accounting officer** has entered into a contract of employment with the Employee, **K Mehlomakulu** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as ("the Parties");
- 1.2. Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3. The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4. The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5. In this Agreement, the followings terms will have the meaning ascribed thereto:
 - 1.5.1. "**this Agreement**" – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.5.2. "**the Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
 - 1.5.3. "**the Employee**" means the General Manager appointed in terms of Section 56 of the Systems Act;
 - 1.5.4. "**the Employer**" means Matatiele Local Municipality; and
 - 1.5.5. "**the Parties**" means the Employer and Employee

2. PURPOSE OF THE AGREEMENT

- 2.1. To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2. To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3. To specify accountabilities as set out in the Performance Plan (**Annexure A**);
- 2.4. To monitor and measure performance against set targeted outputs and outcomes;
- 2.5. To establish a transparent and accountable working relationship;
- 2.6. To appropriately reward the employee in accordance with section 16 of this agreement;
And
- 2.7. To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1. This Agreement will commence on **01 July 2020** and will remain in force until **30 June 2021** where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2. The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4. The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1. The Performance Plan (**Annexure A**) sets out –
 - 4.1.1. The performance objectives and targets that must be met by the Employee;
 - 4.1.2. The timeframes within which those performance objectives and targets must be met; and
 - 4.1.3. The core competency requirements (CCRs) as the management skills regarded as critical to the position held by the Employee.
- 4.2. The performance objectives and targets reflected in **Annexure A** are set by the Employer in consultation with the Employee and based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1. Key objectives that describe the main tasks that need to be done;
 - 4.2.2. Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3. Target dates that describe the timeframe in which the targets must be achieved; and
 - 4.2.4. Weightings showing the relative importance of the key objectives to each other.
- 4.3. The Personal Development Plan (PDP) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4. The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

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5. MANDATE OF THE EMPLOYER

5.0. JOB PURPOSE

This section describes the purpose of the job (overall focus) as it relates to the Vision and Mission of the Department. Capture the overall accountability that the jobholder has in relation to his position.

- 5.1. Utilisation of municipalities resources effectively, efficiently and economically,
- 5.2. Full and proper keeping of records for municipal financial affairs according to prescribed norms and standards,
- 5.3. Put measures to prevent unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented,
- 5.4. Asset and liability management through safe guarding and maintenance,
- 5.5. Maintains a management system, accounting and information system that accounts for assets and liabilities,
- 5.6. Revenue management,
- 5.7. Expenditure management,
- 5.8. Expenditure on staff benefits,
- 5.9. Budget preparations and implementation,
- 5.10. Monthly budget statements,
- 5.11. Mid-year budget and performance assessment,
- 5.12. Administratively in charge of the budget and treasury office,
- 5.13. Advise the Accounting Officer on the exercise of power and duties assigned to the Accounting Officer in terms of MFMA,
- 5.14. Preparation of Annual Financial Statements,
- 5.15. Liaise with Auditors General for audit purposes,
- 5.16. Liaise with Internal Auditors.

6. STRATEGIC CONTEXT OF EMPLOYER:

- 6.1. In line with the Vision of the Municipality, the Employee is committed in assisting and supporting the management and staff members of the Municipality in attaining service excellence in the performance of their line function.
- 6.2. In supporting the administration, the Employee has set its vision as follows:
 - 6.2.1. An administration that functions optimally
 - 6.2.2. The Employee commits himself to the achieving of the Vision, Mission and strategic objectives of Matatiele Local Municipality:
 - 6.2.3. To strive for united administration that is equipped with capacitated staff, compliant statues, outcome based and future oriented.

7. CORE FUNCTIONS`

This section describes 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

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.
- 7.4. The Employee undertakes to actively focus on the promotion and implementation of the Key Performance Areas (KPAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 7.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, KPA's and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 7.6. The Employee's assessment will be based on his performance in terms of the outputs/outcomes (KPIs) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Key Performance Areas
KPA 01: Basic Service Delivery
KPA 02: Good Governance and Public Participation
KPA 03: Financial Viability
KPA 04: Municipal Transformation and Dev.
KPA 05: Local Economic Development
KPA 06: Spatial Planning

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- 7.7. The competency requirements for senior managers as per **Regulation 9** of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

9. DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

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

- 9.1 Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that he proposes to take to ensure the impact of such deviation from the original agreement is minimized.
- 9.2 Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- 9.3 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:

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

10. REPORTING

- 10.1 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 proposes to take to ensure the impact of such deviation from the original agreement is minimized.

11. DEVELOPMENTAL REQUIREMENTS

- 11.1. 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 timeframes.

12. 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:

Quarter	Review Period	Review to be completed by
1	July – September	20 October 2020
2	October – December	20 January 2021
3	January – March	20 April 2021
4	April – June	20 September 2021

13. MANAGEMENT OF PERFORMANCE OUTCOMES

- 13.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2. A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 13.4 In the case of unacceptable performance, the Employer shall:
- 13.4.1 provide systematic remedial of development support to assist the Employee to improve his performance; and
 - 13.4.2 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 duties.

14. DISPUTE RESOLUTION

- 14.1 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:
- 14.1.1 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.
 - 14.1.2 A Performance Dispute Resolution Tribunal will be appointed within 10 working days by

the Municipal Manager after receipt of such complaint.

- 14.1.3. A Performance Dispute Resolution Tribunal will be made up of not less than 3 members and not more than 5 members.
- 14.1.4. 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.
- 14.1.5. The Performance Dispute Tribunal will have a Chairperson appointed by the Municipal Manager.
- 14.1.6. The Performance Dispute Tribunal Chairperson shall convene a meeting within 14 working days of the receipt of the dispute to hear the dispute.
- 14.1.7. The employee will be afforded representation rights and other rights as accorded in the disciplinary procedure
- 14.1.8. The proceedings of the Tribunal shall be recorded by means of a mechanical device.
- 14.1.9. 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.
- 14.1.10. The employee and his/her representative shall cross-examine the manager or supervisor.
- 14.1.11. The Tribunal shall deliver its verdict within 10 working days after completion of the proceedings to the Municipal Manager.
- 14.1.12. 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.
- 14.1.13. 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.
- 14.1.14. 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.

15. AMENDMENT OF AGREEMENT

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

16. 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
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Basic Service Delivery and Infrastructure	15%
Municipal Institutional Development and Transformation	-
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%

16.1 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.

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

16.3 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.

16.4. 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

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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:

- 16.4.1 the Municipal Manager;
- 16.4.2 the Chairperson of Performance Audit Committee or the Audit Committee;
- 16.4.3 the Member of the Executive Committee appointed by Council; and
- 16.4.4 the Municipal Manager from another municipality.

17. MANAGEMENT OF EVALUATION OUTCOMES

17.1. Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the

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Employer will give notice to the Employee to attend a meeting;

17.2. The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

17.3. Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

17.4. In the case of unacceptable performance, the Employer shall –

17.4.1. Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

17.4.2. After appropriate performance counselling 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.

18. GENERAL

18.1 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.

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

19. SIGNATURES OF PARTIES TO THE AGREEMENT

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


EMPLOYEE

Thus, done and signed at Motatiele on the 31 July 2020

AS WITNESSES:

1. _____

2. _____



CHIEF FINANCIAL OFFICER

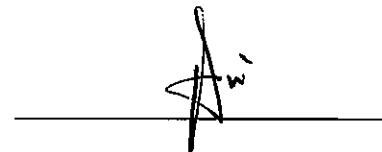
EMPLOYER/ SUPERVISOR

Thus, done and signed at MOTATIELE on the 31 July 2020

AS WITNESSES:

1. _____

2. _____



ACTING MUNICIPAL MANAGER



MATATIELE
LOCAL MUNICIPALITY

PERFORMANCE PLAN

ANNEXURE A

DEPARTMENT: BUDGET AND TREASURY
YEAR: 2020- 2021

UNIT: GOVERNANCE

NAME:	MR. KHALUWE MEHLOMAKULU	LINE MANAGER:	MR NR XOLO
EMPLOYEE NO.	301127	JOB TITLE:	ACTING MUNICIPAL MANAGER
JOB TITLE:	CHIEF FINANCIAL OFFICER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	BUDGET AND TREASURY	PERIOD:	01 JULY 2020 – 30 JUNE 2021
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)		=	Weight = 80%

1. Basic Service Delivery	= 15%
2. Municipal Institutional Development and Transformation	= -
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	1. Moral Competency - 5%
2. People Management	2. Planning and Organizing - 5%
3. Program and Project Management	3. Analysis and Innovation - 15%
4. Financial Management	4. Knowledge and Information management - 15%
5. Change Leadership	5. Communication - 5%
6. Governance Leadership	6. Results and Quality Focus - 5%

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PERFORMANCE PLAN FOR 2020-2021 FINANCIAL YEAR.

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS
							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.	P2G308.01	Municipal Financial Viability and Management	5%	General Valuation roll	Valuation roll produced by set date	Produce a supplementary valuation roll for implementation by 01 July 2020	Implementation of supplementary valuation roll by 30 September 2020.	N/A									
				POE			Customer Statement and supplementary valuation roll									Advertise supplementary valuation roll for implementation in 2021/2022 by 30 June 2021	
2.	P2G308.03	Municipal Financial Viability and Management	5%	Demand Management	Approved Procurement Plan by the set date	Approval of 2020/2021 Procurement Plan by 31 May 2021	N/A	N/A									
				POE											Approval of 2020/2021 procurement plan by the Accounting Officer by 31 May 2021.		Council Resolution and Procurement Plan

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
3.	P2G308.06	Municipal Financial Viability and Management	5%	Submission of monthly reports as per Section 71 of the MFMA	Number of 71 section reports submitted by set timeframe.	Submit (12) monthly (section 71) reports to National Treasury, Provincial Treasury and mayor on the 10 th of working day every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 th of working day every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 th of working day every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 th of working day every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 th of working day every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 th of working day every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 th of working day every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 th of working day every month				
				POE		Email to National Treasury and confirmation of receipt	Email to National Treasury and confirmation of receipt	Email to National Treasury and confirmation of receipt	Email to National Treasury and confirmation of receipt	Email to National Treasury and confirmation of receipt	Email to National Treasury and confirmation of receipt	Email to National Treasury and confirmation of receipt	Email to National Treasury and confirmation of receipt				

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
4.	P2G308.07	Municipal Financial Viability and Management	5%	Submission of quarterly reports as per Section 52 (d) of the MFMA	Number of section 52d reports submitted by set timeframe.	Submit quarterly reports (section 52d reports and withdrawal report) National Treasury, Provincial Treasury by the 10th working of each quarter	Submit quarterly reports National Treasury, Provincial Treasury by 14 October 2020		Submit quarterly reports National Treasury, Provincial Treasury by 15 January 2021		Submit quarterly reports National Treasury, Provincial Treasury by 19 April 2021		Submit quarterly reports National Treasury, Provincial Treasury by 14 July 2021				
				POE			Email to National Treasury and confirmation of receipt		Email to National Treasury and confirmation of receipt		Email to National Treasury and confirmation of receipt		Email to National Treasury and confirmation of receipt				
5.	P2G308.08	Municipal Financial Viability and Management	5%	Submission of banking details as per section 8 of MFMA.	Number of report on banking details submitted by set date.	One annual banking details to be reported to National Treasury by 01 July 2020	One annual banking details to be reported to National Treasury by 01 July 2020.		N/A		N/A		N/A				

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS 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			
7.	P2G308.11	Municipal Financial Viability and Management	5%	Multi-year budget as per section 28 of the MFMA.	Adjusted budget prepared and submitted to Council, Provincial and National Treasury by set date	Prepare and Submit adjusted budget to Council by 28 th February and to National and Provincial Treasury by the 15 th March of each year.	N/A		N/A		Prepare and Submit Adjusted Budget to Council by 28 th February 2021 and to National and Provincial Treasury by the 15 th March 2021.		N/A				
		POE									Council resolution and confirmation of receipt by National and Provincial Treasury						

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
8.	P2G308.12	Municipal Financial Viability and Management	5%	Multi-year budget as per section 21 (b) of the MFMA.	Budget Time schedule (Process Plan) submitted to Council and National and Provincial Treasury by set date.	Develop budget time schedule (process plan) and submit to Council 10 months before the start of a financial year (31 August 2020) and to National and Provincial Treasury by the 15th Sept 2020	Develop budget time schedule (process plan) and submit to Council 10 months before the start of a financial year (31 August 2020) and to National and Provincial Treasury by the 15th Sept 2020	N/A		N/A		N/A		N/A			

2021

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021										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					
				POE															
				Multi-year budget as per section 23 of the MFMA.	Number of budget community outreaches held by set date.	Hold one Budget Community Outreach by 30 April 2021	N/A		N/A					Hold one Budget Community Outreach by 30 April 2021.					
			20%	POE										Program, attendance register and report of budget community outreach					
9.	P2G308.13	Good Governance and Public Participation																	

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
10.	P2G308.14	Municipal Financial Viability and Management	5%	Multi-year budget as per section 21 of MFMA.	2020/21 MTERF Budget prepared and submitted to Council, National and Provincial Treasury by set date.	Prepare 2021/2022 MTERF Budget and submit to council by 31 May 2021 and to National and Provincial Treasury within 10 days after approval.	N/A		N/A		N/A		Prepare 2021/2022 MTERF Budget and submit to council by 31 May 2020 and to National and Provincial Treasury within 10 days after approval.				
				POE									Council Resolution , Acknowledgement of Receipt by National and Provincial Treasury.				

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
	P2G308.16	Municipal Financial Viability and Management	5%	Update and maintain fixed assets register.	Number of Registers by set date	MSCOA compliant transacting and Update Assets Register to achieve GRAP compliant Fixed Asset Register (FAR) by 30 June 2021.	Update FAR and Balancing Trial Balance to General Ledger by 30 September 2020	Update FAR and Balancing Trial Balance to General Ledger by 31 December 2020	Update FAR and Balancing Trial Balance to General Ledger by 31 March 2021	Update FAR and Balancing Trial Balance to General Ledger 30 June 2021							
				POE			Fixed Assets Register	Fixed Assets Register	Fixed Assets Register	Fixed Assets Register							

Municipal Financial Viability and Management

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
	P2G0308.17	Municipal Financial Viability and Management	4%	Insurance of Municipal Assets (Infrastructure, Community Assets, Intangible Assets, Other Assets, Land and Buildings Investment property)	Number of municipal assets insured by set date	100% insurance cover of municipal assets as per council policy by 30 June 2021.	Insurance of 100% Municipal Assets (Infrastructure, Community Assets, Intangible Assets, Other Assets, Land and Buildings Investment property)	Insurance of 100% Municipal Assets (Infrastructure, Community Assets, Intangible Assets, Other Assets, Land and Buildings Investment property)	Insurance of 100% Municipal Assets (Infrastructure, Community Assets, Intangible Assets, Other Assets, Land and Buildings Investment property)	Insurance of 100% Municipal Assets (Infrastructure, Community Assets, Intangible Assets, Other Assets, Land and Buildings Investment property)	Insurance of 100% Municipal Assets (Infrastructure, Community Assets, Intangible Assets, Other Assets, Land and Buildings Investment property)						
			POE	Insurance Contract	Insurance Contract	Insurance Contract	Insurance Contract	Insurance Contract	Insurance Contract	Insurance Contract							

12.12.21

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
13	P2G309.01	Municipal Financial Viability and Management	3%	Smart metering	Number of old meters replaced by smart meters by set date.	Replace 1000 old meters with smart meters in wards 19 and 20 by 30 June 2021	Replace 250 meters and 3 monthly monitoring reports submitted for each month to MTM by 30 September 2020.		Replace 250 meters and 3 monthly monitoring reports submitted for each month to MTM by 31 December 2020.		Replace 500 meters and 3 monthly monitoring reports submitted for each month to MTM by 31 March 2021.		Replace 500 meters and 3 monthly monitoring reports submitted for each month to MTM by 30 June 2021.				
				Monthly reports				Monthly reports		Monthly reports		Monthly reports					
14	P2G309.02	Municipal Financial Viability and Management	2%	Billing of Accounts and postage of monthly statements	Monthly billing and postage done on the set date.	Billing done by end of the month and posting of accounts by the 15th of the following month by 30 June 2020.	Billing done by end of the month and accounts Posting of 7000 account statements by the 15th of each month		Billing done by end of the month and accounts Posting of 7000 account statements by the 15th of each month		Billing done by end of the month and Posting of 7000 account statements by the 15th of each month		Billing done by end of the month and Posting of 7000 account statements by the 15th of each month				

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
						Copy of statements and statement from Post Office		Copy of statements and statement from Post Office		Copy of statements and statement from Post Office		Copy of statements and statement from Post Office					
				Debt Collection & Reduction	Amount of debt reduced by set date.	Reduce Revenue debt by <u>R3,000,000</u> by 30 June 2021	Reduce <u>normal debt</u> by R375,000 by 30 September 2020	Reduce <u>normal debt</u> by R375,000 by 31 December 2020	Reduce <u>normal debt</u> by R375,000 by 31 March 2021	Reduce <u>normal debt</u> by R375,000 by 30 June 2021							
P2G309.03		Municipal Financial Viability and Management	2%	POE		Age Analysis with monthly comparisons	Age Analysis with monthly comparisons	Age Analysis with monthly comparisons	Age Analysis with monthly comparisons	Age Analysis with monthly comparisons							
15																	

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PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								PROGRESS 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			
16	P2G3010.01	Municipal Financial Viability and Management	2%	Preparation of GRAP compliant Annual Financial Statements (AFS).	GRAP Compliant Annual Financial Statements submitted by set date.	Prepare and submit GRAP compliant Annual Financial Statements to Auditor-General, National and Provincial Treasury by 31 st August 2020	N/A					N/A					
				POE		GRAP Compliant Annual Financial Statements and acknowledgement by AGSA and National and Provincial Treasury											

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PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
17	P2G3010.02	Municipal Financial Viability and Management	2%	Receive Unqualified Audit Opinion from Auditor General, South Africa (AGSA)	Signed Auditor General Report by set date.	Receive an Unqualified Audit Opinion issued by the Auditor-General by 30 June 2021.	N/A			Achieve an Unqualified Audit Opinion from Auditor-General by 31 December 2020.		N/A		N/A			
				POE													

22/2/21

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2020 – JUNE 2021								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			
	PG101.01	Basic Service Delivery and Infrastructure	15%	Indigent support	Number of registered indigent beneficiaries receiving free basic services by set date	Provide services to registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 30 June 2021	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy by 30 September 2020.		Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy by 31 December 2020.		Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy by 31 March 2020.		Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy by 30 June 2020.				
				POE			Indigent Register		Indigent Register		Indigent Register		Indigent Register				

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CORE COMPETENCY REQUIREMENTS

1. LEADING COMPETENCIES

Core Management Criteria (CMC)	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Strategic Direction and Leadership	10%	<ul style="list-style-type: none"> Provide direction and leadership within the department 			
2. People Management	5%	<ul style="list-style-type: none"> Ensure the policies and regulations as set out by council are adhered to. Ensure discipline, commitment amongst the staff members within the department. 			
3. Program and Project Management	5%	<ul style="list-style-type: none"> Ensure projects that are within the department are achieved within the set-time frames. 			
4. Financial Management	25%	<ul style="list-style-type: none"> Ensure the institution is financially stable and sustainable Ensure the institution produces credible and balancing budget. 			
5. Change Leadership	-				
6. Governance Leadership	5%	<ul style="list-style-type: none"> Ensure the units within the department are functioning within the prescribed regulations 			
TOTAL	50%				

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2. CORE COMPETENCY (CC)

Core Occupational Competency	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	5%	<ul style="list-style-type: none"> Ensure the dilemmas and conflicts within the department are resolved amicably and timeously. 			
2. Planning and Organizing.	5%	<ul style="list-style-type: none"> Ensure the tasks of the department are completed within the required time. Put the necessary systems to ensure the tasks are completed 			
3. Analysis & Innovation	15%	<ul style="list-style-type: none"> Ensure the targets set are completed within the required time and the estimated budget. 			
4. Knowledge and Information Management.	15%	<ul style="list-style-type: none"> Knowledge on operations of the department and also transferring the knowledge to the staff members within the department. 			
5. Communication	5%	<ul style="list-style-type: none"> Ensure the decisions taken by council and management are communicated with the staff members. 			
6. Results and Quality Focus	5%	<ul style="list-style-type: none"> Ensure the municipality achieves the targets as set out on the IDP and SDBIP 			
TOTAL	50%				


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

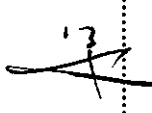
AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Actions to Overcome Barriers
Masters in Public Administration	Payment for Tuition	31 December 2022			

AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN

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

SIGNATURE:.....

Name of the employee: *Richard Mkhondo*
Date: *31/07/2020*.....

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

SIGNATURE: 

Name of Supervisor: 

Date: 31.12.20.....