ANNEXURE A

MATATIELE
LOCAL MUNICIPALITY

PERFORMANCE PLAN – CHIEF FINANCIAL OFFICER: YEAR 2015-2016

NAME:	**LIHLE NDZELU**	**MANAGER:**	**DR DAMIAN. C. T. NAKIN**
EMPLOYEE NO.		**JOB TITLE:**	**THE MUNICIPAL MANAGER**
JOB TITLE:	**THE CHIEF FINANCIAL OFFICER**	**BUSINESS UNIT/SITE**	**102 MAIN STREET, MATATIELE: 4370**
DIVISION/BUSINESS UNIT	**BUDGET AND TREASURY OFFICE**	**PERIOD:**	**01 JULY 2015 – 30 JUNE 2016**
SITE	**102 MAIN STREET, MATATIELE: 4370**	**REVIEW DATE:**	
RATING SCALE	**1. Not meeting the standards; 2. Meet some of the standards; 3. Meet all the standards; 4. Meet all & exceed some standards; 5. Meet & exceed all standards**		

Key Performance Areas (KPAs) **Weight = 80%**
Core Competency Requirements (CCRs) **Weight = 20%**

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MANAGERS PERFOMANCE PLAN FOR 2015/16

No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016								Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
							Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
1.	Page:97	Basic Service Delivery And Infrastructure	10 %	Preparation of integrated Procurement Plan	To have a draft Procurement Plan 31 July 2015 approved Procurement Plan 30 September 2015.	Approved Procurement Plan by set date	Implementation and Approved Procurement Plan by 30/09/15		N/A		N/A		N/A				
2.	Page:97	Basic Service Delivery And Infrastructure		Preparation of integrated Procurement Plan	Monitoring of procurement plan by 30 June 2016	Number of reports in the implementation	1Report on awards as per the Approved Procurement Management Plan.		1Report on awards as per the Approved Procurement Management Plan.		1Report on awards as per the Approved Procurement Management Plan.		1Report on awards as per the Approved Procurement Management Plan.				

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No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016 Quarter 1 Jul - Sep Target	Actual	Quarter 2 Oct - Dec Target	Actual	Quarter 3 Jan - Mar Target	Actual	Quarter 4 Apr – Jun Target	Actual	Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
3.	Page:104	Basic Service Delivery And Infrastructure		Ensure that a an application is done and submitted to National Treasury on amount not spent in the 2015/2016 financial year	2014/2015 roll-over approved by national treasury by the 31 October 2015	Approved roll-over application from national treasury by set date	Approval of the rollover application		N/A		N/A		N/A				
4.	Page:97	Local economic development	5 %	Preparation of integrated Procurement Plan	Procure and implement Supplier Database Software by 31 December 2015	Date of procurement and implementation	SCM Processes - Advert		Appointment and implementation		N/A		N/A				

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							Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
5.	Page:74	Financial Viability and Financial Management	70 %	Ensure all we fully comply with MFMA – with regards to reports that need to be submitted.	12 Monthly Bank reconciliations agreed to general ledger to be done every month end by 30 June 2015	Number of Bank reconciliations agreed to general ledger to be done every month end	3 monthly reconciliations to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3 monthly reconciliations to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3 monthly reconciliations to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3 monthly reconciliations to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.				

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							Quarter 1		Quarter 2		Quarter 3		Quarter 4				
							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
6.	Page:74	Financial Viability and Financial Management		Ensure all we fully comply with MFMA – with regards to reports that need to be submitted .	Submission of monthly reports (section 71 reports) to National Treasury, Provincial Treasury and mayor on the 10th of every month	Number of reports submitted timeously.	Submission of monthly reports to National Treasury , Provincial Treasury and mayor on the 10th of every month		Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10th of every month		Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10th of every month		Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10th of every month				

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							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
7.	Page:74	Financial Viability and Financial Management		compliance with the requirements of the MFMA	One annual banking details to be reported to National Treasury by 01 July 2015.	report submitted by set date	One annual banking details to be reported to National Treasury		N/A		N/A		N/A				
8.	Page:74	Financial Viability and Financial Management		Ensure all we fully comply with MFMA – with regards to reports that need to be submitted .	Submission of quarterly reports (section 52d reports and withdrawal report)National Treasury, Provincial Treasury by 30 June 2016	Number of reports submitted by set date	Submission of quarterly reports National Treasury , Provincial Treasury by		Submission of quarterly reports National Treasury, Provincial Treasury		Submission of quarterly reports National Treasury, Provincial Treasury		Submission of quarterly reports National Treasury, Provincial Treasury				

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							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
9.	Page:75	Financial Viability and Financial Management		Compliance with the requirements of the MFMA annual report	One mid-term budget performance report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial by the 25th January.	Date of Submission of Mid-term budge report	N/A		N/A		Mid-term report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial by the 25th January.		N/A				

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10.		Financial Viability and Financial Management		Ensure all we fully comply with MFMA – with regards to reports that need to be submitted.	12 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.	Number of monthly investment registers submitted by set date	3 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3monthly investments register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.				

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11.	Page:77	Financial Viability and Financial Management		Ensure that loans that were taken are being serviced	12 reports on Repayments of loans submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10th working of the following month.	Number of reports on paid loans	3 reports on Repayments of loans submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10th working of the following month		3 reports on Repayments of loans submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10th working of the following month		3 reports on Repayments of loans submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10th working of the following month		3 reports on Repayments of loans submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10th working of the following month				

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12.	Page: 78	Financial Viability and Financial Management		Compliance with the requirements of the MFMA on monthly, quarterly and mid-year reports.	12 monthly financial statements to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month	Number of submitted monthly financial statements by set date	3 monthly financial statements to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3 monthly financial statements to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3 monthly financial statements to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.		3 monthly financial statements to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10th working day of the following month.				

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							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
13.	Page: 78	Financial Viability and Financial Management		Ensure that the municipality reports on the reviewed or adjusted budget as per expenditure patterns	Submit adjusted budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 28 February of each year	Adjusted budget submitted by set date	N/A		N/A		Submit adjusted budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 28 February		N/A				

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14.	Page:79	Financial Viability and Financial Management		Ensure that the municipality reports on the tabled budget process plan for 2016/2017	Budget process plan submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year, within 10 workings days after its approval by Council	Submitted process plan to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by set date	Budget process plan submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by		N/A		N/A		N/A				

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							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
15.	Page:79	Financial Viability and Financial Management		Ensure that the municipality reports on the tabled draft budget	Submit tabled budget 90 days before of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	Tabled draft budget by set date.	N/A		N/A		Submit tabled budget 90 days before of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.		N/A				

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							Quarter 1		Quarter 2		Quarter 3		Quarter 4				
							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
16.	Page:80	Financial Viability and Financial Management		Ensure that the municipality reports on the set tariff of charges	Submit the tariff setting 30 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	Tabled tariff charges by set date	N/A		N/A		N/A		Submit the tariff setting 30 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury				

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							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
17.	Page:80	Financial Viability and Financial Management		Ensure that the municipality reports on date of submission of the aligned budget with IDP	Submit Aligned budget with IDP 90 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury	Submission of Aligned budget with IDP by set date.	N/A		N/A		N/A		Submit 90 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.				

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							Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
18.	Page:81	Financial Viability and Financial Management		Provide the managers with template or guidance on budgeting for each year	Submit standard budget return forms to Management Team by 31 October of each financial year	Submit the return forms to Management Team by 31 October	N/A		Submit the return forms to Management Team by 31 October 2015		N/A		N/A				

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19.	Page:81	Financial Viability and Financial Management		Ensure that departments don't spend more than what they have budgeted for	Submit monthly management reports to Management Team.	Number of reports submitted monthly	Submit 3 monthly reports to Management Team by the 10th working day of the following month.		Submit 3 monthly reports to Management Team by the 10th working day of the following month.		Submit 3 monthly reports to Management Team by the 10th working day of the following month.		Submit 3 monthly reports to Management Team by the 10th working day of the following month.				

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							Quarter 1		Quarter 2		Quarter 3		Quarter 4				
							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
20.	Page:81	Financial Viability and Financial Management		Ensure that the municipality is able to fairly produce its annual financial statements	Submit one Trail balance to Management Team by the 15th July	Submit one Trail balance to Management Team by set date.	Submit the number of reports to Management Team by the 15th July each year		N/A		N/A		N/A				

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							Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
21.	Page:82	Financial Viability and Financial Management		Ensure that the municipality is able to fairly produce its annual financial statements	Submit to Management Team, Audit Committee and Auditor-General the working papers of the 1st draft of AFS for the year by the 15th July each year	Submit Working papers for year-end transactions and report to Management Team by set date	Submit to Management Team, Audit Committee and Auditor-General the working papers for the year by the 15th July each year.		N/A		N/A		N/A				

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							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
22.	Page:83	Financial Viability and Financial Management		Ensure that the municipality is able to fairly produce its annual financial statements	Submit one set of Accounting policies to Management Team, Audit Committee and Auditor-General by the 31st August.	Submitted accounting policies to Management Team, Audit Committee and Auditor-General by set date	Submit one set of Accounting policies to Management Team, Audit Committee and Auditor-General by the 31st August		N/A		N/A		N/A				

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							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
23.	Page:84	Financial Viability and Financial Management		Ensure that the municipality is able to fairly produce its annual financial statements	Submit one set of GRAP Compliant Statements to Management Team, Audit Committee and Auditor-General by the 31st August.	Submitted GRAP Compliant Annual Financial Statements to Management Team, Audit Committee, Auditor-General, National Treasury and Provincial Treasury by Set date	Submit one set of GRAP Compliant Statements to Management Team, Audit Committee and Auditor-General by the 31st August.		N/A		N/A		N/A				

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							Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
24.	Page:84	Financial Viability and Financial Management		Ensure that the municipality is able to fairly produce its annual financial statements	Achieve a Clean Audit Report issued by the Auditor-General and submit it to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	Achieved Clean Audit Report issued by the Audit-General	N/A		Achieve a Clean Audit Report issued by the Auditor-General and submit it to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.		N/A		N/A				

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							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
25.	Page:85	Financial Viability and Financial Management		Implementation of and adherence to SCOA regulations	Implementation and adherence to SCOA regulation Reviewal of Municipal Finance System	Implemented SCOA regulations as per MFMA	Steering Committee meeting Development of Plan		Steering committee meeting SCOA workshop		Steering committee meeting Procurement processes Sites Visits		Implementation and adherence to SCOA regulation Reviewal of Municipal Finance System				

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26.	Page:86	Financial Viability and Financial Management		To ensure there are SLAs/contracts in place for all the awarded bids	To have signed contracts/ service level agreements for all the bids awarded	Number of days taken for contracts/SLA to be prepared and signed by set date	No of Contracts/ SLAs signed within 7 days from the date of appointment		No of Contracts/ SLAs signed within 7 days from the date of appointment		No of Contracts/ SLAs signed within 7 days from the date of appointment		No of Contracts/ SLAs signed within 7 days from the date of appointment				
27.	Page:85	Financial Viability and Financial Management		To ensure that the GRAP Compliant Updated Register is Reconciled to General	Updated Fixed Asset Register reconciled to general ledger by the 10th of every Month.	Submit 4 quarterly reports on assets physical verification to MTM	1 report on assets physical verification.		1 report on assets physical verification.		1 report on assets physical verification.		1 report on assets physical verification.				

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28.	Page:85	Financial Viability and Financial Management		Ledger.	Submit 12 monthly reports on updated assets to MTM, standing committee, Exco and Council	Number Reports to MTM, standing committee, Exco and Council	3 monthly reports on assets update		3 monthly reports on assets update		3 monthly reports on assets update		3 monthly reports on assets update				
29.	Page:85	Financial Viability and Financial Management			Submit 4 quarterly reports on updated assets register.	Number of Reports to MTM standing committee, Exco and Council	1 monthly reports on assets update		1 monthly reports on assets update		1 monthly reports on assets update		1 monthly reports on assets update				
30.	Page:86	Financial Viability and Financial		Reduction Debt to be within ageing of 60 days.	Reduce debtors from R62 million to R57million by 30 June 2016.	Amount of debt reduced by set date	R2 500 000 debt reductio n		R3 500 000 debt reductio n		R4 500 000 debt reductio n		R5 000 000 debt reductio n				

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31.	Page:87	Financial Viability and Financial Management		Identify and support households that are indigent in a municipal jurisdiction	12613 Households to receive subsidy by 30 June 2016.	Number of households receiving subsidy	11 000 Beneficiaries		11 500 Beneficiaries		12 000 Beneficiaries		12 613 Beneficiaries				
32.	Page:86	Financial Viability and Financial		To facilitate efficient billing of accounts each month	Install 4037 Smart Meters by 30 June 2016	Installed Smart Meters by set date	Install 500 smart meters		Install 1250 smart meters		Install 1250 smart meters		Install 1037 smart meters				
33.	Page:86	Financial Viability and Financial Management		To develop a 3rd Supplementary roll	Signed 3rd Supplementary Valuation Roll by 30 June 2016	Date of signed Supplementary Valuation Roll by set date	N/A		N/A		N/A		Final Supplementary Valuation Roll				

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							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
34.	Page:86	Financial Viability and Financial		To facilitate efficient billing of accounts each month	Procurement of Pre-paid Vending Software by June 2016	Procured pre-paid vending system by set date	N/A		N/A		Appointment of service provider		Live use of the system				
35.	Page:86	Financial Viability and Financial Management		To do billing by on accounts each month	Billing done end of each month and Posting of 4500 accounts delivered by the 15th of the month	Number of accounts billed and posting done by set date	Billing done by end of the month and Posting of accounts by the 15th of each month		Billing done by end of the month and Posting of accounts by the 15th of each month		Billing done by end of the month and Posting of accounts by the 15th of each month		Billing done by end of the month and Posting of accounts by the 15th of each month				

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							Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
36.	Page:88	Financial Viability and Financial Management		Establish Free Basic Services Steering Committee.	Functioning Free Basic Services Steering Committee by 30 June 2016	Number of report on the sitting of meeting by the Committee by set date	Reports on the sitting of the meetings		Reports on the sitting of the meetings		Reports on the sitting of the meetings		Reports on the sitting of the meetings				
37.	Page:89	Financial Viability and Financial Management		Encourage customers that owe municipal services to make payment before their debt incurs interest	Annual charge of interest on outstanding debt by 30 June 2016	Amount raised on Levying of Interest on outstanding debtors by set date	Monthly charge of interest on outstanding debt		Monthly charge of interest on outstanding debt		Monthly charge of interest on outstanding debt		Monthly charge of interest on outstanding debt				

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No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016 Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun		Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
38.	Page:87	Financial Viability and Financial Management		Payment of creditors	100% payments for Creditors and Other Service Providers to be done within 30 Days as per MFMA requirements	Percentage of received invoices per month against number of payments made within 30 days.	100% Payments done within 30 days on receipt of invoice		100% Payments done within 30 days on receipt of invoice		100% Payments done within 30 days on receipt of invoice		100% Payments done within 30 days on receipt of invoice				
39.	Page:108	Financial Viability and Financial Management		To ensure that staff payments are made on the 25th of each month	12 Monthly Salary Payments to be made by 25 of each month	monthly payments of salaries by set date	Salaries paid on the 25th of the month.		Salaries paid on the 25th of the month.		Salaries paid on the 25th of the month.		Salaries paid on the 25th of the month.				

No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016 Quarter 1 Jul - Sep Target	Actual	Quarter 2 Oct - Dec Target	Actual	Quarter 3 Jan - Mar Target	Actual	Quarter 4 Apr – Jun Target	Actual	Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
40.	Page:87	Institutional arrangements and development	10 %	Align the Age Analysis with the General Ledger – ensure that there are no variances	12 Monthly Report on Monitoring of Fruitless and Wasteful Expenditure and 12 Monthly registers and by 30 June 2016	Number of reports and registers on the Amount of Fruitless and Wasteful Expenditure Incurred by set date	3 Monthly Registers and 3 monthly reports		3 Monthly Registers and 3 monthly reports		3 Monthly Registers and 3 monthly reports		3 Monthly Registers and 3 monthly reports				
41.	Page:108	Institutional arrangements and development		Align the Age Analysis with the General Ledger – ensure that there are no variances	12 Monthly Cash Flow Projection by 30 June 2016	Number of Monthly report of cash flow by set date	3 Monthly Cash Flow Projection		3 Monthly Cash Flow Projection		3 Monthly Cash Flow Projection		3 Monthly Cash Flow Projection				

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No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016								Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
							Quarter 1		Quarter 2		Quarter 3		Quarter 4				
							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
42.	Page:86	Institutional arrangements and		Fleet Management	12 Detailed Reports on Fleet Management By 30 June 2016	Number of reports on management of fleet	3 Monthly reports on fleet management		3 Monthly reports on fleet management		3 Monthly reports on fleet management		3 Monthly reports on fleet management				
43.	Page:87	Institutional arrangements and development		Align the Age Analysis with the General Ledger – ensure that there are no variances	12 Monthly reconciliation	Number of monthly debtor's reconciliations.	3 Reconciliations		3 Reconciliations		3 Reconciliations		3 Reconciliations				

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No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016								Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
							Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
44.	Page:86	Institutional arrangements and development		Identify and support households that are indigent in a municipal jurisdiction.	Procurement of Indigent token to monitor service delivery of FBS By 30 June 2016	Number of tokens issued by set date	Drafting terms of reference		Appointment of service provider		Procure Indigent token to monitor service delivery		N/A				
45.	Page:114	Institutional arrangements and development		Training of unit staff within the municipality	Two trainings (NERSA and Budget Schedules) to be attended by 31 March 2016.	Number of trainings by set date	N/A		One training to be attended		One training to be attended		N/A				

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No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016								Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
							Quarter 1 Jul - Sep		Quarter 2 Oct - Dec		Quarter 3 Jan - Mar		Quarter 4 Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
46.	Page:107	Institutional arrangements and development		To ensure that the GRAP Compliant Updated Register is Reconciled to General Ledger.	12 Reports on Risk Cover for all Movable and Immovable Assets of the Municipality submitted to Management Team Meeting (MTM) on a monthly basis by 30 June 2016	Number of report on insured assets submitted MTM, Management Team Meeting by set date	3 reports on the cover of all movable and immovable assets of the municipality		3 reports on the cover of all movable and immovable assets of the municipality		3 reports on the cover of all movable and immovable assets of the municipality		3 reports on the cover of all movable and immovable assets of the municipality				

No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016								Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
							Quarter 1		Quarter 2		Quarter 3		Quarter 4				
							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
47.	Page:117	Good governance and public participation	5 %	Ensure that the municipality reports on the public participation held.	Conduct IDP/Budget Outreach by 31 April 2015 Report to Management Team, Standing Committee, EXCO, and Council by 30 days before the start of the new financial year.	Outreach conducted by set date. Number of reports by set date.	N/A		N/A		N/A		IDP/Budget Outreach One report				

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No.	IDP REF	KPA	Weighting	Strategic Objectives	Measurable Objective/ Output	Performance Measure/ Indicator	July 2015 – June 2016								Progress on the Date of Review comments	Self Rating (1-5)	Rating By Panel Member (1-5)
							Quarter 1		Quarter 2		Quarter 3		Quarter 4				
							Jul - Sep		Oct - Dec		Jan - Mar		Apr – Jun				
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
48.	Page:117	Good governance and public participation		Fully compliance with the requirements of the MFMA on monthly, quarterly and mid-year reports.	Annual review of 8 policies within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2016	Number of developed and reviewed policies By set date	N/A		N/A		N/A		Development and annual review of 8 policies within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines				

CORE MANAGEMENT CRITERIA (CMC)

Core Management Criteria (CMC)	Weight %	Milestones/Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Strategic Capability & Leadership	5			
2. Programme & Project Management	-			
3. Financial Management (Compulsory)	20	Compliance with specific items in the action plan for responding to AG queries relating to the department. Proper Departmental budget management and exercising applicable fiscal controls		
4. Change Management	-			
5. Knowledge Management	-			
6. Service Delivery Innovation	5	Participate in processes of service delivery implementation		
7. Problem Solving & Analysis	5	Conflict resolutions and problem solving on departmental matters and customer related matters		
8. People Management & Empowerment (Compulsory)	5	Good display of people management skills, team work, motivation of staff and resolutions of disputes amongst staff		

9. **Client Orientation & Customer Focus (Compulsory)**	**2.5**	Implementation of Batho Pele Principles and responsiveness to customer		
10. Communication	**2.5**	Implementation of Batho Pele Principles and responsiveness to customer		
11. Honesty & Integrity	**5**	Conducting my work on a honest manner and keeping of high integrity on all matters of the municipality		
TOTAL	**50 %**			

CORE OCCUPATIONAL COMPETENCY (COC)

Core Occupational Competency	Weight %	Milestones/Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
Competence in Self Management	**10**	Able to manage myself without being controlled by my superior		
Interpretation of and implementation within the legislation and national policy framework	**10**	Updating personal knowledge and ability to interpret legislation and apply Local Government Policies		
Knowledge of development local government	**10**	Understanding the local government reforms		
Knowledge of Performance Management and Reporting	-			
Knowledge of global & South African specific political, social and economic context	**10**	Display of understanding and careful consideration of Macro Economics and Political Context in pursuance of decisions and implementing tasks accrued to the manager's responsibilities		
Competency on policy conceptualization, analysis and implementation	-			
Knowledge of more than one functional municipal fields/discipline	-			

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Skills in mediation	**5**	Identification of skills gaps and development accordingly		
Skills in governance	**5**	Capacitating to have governance skills		
Competence as required by other national line sector departments	-			
Exceptional and dynamic creativity to improve the functioning of the municipality	-			
TOTAL	**50%**			

PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Actions to Overcome Barriers

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 **Municipal Manager**:...

Date:..... 28/7/2011