

# ANNEXURE A

## PERFORMANCE PLAN

MATATIELLE



DEPARTMENT: BUDGET AND TREASURY  
YEAR: 2023 - 2024

UNIT: GOVERNANCE

NAME:	MR. KHALUWE MEHLOMAKULU	LINE MANAGER:	MR. LIZO MATIWANE
EMPLOYEE NO.	301127	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	CHIEF FINANCIAL OFFICER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	BUDGET AND TREASURY	PERIOD:	01/07/2023 - 30/06/2024
SITE	102 Main Street, MATATIELLE: 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)

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Weight = 80%

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

### Core Competency Requirements (CCRs)

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Weight = 20%

LEADING COMPETENCIES (LC's)	CORE COMPETENCIES (CC's)
1. Strategic Direction and Leadership	1. Moral Competency
2. People Management	2. Planning and Organizing
3. Program and Project Management	3. Analysis and Innovation
4. Financial Management	4. Knowledge and Information management
5. Change Leadership	5. Communication
6. Governance Leadership	6. Results and Quality Focus

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PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2023 – JUNE 2024								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			
2.	P2G308.01	Municipal Financial Viability	65%	Update and maintain fixed assets register.	MSCOA and GRAP compliant Updated Fixed Assets Register by set date.	MSCOA compliant transacting and Updated Assets Register to achieve GRAP compliant FAR by 30 June 2024	MSCOA compliant transacting and Updated Assets Register to achieve GRAP compliant FAR by 30 September 2023	Assets Register	MSCOA compliant transacting and Updated Assets Register to achieve GRAP compliant FAR by 31 December 2023	Assets Register	MSCOA compliant transacting and Updated Assets Register to achieve GRAP compliant FAR by 31 March 2024	Assets Register	MSCOA compliant transacting and Updated Assets Register to achieve GRAP compliant FAR by 30 June 2024	Assets Register			

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2023 – JUNE 2024								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PA/NE
							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.	P2G3010.03	Municipal Financial Viability	65%	Receive unqualified audit opinion from AGSA.	Received unqualified audit opinion from AGSA by set date.	To strive for Unqualified Audit Opinion issued by the Auditor General by 30 November 2023	N/A		Achieve an Unqualified Audit Opinion with no material misstatements issued by the Auditor General By 31 December 2023.	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			
5.	P2G3O8.05	Municipal Financial Viability	65%	Submission of quarterly reports as per section 52 (d) of MFMA.	Number of sections 52d reports submitted by set timeframe	Submit (4) quarterly reports (section 52d reports and (4) withdrawal report) to National Treasury, Provincial Treasury by the 10th working day of each quarter	Submit (1) quarterly report (sec 52d reports and (1) withdrawal report) to NT, PT by the 5th working day of each quarter after approval by Council										

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JULY 2023 – JUNE 2024																								
PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS											
			JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN															
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL														
6.	P2G308.06	Municipal Financial Viability	65%	Submission of banking details as per section 8 of MFMA.	Number of report on banking details submitted by set date	One annual banking details to be submitted to National Treasury by 01 July 2023	One annual banking details to be submitted to National Treasury by 01 July 2023	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
																	Email Report							
7.	P2G308.07	Municipal Financial Viability	65%	Submission of mid-term report in terms of section 121 of MFMA.	Mid-term report submitted by set date	Mid – Term budget report to be submitted to the Honourable Mayor, national and Provincial Treasury by the 25th January 2024	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
																	Email Report							

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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							
8.	P2G3O8.08	Municipal Financial Viability	65%	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 28th February and to National and Provincial Treasury by the 15th March of each year	N/A		N/A		Submission to Mayor Email Report		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							
10.	P2G308.10	Municipal Financial Viability	65%	Multi -year budget as per section 23 of the MFMA.	Number of budget community outreaches held by set date	Hold 1 budget community outreach by 30 April 2024	N/A		N/A		N/A		Hold 1 budget community outreach by 30 April 2024								
													Reports								
													Attendance register								
11.		Municipal Financial Viability	65%	Multi -year budget as per section 21 and 24 of MFMA	Approved Budget by set date	Prepare 2024/25MTE RF Budget and submit to council by 30 June 2024 and to National and Provincial Treasury within 10 days after approval.	N/A		N/A		Prepare 2024/25 MTERF draft Budget and submit to Council by 31 March 2023 and to National and Provincial Treasury within 10 working days after approval.		Prepare 2024/25 MTERF final Budget and submit to Council by 30 June 2023 and to National and Provincial Treasury within 10 days working after approval.								

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JULY 2023 – JUNE 2024																	
PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
							Email Submission to Mayor		Email Submission to Mayor		Email Submission to Mayor		Email Submission to Mayor				
				General valuation roll	Valuation roll produced by set date	Produce general valuation roll by 30 June 2024	Implementation of supplementary valuation roll by 01 July 2024.		N/A		N/A		Advertise and produce supplementary valuation roll for implementation in 2024/2025 by 30 June 2024				
13.	P2G308.12	Municipal Financial Viability And Management	65%														
				Debt reduction	Amount of debt reduced by set date	Reduce Revenue debt by R3,000 000 by 30 June 2024	Reduce Revenue debt by R750 000.00 by 30 September 2023		Reduce Revenue debt by R750 000.00 by 31 December 2023		Reduce Revenue debt by R750 000.00 by 31 March 2024		Reduce Revenue debt by R750 000.00 by 30 June 2024				
14.	P2G309.01	Municipal Financial Viability And Management	65%														

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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				
15.	P2G3O8.13	Municipal Financial Viability	65%	Compilation of Annual Procurement Plan	Number of Procurement Plans Approved by set date	Approval of one Procurement Plan for 2023/24 FY by 30 June 2024	Age Analysis Bank Statements		Age Analysis Bank Statements		Age Analysis Bank Statements		Age Analysis Bank Statements		2024/25 Procurement Plan approved and signed by the Accounting Officer by 30 June 2024.			
						N/A			N/A		N/A				Council resolution and signed procurement plan			

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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				
16.	P5G8O20.03	Institutional Arrangement and Transformation	5%	Fleet Management	Number of vehicles procured by set date.	Procurement of four (4) vehicles two (2) 4x4 double cab vehicles, 1 sedan and 1 hatch back by 30 June 2024.	Advert for the procurement of two (2) vehicles (sedan and hatch back) by 30 September 2023			Appoint and procure two (2) vehicles (sedan and hatch back) by 31 December 2023.			Advert for the procurement of 4x4 double cab vehicles by 31 March 2024			Appoint and procure two (2) 4x4 double cab vehicles by 30 June 2024.					
							Advert			Appointment Letter			Advert			Appointment Letter					
17.	P5G8O20.03	Institutional Arrangement and Transformation	5%	Fleet Management Steering Committee	Number of meetings set by set date	Hold 4 fleet management meetings by 30 June 2024	Hold 1 fleet management meeting by 30 September 2023	Attendance register		Hold 1 fleet management meeting by 31 December 2023	Attendance register		Hold 1 fleet management meeting by 31 March 2024	Attendance register		Hold 1 fleet management meeting by 30 June 2024	Attendance register				

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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			
18.	P5G8O20.03	Institutional Arrangement and Transformation	5%	Bid adjudication Committee seating	Number of bid adjudication committee meetings set by set date	Hold 4 bid adjudication committee meetings by 30 June 2024	Hold 1 bid adjudication meeting by 30 September 2023		Hold 1 bid adjudication meeting by 31 December 2023		Hold 1 bid adjudication meeting by 31 March 2024		Hold 1 bid adjudication meeting by 30 June 2024				
							Attendance register		Attendance register		Attendance register		Attendance register				
20		Institutional Arrangement and Transformation	5%	Expenditure Management	Payment of creditors and salaries by set date.	Payment of creditors within 30 days per month and salaries by 25 <sup>th</sup> of every month.	Payment of creditors within 30 days per month and salaries by 25 <sup>th</sup> of every month.		Payment of creditors within 30 days per month and salaries by 25 <sup>th</sup> of every month.		Payment of creditors within 30 days per month and salaries by 25 <sup>th</sup> of every month.		Payment of creditors within 30 days per month and salaries by 25 <sup>th</sup> of every month.				
							Creditors reconciliation Salaries MM's report		Creditors reconciliation Salaries MM's report		Creditors reconciliation Salaries MM's report		Creditors reconciliation Salaries MM's report				

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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			
21		Institutional Arrangement and Transformation	5%	Performance management	Monitoring of performance management of staff within department by set date.	Monitoring of performance management of staff within the department by 30 June 2024	Monitoring of performance management of staff within the department by 30 September 2023		Monitoring of performance management of staff within the department by 31 December 2023		Monitoring of performance management of staff within the department by 31 March 2024		Monitoring of performance management of staff within the department by 30 June 2024				
							SBDIP – Quarterly performance		SBDIP – Quarterly performance		SBDIP – Quarterly performance		SBDIP – Quarterly performance				
22		Institutional Arrangement and Transformation	5%	Risk Management	Percentage (%) of approved plans, risk register, sitting of meetings by set date	100% of risks mitigated and reported quarterly by 30 June 2024	Q1 risk register implementation report developed and submitted to Council structures by not later than 26 <sup>th</sup> October 2023		Q2 risk register implementation report developed and submitted to Council structures by not later than 26 <sup>th</sup> January 2024		Q3 risk register implementation report submitted to Council structures by not later than 24 <sup>th</sup> April 2024		Q4 risk register implementation report developed and submitted to Council structures by not later than 10 <sup>th</sup> July 2024				

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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"> <li>Provide direction and leadership within the department</li> </ul>			
2. People Management	5%	<ul style="list-style-type: none"> <li>Ensure the policies and regulations as set out by council are adhered to.</li> <li>Ensure discipline, commitment amongst the staff members within the department.</li> </ul>			
3. Program and Project Management	5%	<ul style="list-style-type: none"> <li>Ensure projects that are within the department are achieved within the set-time frames.</li> </ul>			
4. Financial Management	20%	<ul style="list-style-type: none"> <li>Ensure the institution is financially stable and sustainable</li> <li>Ensure the institution produces credible and balancing budget.</li> </ul>			
5. Change Leadership	-				
6. Governance Leadership	5%	<ul style="list-style-type: none"> <li>Ensure the units within the department are functioning within the prescribed regulations</li> </ul>			
<b>TOTAL</b>	<b>50%</b>				

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

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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 Business Administration	Bursary	2024				
Honours in Public Administration	Bursary	2024				

**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:**



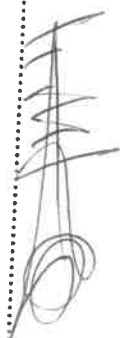
Name of the employee: *Madure Mellendahl*  
 Date: *27/07/2023*

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

SIGNATURE.....



Name of Supervisor: Liz Motiwa  
Date: 21/01/2023