

**PERFORMANCE AGREEMENT
FOR
YEAR 2017/2018**

MADE AND ENTERED INTO BY AND BETWEEN

Mrs Adelaide Nomnandi Dlamini

The Municipal Manager of the Harry Gwal District Municipality
(Hereinafter referred to as the "Municipal Manager")

And

Mr Mthethunzima Mathew Mkatu

The Chief Financial Officer: Budget and Treasury Office of the Harry
Gwala District Municipality
(Hereinafter referred to as "**Chief Financial Officer**")

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INTRODUCTION

(1) The Employer has entered into a contract of employment with the Employee 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 to as "the Parties".

(2) Section 57(1) (b) of the Systems Act, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The employer must conclude a Performance Agreement within 90 days of assumption of duty and renew it annually within one month of the commencement of the beginning of the financial year.

(3) The parties will 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 secure local government policy goals as defined in the municipal IDP.

(4) The parties will ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

2.1. Comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Systems Act as well as the Memorandum of Agreement of Employment entered into between the parties;

2.2. Comply with the provisions of section 32(1)(b), (c),(d), sub-section (2)(a)(i) and (ii), sub-section (3) and (4)(a),(b), (c)(i) and (ii) of the Municipal Finance Management Act and adhere to the finance policies, laws, procedures and other legal prescripts.

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2.3. To ensure that all Heads of Departments implement the Risk Mitigation Plans timely in line with the Risk Management register.

2.4. To comply with provisions made in regulation 14 subsection (1) (c) (i) and (ii), sub-section (4)(a)(i), (ii), (iii) of the Local Government: Municipal Planning and Performance Management Regulations of 2006, all Head of Department to prioritize the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit

2.5. To ensure that all Heads of Departments prepare the quarterly performance reports and submits to the Performance Management Unit timely with the Portfolio of evidence and the signed Quality Assurance Certificate.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the 1 July 2017 and will remain in force until 30 June 2018 where after a new Performance Agreement and new Performance Scorecard/SDBIP shall be concluded between the parties for the next financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June each year and will conclude a new Performance Agreement (and Performance Scorecard/SDBIP) that replaces this Agreement at least once a year but not later than one month after the commencement of the new financial year.

3.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason.

3.4. The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

3.5. If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to

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the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

3.6. Any significant amendments/ deviations referred to in 3.4 and 3.5 above must take cognisance of, where relevant, the requirements of sections 34 and 42 of the Systems Act, and must be done in terms of regulation 4 (5) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, 2006 ("the Regulations").

4. PERFORMANCE OBJECTIVES

4.1. The Performance Scorecard /SDBIP sets out-

4.1.1. The performance objectives and targets that must be met by the Employee; and

4.1.2. The time frames within which those performance objectives and targets must be met.

4.2. The performance objectives and targets reflected in Annexures "A" are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

4.3. The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. The Quality Assurance Certificate must be signed by the Chief Finance Officer to commit that the performance information provided is accurate and reliable.

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 PERFORMANCE MANAGEMENT SYSTEMS

5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer itself, management and municipal staff of the Employer.

5.2. The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.

5.3. 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.

5.4. The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

5.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which are contained in the Performance Agreement.

5.6. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.

5.7. KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

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

5.9. The Employee's assessment will be based on his performance in terms of the outputs/ outcomes (performance indicators) identified as per attached SDBIP/Performance Scorecard (Annexure "A" and "B"), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

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Responsibilities contained in the employee's Job Description linked to the Key Performance Areas (KPA's) in his/her SDBIP/Performance Plan		Weighting
1	Service Delivery and Infrastructure	0
2	Municipal Transformation and Organisational Development	10
3	Local Economic and Social Development	0
4	Municipal Financial Viability and Management	80
5	Good Governance and Public Participation	10
TOTAL		100%

5.10 The CMCs will make up the other 20% of the Employee's assessment score. CMCs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee.

Annexure "D" provides the scoring template for the Core Competency requirements identified in the Table hereunder.

Core Competency Assessments will be conducted during quarterly face-to-face Performance Assessments. The Mayor shall conduct Core Competency Assessments for the Municipal Manager. The Municipal Manager shall conduct Core Competency Assessments for Section 57 Managers. Where agreement on the allocation of a score (on the range 1 – 5) cannot be reached, the onus rests with the Employee to provide evidence of their claim to possession of the disputed Core Competency.

Annexure "D" presumes the assessors will refer to the detailed Department of Public Service & Administration Guidelines (SMS Handbook Chapter 5) of what

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specific components of a Core Competency need to be demonstrated in order to qualify for the score awarded.

CORE MANAGERIAL COMPETENCIES		
LEADERSHIP COMPETENCIES		Weight
1.Strategic Direction & Leadership		20
2. People Management		15
3. Programme & Project Management		15
4.Financial Management		30
5.Change Leadership		10
6. Governance Leadership		10
Total	100%	100%

CORE COMPETENCIES		
		Weight
1.Moral Competencies		20
2. Planning & Organizing		15
3. Analysis & Innovation		15
4.Knowledge and Information Management		20
5. Communication		15
6. Results and Quality focus		15
Total	100%	100%

6. EVALUATING PERFORMANCE

6.1. The organisation's PMS Policy and User Manual to be read together with this Agreement sets out:

6.1.1. The standards and procedures for evaluating the Employee's performance; and

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6.1.2. The intervals for the evaluation of the Employee's performance.

6.2. Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

6.3. Personal growth and development needs shall be documented up-front in this Performance Agreement and additional needs may be identified during any performance review discussion. Annexure "C" documents in a Personal Development Plan, the Employee's personal growth and development needs at the beginning of the financial year as well as the actions agreed to. Implementation must take place within set time frames, including attendance at, at least 1 week-long training workshop per year – to allow the Employee to remain abreast of the latest developments in his/her field of work for the Employer.

6.4. The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

6.5. The Employee's performance will also be measured based on the performance of the people below him/her as set out in the individual score card which contributes to the goals and the strategic objectives set out in the IDP.

6.6. The annual performance appraisal will involve:

6.6.1. Assessment of the achievement of results for all the managers below section 54/57 managers as outlined in their individual scorecards:

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to adhoc tasks that had to be performed under the KPA.

(b) An indicative rating on the five-point scale should be provided for each KPA.

(c) The applicable assessment rating calculator (refer to paragraph 6.6.2 below) must then be used to add the scores and calculate a final aggregate score.

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6.6.2 Assessment of the CMCs

(a) Each CMC should be assessed according to the extent to which the specified standards have been met.

(b) An indicative rating on the five-point scale should be provided for each CMC.

(c) The applicable assessment rating calculator (refer to paragraph 6.6.1 above) must then be used to add the scores and calculate a final aggregate score.

7. Management of Performance Outcomes

Detail regarding the recognition and commensurate rewards for performance exceeding stipulated targets in the SDBIP are documented in the municipality's PMS Policy and User Manual – according to the August 2006 PMS Regulations.

Annexure "D" provides the process to be followed in the event the Employer fails to meet his/her performance objectives. Poor performance shall be deemed consistent once two consecutive quarterly performance face-to face appraisals reveal declining achievements against set targets.

8. Recognition for Performance of additional tasks

Over and above KPA's where performance will be measured against SDBIP entries, recognition may be given for the performance of additional tasks. Rewards will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

8.1. Complying with section 32(1) (c) (d) of the Municipal Finance Management Act, No 56 of 2003 which states that any official of the municipality who deliberately or negligently committed, made or authorized an irregular expenditure, is liable for that expenditure

8.2. Any official of the municipality who deliberately or negligently committed, made or authorized a fruitless and wasteful expenditure is liable for that expenditure

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8.3. Prioritizing the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit in the audit assignment.

8.4. Prioritizing the Risk Mitigation Plans timely in line with the Risk Management register

8.5. Adhering to all the financial management legal prescripts (policies, laws, resolutions and procedures).

8.6. Rewards regarding the above mentioned tasks will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

9. Performance Reviews

The evaluation of the Chief Financial Officer: Budget and Treasury Office performance will be done by:

1. The Municipal Manager
2. Chairperson of the Performance Audit Committee or the Audit Committee in the absence of the Performance Audit Committee
3. One Executive Committee Member
4. Municipal Manager from another municipality
5. Human Resources Manager

An audited performance report will be tabled to the Executive Committee. The performance of the Chief Financial Officer: Budget and Treasury Office shall be reviewed on the following dates:

First Quarter: July-September	Date: 30 October 2017
Second Quarter: October-December	Date: 31 January 2018
Third Quarter: January- March	Date: 30 April 2018
Fourth Quarter: April-June	Date: 31 July 2018

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10. Consequences of Substandard Performance

Where the Municipal Manager is, at any time during the Chief Financial Officer: Budget and Treasury Office employment, not satisfied with his performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give three days written notice to the Chief Financial Officer to attend a meeting with the Municipal Manager to discuss the issues contained in the written notice.

The Chief Financial Officer: Budget and Treasury Office will have the opportunity at the meeting to provide the Municipal Manager with reasons for substandard performance and the measures or programs being taken to ensure that the Chief Financial Officer's performance becomes satisfactory, including any dates for implementing these measures.

Where there is a dispute or difference as to the performance of the Chief Financial Officer under this Agreement, the parties will confer with a view to resolving the dispute or difference.

If at any stage thereafter the Municipal Manager holds the view that the performance of the Chief Financial Officer: Budget and Treasury Office is not satisfactory, the municipality will, subject to compliance with a fair procedure and substantive fair reason contemplated in Schedule 8, namely: Code of Good Practice of the Labour Relations Act, Act 66 of 1995, be entitled by notice in writing to the Chief Financial Officer to hold a formal disciplinary hearing; or alternatively in terms of the provisions set out in Section 188 A of the Act, or whichever is applicable with a third party to chair the disciplinary hearing.

Nothing contained in this agreement in any way limits the right of the Municipality to terminate the employment of the Chief Financial Officer: Budget and Treasury Office with or without notice for any other breach of his obligations to the Municipality or for any other valid reasons in law.

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11. RULING LANGUAGE

The contract is made in English, which shall be the ruling language. All correspondences between the parties to this contract and all reports and documentation pertaining to this contract shall be in English.

12. Terms of Contract

This contract shall be deemed to have been entered into on the 1st of July 2017 and will expire on the 30th of June 2018. The parties will enter into a new performance agreement that replaces this agreement by no later than the 31 of July 2018.

13. Dispute Resolution

Any disputes about the nature or content of the Employee's Performance agreement, must be mediated by-

The member of the Executive Council responsible for local government in the province, in the case of the Municipal Manager, or other person appointed by the said member of the Executive Council; and

The mayor, in the case of Managers' directly accountable to the Municipal Manager, within thirty days of receipt of a formal dispute from the Employee.

Any disputes about the outcome of the performance evaluation, must be mediated by-

The member of the Executive Council for local government in the province or any other person appointed by the MEC, in the case of Manager; and

A municipal councillor, in the case of managers directly accountable to the Municipal Manager, within thirty days of receipt of formal dispute from the Employee.

The decision of the Mediator contemplated in sub-clauses (1) and (2) will be final and binding on both parties.

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14. Limitations of this Contract

This performance agreement is between the Municipal Manager and the Chief Financial Officer: Budget and Treasury Office on the expected performance during the 2017/2018 financial year. The performance agreement is subject to the South African Legislative Framework and the employment contract entered into by and between Municipal Manager and the Chief Financial Officer: Budget and Treasury Office. The performance agreement shall therefore be within the South African Legislative Framework.

In case of ambiguity, the employment contract shall prevail over this performance agreement.

15. Obligation of the employer

The Employer shall-

15.1 create an enabling environment to facilitate effective performance by the

Employee;

15.2 provide access to skills development and capacity building opportunities;

15.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the

Employee;

15.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable her to meet the performance objectives and targets established in terms of this Agreement; and

15.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

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16. General

The Chief Financial Officer: Budget and Treasury Office acknowledges that in terms of Section 53 (3) of the Municipal Finance Management Act, the Mayor of the Municipality has to make public the contents of this agreement and forward a copy hereof to the KwaZulu-Natal MEC for local governance.

The Municipality must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.

Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Chief Financial Officer: Budget and Treasury Office in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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SIGNED AT Ixopo ON THIS THE 14 DAY OF August 2017

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THE MUNICIPALITY

Harry Gwal District Municipal Manager

AS WITNESSES:

1. [Signature]

2. [Signature]

SIGNED AT IXOPO ON THIS THE 14 DAY OF August 2017

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The Chief Financial Officer (Budget and Treasury Office)

AS WITNESSES:

1. [Signature]

2. [Signature]

ANNEXURE A:

PERFORMANCE PLAN (compulsory)

ANNEXURE B:

SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)

ANNEXURE C:

PERSONAL DEVELOPMENT PLAN (PDP)

Competency to be Addressed	Proposed Actions	Responsibility	Time-frame	Expected Outcome
GRAP		NT and PT		
MSCOA		NT and PT		

ANNEXURE C:

CORE COMPETENCY SCORING TEMPLATE

Score on Core Competency Assessment	Description
1 (Not Yet Competent)	Demonstrates none of the guideline's components of the core competency
2. (Basic Competence)	Applies basic concepts and methods but requires supervision and coaching
3. (Competent)	Independently develops and applies more

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	<p>advanced concepts and methods.</p> <p>Plans and guides the work of others.</p> <p>Performs analysis.</p>
4. (Advanced)	<p>Understands and applies more complex concepts and methods.</p> <p>Leads and directs people or groups of recognised specialists.</p> <p>Able to perform in-depth analysis.</p>
5. (Expert)	<p>Sought out for deep, specialised expertise.</p> <p>Leads the direction of the entire organisation.</p> <p>Defines models/theories of best practice.</p>

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ANNEXURE A: ANNUAL PERFORMANCE ASSESSMENT FOR SECTION 57 MANAGERS

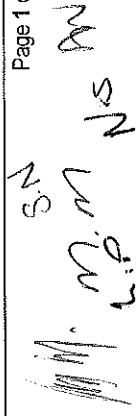
The following annual management review on **Key Result Areas (KRA)**, **Core Management Criteria (CMC)** and **Core Occupational Competencies (COC)** agreed to in each manager performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KRA's, CMC's and COC's in accordance with the five-point scale of (1-5).

RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

DETAILS OF THE MANAGER UNDER REVIEW

Period Under Review	2017/2018
Surname	Mkatu
Name	Mthethunzima Mathew
Municipality	Harry Gwala District Municipality
Department	Finance
Race	African
Gender	Male
Employee Number	388
Date Of Appointment	01 October 2012
Salary Package	

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1. MANAGERS OPERATIONAL PLAN FOR THE YEAR UNDER REVIEW

1.1 KRA GOOD GOVERNANCE AND PUBLIC PARTICIPATION 100%

NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
Municipal Financial Viability	To improve income control.	1.1.1. customers on databased billed 1.1.2. Cash collected 1.1.3. debt collection rate improved 1.1.4. Reconciled Suspense account 1.1.5. Reconciled consumer deposit 1.1.6. Daily banking report reviewed.	1.1.1. % of customers billed / total number of customers on database 1.1.2. Number of days outstanding 1.1.3 % of collection (amount collected / sales) 1.1.4. % Monthly reconciled suspense accounts with analysis of balance. 1.1.5. Monthly reconciliation / new customers and terminations 1.1.6 Number of daily reviews	80%(receipts/ net billing)						

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NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)	
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS						
		Updated indigent register	1.2. Number of meetings held to update indigent register	8 Meetings held							
		Updated data reading	1.3. Number of monthly reports on updated data	11 225 consumer accounts updated							
	To ensure sound and credible general financial management principle	Debt coverage ratio	1.4. Total operating revenue received - operating grants received / debts payments due including interest and capital.	100%							
		Outstanding Service debtors to revenue	1.5. Number of days of debtors are outstanding (Total outstanding debtors / actual revenue received x 365)	300+ Days							
		Cost coverage ratio	1.6. Coverage ratio (All available cash plus investments minus conditional grants / monthly fixed	12 Monthly Investment Registers							

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NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
			operating expenditure)							
	To ensure compliance with the MFMA and improve budgeting reporting processes	Budget process plan	1.7. Date in which the 2017/18 budget process plan was approved by council.	2018/2019 Budget process plan approved by Council August 2017,						
Municipal Financial Viability		Budget approved in compliance with MFMA	1.8. Date in which 2017/2018 final budget was approved by council.	Approval of 2017/2018 final budget by May 2017						
Municipal Financial Viability		Annual Financial Statements (AFS) submitted	1.9. Date in which AFS were submitted to Auditor General	Preparation, of AFS and submission to Auditor General completed by 31 August						
Municipal Financial Viability		Section 71 report submitted	1.10. Number of section 71 report submitted	12 Section 71 report submitted to Portfolio committee,						

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NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
				Exco and Provincial Treasury						
Municipal Financial Viability		Section 72 report submitted	1.11. Number of section 72 report submitted to Council and Treasury	2 Section 72 report were submitted to Council and Treasury						
Municipal Financial Viability		Financial Policies reviewed and adopted	1.12. Date in which policies were adopted by council.	Policies were reviewed and adopted by council by May 2018						
Municipal Financial Viability	To improve internal control environment	Bank balances reconciled monthly	1.13. Number of monthly reconciled bank reports	12 monthly reconciliations reports						
Municipal Financial Viability	To improve expenditure control	Creditors reconciled monthly	1.14. Number of monthly Creditors Age analysis reconciled	12 monthly Age analysis reconciled						
Municipal Financial		Prescribe dates for quarterly statistics SA	1.15. Number of quarterly Statistic SA returns	4 quarterly returns submitted						

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NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
Viability		returns	submitted							
Municipal Financial Viability		Reconciled salaries accounts	1.16. Number of monthly salaries reconciled	12 monthly salaries reconciled						
Municipal Financial Viability		Creditors paid on time	1.17. Number of days payment period	30 days payment period						
Municipal Financial Viability		Percentage of the capital budget actually spent on the projects	1.18. Percentage of capital budget spent (total spending on capital projects/total capital budget x 100)							
Municipal Financial Viability	To improve expenditure control and compliance with	Monthly salaries returns submitted (Income Tax, UIF, SDL and Pension	1.19. Number of monthly salaries returns submitted	12 salaries monthly returns						

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NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
Viability Municipal Financial Viability	MFMA	funds)		submitted						
Municipal Financial Viability	To perform verification, conditional assessment and assessment of useful lives of assets.	Performing Asset Verification	1.20. Date in which fixed asset register was updated	1.6.5 Updated fixed asset register by June 2018						
Municipal Financial Viability Municipal Financial Viability	To improve procurement system	1. Specification of bid/tenders 2. Evaluation of bid/tenders 3. Adjudication of bid/tenders	1.21.1. Number of days taken to finalise the specification of bid/tenders 1.21.2. Number of days taken to finalise the evaluation of bid/tenders 1.21.3. Number of days taken to finalise the	1. 2 days taken to finalise the specification of bid/tenders 2. 2 days taken to finalise the evaluation of bid/tenders 3.						

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NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
			adjudication of bid/tenders	1 day taken to finalise the adjudication of bid/tenders						
Municipal Financial Viability	To improve the inventory management processes	Sound inventory management achieved	1.22. Number of quarterly inventory management report reconciled	4 inventory management reconciled						
Municipal Financial Viability	To ensure that procurement of goods and services is aligned with budget and SDBIP	Alignment of goods and services, budget and SDBIP	1.28. Date in which the procurement plan was Prepared and submitted to MANCO	Procurement plan was submitted to MANCO by June 2016						
Municipal Financial Viability	To ensure that appointed service providers complete their projects within the stipulated	Monthly contracts management report submitted to Provincial Treasury	1.29. Number of monthly contracts management reports submitted to Treasury							

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				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
Financial Viability	time frames and spend within the contract amount									
Municipal Financial Viability	To ensure that conditional grants are used for their purpose	Reconciled Grant register	1.30. Number of grants register reports reconciled	12 grants reconciliation reports						
Municipal Financial Viability	To fully comply with SCM regulations	Reduction of irregular expenditure	1.31. Percentage reduction of irregular expenditure							
Municipal Financial Viability		Resolved Audit findings	1.32. Percentage of Audit report resolved	12 monthly contracts management reports submitted to Treasury						
Municipal Financial Viability	To keep a record of all the municipal assets	Actual MIG expenditure	1.33. Total Percentage of MIG Expenditure incurred	1 asset register updated						

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NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
Municipal Financial Viability	To check the asset condition and verifying the location	Annual free basic service spent	1.34. Percentage of Allocation to Free Basic Service spent (Annually)	1 asset verification conducted						
Municipal Financial Viability			1.35. Percentage of operating budget spent							
Municipal Financial Viability			1.36. Percentage of repairs and maintenance spent							
Municipal Financial Viability			1.37. Percentage of debtors collection rate							
Municipal Financial Viability			1.38. Total Amount of Cash backing of conditional grants							
Municipal Financial Viability			1.39. Percentage of irregular, Fruitless and Wasteful expenditure incurred							

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NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
Municipal Financial Viability			1.40. Percentage of irregular and Fruitless expenditure resolved							
Municipal Financial Viability			1.41. Percentage of Capital budget spent							
Municipal Financial Viability			1.42. percentage of registered indigent household receiving free basic water							

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2. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%)

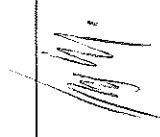
The tables below should be completed by the summarized total of each panel member (NOTE: Weight should be taken from the signed performance agreement for the year under review)

KPA	Weight	Rating	Score
1. Basic Service Delivery	70		
2. Municipal Institutional Development and Transformation	10		
3. Local Economic Development	5		
4. Municipal Financial Viability and Management	10		
5. Good Governance and Public Participation	5		
Total	100%		
x 80%			%

3. EVALUATION ON THE LEADERSHIP COMPETENCIES

Every section 57 managers should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: (NOTE: Weight should be taken from the signed performance agreement for the year under review)


LEADERSHIP COMPETENCIES	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Strategic Direction & Leadership	20	Provide strategic direction by ensuring achievement of municipal objectives and goals through coaching and mentoring within the available budget and on time.	3	
2. People Management	20	Uphold discipline within the department and providing advice to other departments on financial issues when necessary. Give support to subordinates during the implementation of the SDBIP.	3	
3. Programme & Project Management	20	Provide advice on project management on as far as the project financial management as well as manage project that fall within the department	3	

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4. EVALUATION ON THE CORE COMPETENCY

Every section 57 Manager should be assessed against all those CMC's that are applicable to her/his job.
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE COMPETENCY	WEIGHT %	MILESTONES/ COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Moral Competencies	20	In view of the fact that I am holding a senior position in the municipality, I have to adhere and uphold the principles and ethics when executing any municipal business.	3	
2. Planning & Organizing	20	Develop departmental strategic matrix derived from the IDP. Draw and enhance departmental organisational structure.	3	
3. Analysis & Innovation	10	Conduct financial analysis of the municipality. Introduce new ways of financial management with reference to debt collection e.g. Amnesty.	3	


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CORE COMPETENCY	WEIGHT %	MILESTONES/ COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
4. Knowledge and Information Management	20	Relentless improvement of our document management through the electronic document management system has been on-going.	3	
5. Communication	10	Communicating with internal and external stakeholders through financial reports and making use of awareness campaigns and notices to municipal customers.	4	
6. Results and Quality focus	10	Producing a credible and funded budget. Ensuring accurate and valid financial information which will result in producing reliable Annual Financial Statement.	3	
TOTAL	100%			


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 L.P. S.

KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KPA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
(C) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C / 5 X 100)			%

SIGNATURES OF MEMBERS OF THE EVALUATION PANEL

Chairperson : _____

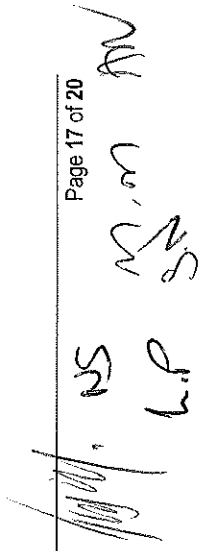
Member : _____

Member : _____

Member : _____

Member : _____

Signed in : _____ on _____ of _____ 201__

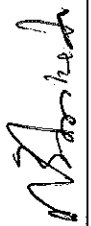


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COMMENTS TO THE EVALUATION PANEL

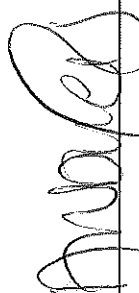
The Municipal Manager must alert the evaluation panel to specific areas of the Section 57 Manager's performance in terms of the performance agreement, which in the Municipal Managers opinion illustrate **performance not fully satisfactory or performance significantly above expectations and outstanding.**

A brief explanation must be provided by the Municipal Manager for his/her assessment of each identified area.



SECTION 57 MANAGER'S SIGNATURE

DATE:



MUNICIPAL MANAGER'S SIGNATURE

DATE:

5. PERSONAL DEVELOPMENT PLAN

Area To Be Developed	Action (How And Provided By Whom)	Target Date	Performance Review For PDP		
			Progress	Barriers	Actions To Overcome Barriers
GRAP TRAINING	Attend training	December 2016			
ADVANCED EXCEL SPREADSHEET	Attend training	March 2017			

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AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:

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

SIGNATURE: (name of jobholder) Date: _____

I undertake to support _____ (name of jobholder) with the achievement of the above Performance and Development Plan

SIGNATURE: (name of supervisor) Date: _____

FEEDBACK ON INFORMAL QUARTERLY REVIEW:

FEEDBACK FROM SUPERVISOR:
.....
.....

Signature of Supervisor
Date: _____

Signature of Jobholder
Date: _____

Ref. No. of FIV 2018-1.2	Review financial activities under the supervision of the FIVSA	Section 72 report submitted	125. Number of action items reported to the board for review	131.1. Presentation of section 72 report 131.2. Summary of action items reported to the board for review 131.3. Update of action items reported to the board	131.1.1. Presentation of section 72 report 131.1.2. Summary of action items reported to the board for review 131.1.3. Update of action items reported to the board	131.2. 131.2.1. 131.2.2. 131.2.3.	131.3. 131.3.1. 131.3.2. 131.3.3.	131.4. 131.4.1. 131.4.2. 131.4.3.	131.5. 131.5.1. 131.5.2. 131.5.3.	131.6. 131.6.1. 131.6.2. 131.6.3.	131.7. 131.7.1. 131.7.2. 131.7.3.	131.8. 131.8.1. 131.8.2. 131.8.3.	131.9. 131.9.1. 131.9.2. 131.9.3.	131.10. 131.10.1. 131.10.2. 131.10.3.	131.11. 131.11.1. 131.11.2. 131.11.3.	131.12. 131.12.1. 131.12.2. 131.12.3.	131.13. 131.13.1. 131.13.2. 131.13.3.	131.14. 131.14.1. 131.14.2. 131.14.3.	131.15. 131.15.1. 131.15.2. 131.15.3.	131.16. 131.16.1. 131.16.2. 131.16.3.	131.17. 131.17.1. 131.17.2. 131.17.3.	131.18. 131.18.1. 131.18.2. 131.18.3.	131.19. 131.19.1. 131.19.2. 131.19.3.	131.20. 131.20.1. 131.20.2. 131.20.3.	131.21. 131.21.1. 131.21.2. 131.21.3.	131.22. 131.22.1. 131.22.2. 131.22.3.	131.23. 131.23.1. 131.23.2. 131.23.3.	131.24. 131.24.1. 131.24.2. 131.24.3.	131.25. 131.25.1. 131.25.2. 131.25.3.	131.26. 131.26.1. 131.26.2. 131.26.3.	131.27. 131.27.1. 131.27.2. 131.27.3.	131.28. 131.28.1. 131.28.2. 131.28.3.	131.29. 131.29.1. 131.29.2. 131.29.3.	131.30. 131.30.1. 131.30.2. 131.30.3.	131.31. 131.31.1. 131.31.2. 131.31.3.	131.32. 131.32.1. 131.32.2. 131.32.3.	131.33. 131.33.1. 131.33.2. 131.33.3.	131.34. 131.34.1. 131.34.2. 131.34.3.	131.35. 131.35.1. 131.35.2. 131.35.3.	131.36. 131.36.1. 131.36.2. 131.36.3.	131.37. 131.37.1. 131.37.2. 131.37.3.	131.38. 131.38.1. 131.38.2. 131.38.3.	131.39. 131.39.1. 131.39.2. 131.39.3.	131.40. 131.40.1. 131.40.2. 131.40.3.	131.41. 131.41.1. 131.41.2. 131.41.3.	131.42. 131.42.1. 131.42.2. 131.42.3.	131.43. 131.43.1. 131.43.2. 131.43.3.	131.44. 131.44.1. 131.44.2. 131.44.3.	131.45. 131.45.1. 131.45.2. 131.45.3.	131.46. 131.46.1. 131.46.2. 131.46.3.	131.47. 131.47.1. 131.47.2. 131.47.3.	131.48. 131.48.1. 131.48.2. 131.48.3.	131.49. 131.49.1. 131.49.2. 131.49.3.	131.50. 131.50.1. 131.50.2. 131.50.3.	131.51. 131.51.1. 131.51.2. 131.51.3.	131.52. 131.52.1. 131.52.2. 131.52.3.	131.53. 131.53.1. 131.53.2. 131.53.3.	131.54. 131.54.1. 131.54.2. 131.54.3.	131.55. 131.55.1. 131.55.2. 131.55.3.	131.56. 131.56.1. 131.56.2. 131.56.3.	131.57. 131.57.1. 131.57.2. 131.57.3.	131.58. 131.58.1. 131.58.2. 131.58.3.	131.59. 131.59.1. 131.59.2. 131.59.3.	131.60. 131.60.1. 131.60.2. 131.60.3.	131.61. 131.61.1. 131.61.2. 131.61.3.	131.62. 131.62.1. 131.62.2. 131.62.3.	131.63. 131.63.1. 131.63.2. 131.63.3.	131.64. 131.64.1. 131.64.2. 131.64.3.	131.65. 131.65.1. 131.65.2. 131.65.3.	131.66. 131.66.1. 131.66.2. 131.66.3.	131.67. 131.67.1. 131.67.2. 131.67.3.	131.68. 131.68.1. 131.68.2. 131.68.3.	131.69. 131.69.1. 131.69.2. 131.69.3.	131.70. 131.70.1. 131.70.2. 131.70.3.	131.71. 131.71.1. 131.71.2. 131.71.3.	131.72. 131.72.1. 131.72.2. 131.72.3.	131.73. 131.73.1. 131.73.2. 131.73.3.	131.74. 131.74.1. 131.74.2. 131.74.3.	131.75. 131.75.1. 131.75.2. 131.75.3.	131.76. 131.76.1. 131.76.2. 131.76.3.	131.77. 131.77.1. 131.77.2. 131.77.3.	131.78. 131.78.1. 131.78.2. 131.78.3.	131.79. 131.79.1. 131.79.2. 131.79.3.	131.80. 131.80.1. 131.80.2. 131.80.3.	131.81. 131.81.1. 131.81.2. 131.81.3.	131.82. 131.82.1. 131.82.2. 131.82.3.	131.83. 131.83.1. 131.83.2. 131.83.3.	131.84. 131.84.1. 131.84.2. 131.84.3.	131.85. 131.85.1. 131.85.2. 131.85.3.	131.86. 131.86.1. 131.86.2. 131.86.3.	131.87. 131.87.1. 131.87.2. 131.87.3.	131.88. 131.88.1. 131.88.2. 131.88.3.	131.89. 131.89.1. 131.89.2. 131.89.3.	131.90. 131.90.1. 131.90.2. 131.90.3.	131.91. 131.91.1. 131.91.2. 131.91.3.	131.92. 131.92.1. 131.92.2. 131.92.3.	131.93. 131.93.1. 131.93.2. 131.93.3.	131.94. 131.94.1. 131.94.2. 131.94.3.	131.95. 131.95.1. 131.95.2. 131.95.3.	131.96. 131.96.1. 131.96.2. 131.96.3.	131.97. 131.97.1. 131.97.2. 131.97.3.	131.98. 131.98.1. 131.98.2. 131.98.3.	131.99. 131.99.1. 131.99.2. 131.99.3.	131.100. 131.100.1. 131.100.2. 131.100.3.
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