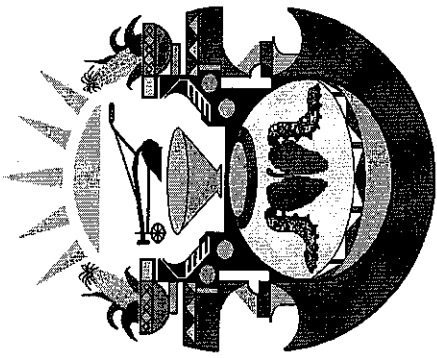


GREATER GIYANI MUNICIPALITY



**PERFORMANCE PLAN
ACTING CHIEF FINANCE OFFICER: MASHAU N**

2017/18

A handwritten signature in black ink, appearing to be 'Mashau N', is written over the printed name 'NM'.

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1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA)**, requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manager**, outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

2. VISION AND MISSION

The SDBIP must ensure that all projects and programmes assist the municipality to realise its vision. The SDBIP gives effect to the IDP and budget, and is a plan to be monitored quarterly and annually as required by legislation.

Vision

"A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"

The Mission outlines how and when and what resources the municipality is to employ to realise the vision of the municipality.

Mission:

"A democratic and accountable municipality that ensures the provision of services through sound environmental management practices, local economic development and community participation"

3. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPAs	STRATEGIC OBJECTIVES 2017/18
1. Spatial Rational	To develop an effective spatial framework that promotes integrated and sustainable development
2. Institutional Development and Transformation	To develop and retain the best human capital, effective and efficient administrative and operational support systems
3. Infrastructure Development and Basic Service Delivery	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life
4. Local Economic Development	To create an enabling environment for sustainable economic growth
5. Financial Viability	To improve financial management systems to enhance revenue base
6. Good Governance and Public Participation	To develop governance structures and systems that will ensure effective public consultation and organizational discipline

KPA 2: Institutional Development And Transformation: KPA Weight=12

Output 1: Implement A Differentiated Approach To Municipal Financing, Planning And Support, Output 4: Actions

Supportive Of The Human Settlement Outcomes

Strategic Planning: To Develop And Retain The Best Human Capital, Effective And Efficient Administrative And Operational Support Systems

Programme	Measurable Objectives/ Key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1 ST Q TARGET	2 ND Q TARGET	3 RD Q TARGET	4 TH Q TARGET	Portfolio of evidence	Responsibility	KPI Weight
Performance Management	Number of Unit Managers with signed performance plans by 30 June 2018	4 Managers	4 Department Managers to sign Performance Agreements by 30 June 2018	Operational	01/07/2017	30/06/2018	To sign Performance Agreements with 3 departmental managers	N/A	N/A	N/A	N/A	Signed Performance Agreements	50
Performance Management	Number of Individual Assessment for departmental managers to be conducted by 30 June 2018	New Indicator	4 Individual Assessment for departmental managers to be conducted by 30 June 2018	Operational	01/07/2017	30/06/2018	Conducting 1 Informal Assessment Of departmental managers	Conducting 1 Informal Assessment Of departmental managers	Conducting 1 Informal Assessment Of departmental managers	Conducting 1 Informal Assessment Of departmental managers	Conducting 1 Informal Assessment Of departmental managers	Reports and Attendance Registers	50

KPA 5: Financial Viability: KPA Weight=64

Outcome Nine (Output 6: Administrative And Financial Capability)

Strategic Objective: To Improve Financial Management Systems To Enhance Revenue Base

Programme	Measurable Objectives/ Key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1 st Q TARGET	2 nd Q TARGET	3 rd Q TARGET	4 th Q TARGET	Portfolio of evidence	KPI Weight
Budget and Reporting	To obtain unqualified audit opinion by 30 June 2018	Qualified Audit Opinion	Unqualified Audit Opinion Obtained by 30 June 2018	Operational	01/07/2018	30/06/2018	N/A	N/A	N/A	Obtaining of Unqualified Audit Opinion	AGSA Audit Report	9.09
Budget and Reporting	% MIG Budget spent by 30 June 2018 -Value spent/R-Value Budget)	78 660 000	100% MIG Budget spent by 30 June 2018 (R 61 736 000/R61 736 000)		01/07/2018	30/06/2018	N/A	N/A	N/A	100% MIG spent(R61 736 000 /R61 736 000)	MIG Spending Report	9.09
Revenue Management	To review the revenue enhancement policies by 30 June 2018	Revenue enhancement policies were reviewed	Revenue enhancement policies reviewed by 30 June 2018	Operational	01/07/2018	30/06/2018	N/A	N/A	Draft Reviewed Revenue enhancement policies (Rates,	Final Reviewed Revenue enhancement policies (Rates,	Draft/Final Policies (Rates Policy, Tariff Policy, Credit Control Policy, Debts Collection	9.09

Contract Management	To coordinate the signing of contracts and SLA by 30 June 2018	29		Operational	01/07/2017	30/06/2018	8	12 Contracts	5 Contracts	3 Contracts	Signed Contracts and signed SLA'S	9.09
Budget and Reporting	To table the draft budget to council by 31 March 2018	Draft budget was tabled to council	Draft budget tabled to council by 31 March 2018	Operational	01/07/2017	30/06/2018	8	N/A	Draft budget tabled to council	N/A	Draft budget and Council Resolution	9.09
Budget and Reporting	To submit the final budget to council by 31 May 2018	Final budget was submitted to council	Final budget submitted to council by 31 May 2018	Operational	01/07/2017	30/06/2018	8	N/A	N/A	Final budget	Final budget and Council Resolution	9.09
Budget and Reporting	To submit the Financial statements submitted to AG by 31 August 2017	Financial statements were compiled and submitted to AG	Financial statements compiled and submitted to AG by 31 August 2017	Operational	01/07/2017	30/06/2018	8	Financial statements compiled and submitted to AG	N/A	N/A	Copy of Financial statements	9.09
Budget and Reporting	Number of section 71 reports submitted to Treasury within 10 days after	12	12 section 71 reports submitted to Treasury within 10 days after the end of	Operational	01/07/2017	30/06/2018	8	3 section 71 reports submitted to Treasury within 10 days after the end of	3 section 71 reports submitted to Treasury within 10 days after the end of	3 section 71 reports submitted to Treasury within 10 days after the end of	Copy of acknowledgment of receipt by Treasuries	9.09

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Supply Chain Management	% of tenders adjudicated within 90 days of closure period by 30June 2018 (# tenders adjudicated /# of tenders closed and due for adjudication)	100% (# tenders adjudicated /# of tenders closed and due for adjudication	the month by 30June 2018	Operational	01/07/2018 7	30/06/2018 8	the month	100% (# tenders adjudicated /# of tenders closed and due for adjudication	the month	100% (# tenders adjudicated /# of tenders closed and due for adjudication	the month	100% (# tenders adjudicated /# of tenders closed and due for adjudication	Monthly Tender Reports	9.09
Supply Chain Management	% quotations processed within 18 days after approval by Accounting Officer by 30June 2018 (# of quotations processed/# of quotations received)	100% (# of quotations processed/# of quotations received)	the month by 30June 2018	Operational	01/07/2018 7	30/06/2018 8	the month	100% (# of quotations processed/# of quotations received)	the month	100% (# of quotations processed/# of quotations received)	the month	100% (# of quotations processed/# of quotations received)	Quotations Report	9.09

Asset Management	To update a GRAP compliant Asset Register by 30 June 2018	GRAP Compliant Asset Register was updated	GRAP Compliant Asset Register updated by 30 June 2018	Operational	01/07/2018 7	30/06/2018 8	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Schedules of Asset Register movement	9.09
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KPA 6: Public Participation And Good Governance: KPA Weight= 24
 Output 5: Deepen Democracy Through A Refined Ward Committee Model; Output 6: Administrative And Financial Capability
 Strategic Objective: To Develop Governance Structures And Systems That Will Ensure Effective Public Consultation And Organizational Discipline

Programme	Measurable Objectives/ key performance indicator	Baseline	Annual Target	Budget	Start Date	Completion Date	1 ST Q TARGET	2 ND Q TARGET	3 RD Q TARGET	4 TH Q TARGET	Portfolio of evidence	KPI Weight
Auditing	% of departmental audit queries raised by internal audit unit addressed by 30 June 2018	Internal Audit Action Plan	100% departmental audit queries raised by internal audit unit addressed by 30 June 2018	Operational	01/07/2017	30/06/2018	100% departmental audit queries raised by internal audit unit addressed	100% departmental audit queries raised by internal audit unit addressed	100% departmental audit queries raised by internal audit unit addressed	100% departmental audit queries raised by internal audit unit addressed	Report on departmental related internal audit queries addressed	16.7
Auditing	% of departmental audit queries raised by external audit unit addressed by 30 June 2018	AG Action Plan	100% departmental audit queries raised by external audit unit addressed by 30 June 2018	Operational	01/07/2017	30/06/2018	100% departmental audit queries raised by external audit unit addressed	100% departmental audit queries raised by external audit unit addressed	100% departmental audit queries raised by external audit unit addressed	100% departmental audit queries raised by external audit unit addressed	Report on departmental related external audit queries addressed	16.7

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Risk Management	No of departmental risk register developed and monitored by 30 June 2018	Risk Register	1 Departmental Risk register development and monitored by 30 June 2018	Operational	01/07/2017	30/06/2018	Review and update of departmental risk register	Review and update of departmental risk register	Review and update of departmental risk register	Departmental Risk Register Implementation Report	16.7
Council Services	# of portfolio committee meetings to be held by 30 June 2018	12	12 portfolio committee (Finance) by 30 June 2018	Operational	01/07/2017	30/06/2018	3 portfolio committee (Finance)	3 portfolio committee (Finance)	3 portfolio committee (Finance)	Attendance Register and Minutes	16.7

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4. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPA) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
Spatial Rational	0%
Institutional Development and Transformation	12%
Infrastructure Development and Basic Service Delivery	0 %
Local Economic Development	0%
Financial Viability	64%
Good Governance and Public Participation	24%
TOTAL WEIGHTING	100%

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE MANAGEMENT COMPETENCIES	INDICATE CHOICE (X)	WEIGHTING
Programme and Project Management		15
Financial Management	Compulsory	25
People Management and empowerment	Compulsory	15
Client Orientation and Customer focus	Compulsory	15
Communication		10
Intensity and Integrity		20
TOTAL WEIGHT		100%

5. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

6. PERFORMANCE ASSESSMENT

	Score	Definition
Outstanding Performance	5	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
Performance Significantly Above Expectations	4	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
Fully Effective	3	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee

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		has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
Not Fully Effective	2	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
Unacceptable Performance	1	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

7. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006, requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.


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CHIEF FINANCIAL OFFICER

MRS MASHAU N

DATE 27/07/2017


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ACTING MUNICIPAL MANAGER

MR MALULEKE RH

DATE 20/7/07/07