

REVIEWED PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

THE MUNICIPALITY OF EMALAHLENI

AS REPRESENTED BY THE MUNICIPAL MANAGER

DR SITEMBELE WISEMAN VATALA
(herein after referred to as Employer)

AND

DIRECTOR: CHIEF FINANCIAL OFFICER

MR GERALD PATRICK DE JAGER
(here in after referred to as Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2017 – 30 JUNE 2018

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1. INTRODUCTION

- 1.1 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) as amended. The Employer and Employee are hereinafter referred as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the contract of employment concluded between the parties, requires the Parties to conclude an annual performance agreement. The parties hereby agree to have this contract developed in terms of the Local Government Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Managers;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote Local Government goals.
- 1.4 The parties wish to ensure there is compliance with Section 57(4)(b) and 57(5) of the Systems Act;
- 1.5 This performance agreement is between Chief Financial Officer and Municipal Manager. The performance agreement is for the 2017/2018 financial year only. The expected performance reflected in this agreement is based on the Integrated Development Plan for 2017/2018 and the 2017/2018 Service Delivery and Budget Implementation Plan and annual budget which have been adopted as the working documents of Emalahleni Municipality and therefore, shall be the basis of the performance assessment;
- 1.6 In this Agreement the following terms will have the meaning ascribed thereto:
 - 1.6.1 this "Agreement" – means the performance agreement between the Employer and the Employee and the Annexures thereto;
 - 1.6.2 the "Employer" means Emalahleni Local Municipality;
 - 1.6.3 the "Employee" means the Municipal Manager appointed in terms of Section 82 of the Municipal Structures Act;
 - 1.6.4 the "Parties" mean the Employer and Employee

2. PURPOSE OF THIS AGREEMENT

- 2.1 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.2 To specify accountabilities set out in the Performance Plan (Annexure A)
- 2.3 To monitor and measure performance against set targeted outputs and outcomes;
- 2.4 To establish a transparent and accountable working relationship;
- 2.5 To appropriately reward the Employee in accordance with Section 11 of this Agreement;
- 2.6 To give effect to the Employer's commitment to a performance orientated relationship with the Employee in attaining improved service delivery

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 01 July 2017 and will remain in force until 30 June 2018 where after a new Performance Agreement shall be concluded between the Parties for the new financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

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

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the Employees 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 employees and service providers to perform to the standards required;

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- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Key Performance Areas (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 the two (2) components, Operational Performance and Core Competency Requirements (CCRs), both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan, which are linked to the KPAs and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and the Employee:

KPA No	KEY PERFORMANCE AREAS	Weight
1	Basic Service Delivery and Infrastructure	5%
2	Local Economic Development	5%
3.	Municipal Transformation and Institutional Development	15%
4	Good Governance and Public Participation	15%
5	Municipal Financial Viability and Management	60%
TOTAL		100%

- 5.7 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job are reflected in the list below as agreed to between the Employer and Employee:

CCR No	CORE COMPETENCY REQUIREMENTS	Weight
1	Financial Management (compulsory)	25%
2	People and Diversity Management (compulsory)	15%
3	Client Orientation and Customer Focus (compulsory)	10%
4	Supply Chain Management	15%
5	Knowledge Management	15%
6	Programme and Project Management	20%
TOTAL		100%

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement set out-

- 6.1.1 the standards and procedures for evaluating the Employee's performance; and
- 6.1.2 the intervals for evaluation of the Employee's performance

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- 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 identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set timeframes;
- 6.4** The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below:
- 6.5** The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6** Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1** each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2** A rating on the five-point scale shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3** The Employee will submit her self-evaluation to the Employer prior to the formal assessment;
 - 6.6.4** In the instance where the Employee could not perform due to reasons outside the control of the Employer and Employee, the KPI will not be considered during the evaluation. The Employee should provide sufficient evidence in such instances; and
 - 6.6.5** An overall score will be calculated based on the total of the individual scores calculated above.
- 6.7** Assessment of the CCRs
- 6.7.1** Each CCR shall be assessed according to the extent to which the specified standards for the required proficiency level have been met;
 - 6.7.2** A rating on the five-point scale shall be provided for each CCR which will then be multiplied by the weighting to calculate the final score;

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		performance up to the level expected in the job despite management effort to encourage improvement
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6.10 For purposes of evaluating the performance of the Employee for the mid-year and year-end reviews, an Evaluation Panel constituted of the following persons will be established:

- 6.10.1** Municipal Manager of Emalahleni Municipality
- 6.10.2** Municipal Manager from another municipality
- 6.10.3** Audit Committee member (Chairperson)
- 6.10.4** Member of the Executive Committee
- 6.10.5** Ward Committee member

6.11 The assessment panel will evaluate the performance of the Employee as at the end of the second (2nd) and fourth (4th) quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meetings

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates with the understanding that the reviews in the first and third quarters be verbal and performance must be satisfactory with Portfolio of Evidence:

QUARTER	REVIEW PERIOD	REVIEW TO BE COMPLETED BY
1	July – September: Qrt 1	October 2017
2	October – December: Qrt 2	January 2018
3	January – March Qrt 3	April 2018
4	April – June Qrt 4 (Year End)	July 2018

7.2 Formal assessment will require an employee to submit a report on achievements of each target objective as indicated in the service delivery and budget implementation plan with portfolio of evidence.

7.3 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.4 Performance feedback shall be based on the Employer’s assessment of the Employee’s performance;

7.5 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

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- 7.6 The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any changes to this performance agreement to ensure effective implementation of reviewed service delivery and budget implementation plan where changes are made in terms of Section 54.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such changes or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

- 9.1.1 create an enabling environment to facilitate effective performance by the Employee;
- 9.1.2 provide access to skills development and capacity building opportunities;
- 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 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
- 9.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time assisting her to meet the performance objectives and targets established in terms of this Agreement

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

- 10.1.1 a direct effect on the performance of any of the Employee's functions;
- 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

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11. REWARD

11.1 The evaluation of the Employee's performance will form the basis for indicating outstanding performance or correcting unacceptable performance;

11.2 The performance bonus will be rated as follows:

Performance rating:

0% - 45%	poor performance
46% - 55%	average performance
56% - 65%	fair performance
66% - 75%	good performance
76% - 100%	excellent performance

11.3 The performance bonus will be paid as follows:

- A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9% of total remuneration package;
- A score of 150% and above is awarded a performance bonus ranging from 10% to 14% of total remuneration package

12 MANAGEMENT OF EVALUATION OUTCOMES

12.3 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

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

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

12.6 In the case of unacceptable performance, the Employer shall-

12.6.1 provide systematic remedial or developmental support to assist the Employee to improve her performance; and

12.6.2 After appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out her duties

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13 DISPUTE RESOLUTION

- 13.1.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within seven (7) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.1.2 If the Parties cannot resolve the issues within ten (10) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within thirty (30) business days; and
- 13.1.3 In the event that the mediation process contemplated above fails, the relevant clause of the contract of employment shall apply

14 GENERAL

- 14.1.1 The contents of this agreement and the outcome of any review conducted in terms of the Performance Plan may be made available to the public by the Employer; and
- 14.1.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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THIS DONE AND SIGNED AT CACABU ON THE 01 DAY OF July 2017

AS WITNESSES



SIGNATURE



SIGNATURE



GP DEJAGER, CHIEF FINANCIAL OFFICER


FOR AND ON BEHALF OF THE EMALAHLENI MUNICIPALITY

THIS SIGNED AT CACABU ON THE 01 DAY OF July 2017

AS WITNESSES



SIGNATURE



SIGNATURE



DR SW VATALA
MUNICIPAL MANAGER

PERFORMANCE PLAN: 2017/2018

DIRECTOR: BUDGET AND TREASURY (CFO)

EMALAHLENI MUNICIPALITY

This Plan defines the Council's expectations of the Director: Budget and Treasury (CFO) in accordance with the Performance Agreement to which this document is attached. Section 57(5) of the Municipal Systems Act and the Performance Regulations gazetted in Notice No 805 provides that performance objectives and targets must be based on the Key Performance Indicators set out in the municipality's IDP and determined in agreement with the Municipal Manager (as representative of Council)

There are five (5) parts to this plan, which are:

1. A statement about the purpose of the position
2. Functional alignment of the individual performance scorecard to the IDP
3. Scorecard detailing IDP goals (KPAs) and their related performance indicators, weightings and target dates
4. Core Competency Requirements
5. Personal Development Plan

1. STATEMENT ON PURPOSE OF POSITION

To perform all the duties and functions of the Director: Budget and Treasury (CFO) as required by the relevant legislation or reasonably stipulated by the Municipal Manager, to be accountable for the execution of all the resolutions of the Municipality, the coordination of all the activities of the municipality, to be accountable for the general supervision, control and efficiency of the Budget and Treasury Directorates and to ensure compliance with all of the key performance areas as set out in the contract of employment between the Council, as represented by the Municipal Manager and the Director: Budget and Treasury (CFO).

2. PERFORMANCE REVIEW PROCEDURE

A performance review will be held on a quarterly basis with a formal performance review in December/January and in June/July after the end of the financial year with the understanding that review in the first and third quarter may be verbal if performance is satisfactory.

The Municipal Manager may request input from agendas, minutes and "customers" on the Director's performance throughout the review period. This may be done through discussion or by asking "customers" to complete a rating form to submit to the Evaluation Panel for consideration. Customers are people who are able to comment on the Director's performance since they have worked closely with her / him on some or all aspects of her job.

The Director: Budget and Treasury (CFO) should prepare for quarterly performance evaluation by providing a brief description of achievements, including reference to evidence, supporting

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documentation (documents, reports and/or resolutions with dates of submission) in the relevant column in the KPA scorecard below. Achievement should be reported on cumulatively

The Director: Budget and Treasury (CFO) will provide a rating for herself for the final assessment against the agreed objectives in the column provided in the KPA Scorecard.

The Director: Budget and Treasury (CFO) and the Evaluation Panel should meet to conduct formal performance rating and agree on final score. It may be necessary to have two (2) meetings, that is, give the Director: Budget and Treasury (CFO) scores and allow her time to consider them before final agreement. In the event of disagreement, the Evaluation Panel has the final say with regard to the final score that is given.

The Evaluation Panel should provide ratings of the Director's performance against agreed objectives as a result of portfolio of evidence and/or comments and input.

Initially the scoring should be recorded on the scorecard then transferred onto the consolidated score sheet.

Any reason for non-compliance should be recorded during the review session by keeping of minutes of the review session.

The assessment of the performance of the Director: Budget and Treasury (CFO) will be based on the rating scale for KPAs as set out in the Performance Agreement.

Only those items relevant for the review period in question should be scored.

The assessment of the performance of the Director: Budget and Treasury (CFO) on the applicable CCRs will be based on the rating scale as reflected in Section 4 of the Performance Plan.

The Municipal Manager and the Director: Budget and Treasury (CFO) should prepare and agree on a Personal Development Plan for addressing developmental gaps.

The Municipal Manager and Director: Budget and Treasury (CFO) should set new objectives, targets, performance indicators, weightings and dates for the following financial year.

Poor work performance will be dealt with in terms of Regulation 32 (3) of the Performance Regulations.

3. FUNCTIONAL ALIGNMENT OF THE INDIVIDUAL PERFORMANCE SCORECARD TO THE IDP

The IDP of the Emalahleni Municipality for the 2017/2018 financial year is aligned to the prescribed Key Performance Areas:

1. Good Governance & Public Participation
2. Basic Service Delivery
3. Local Economic Development
4. Institutional Development and Transformation
5. Financial Viability and Management

All Directorates within the organisation are accountable for the successful fulfilment of the IDP specific programmes listed under each of the above KPAs.

The Director: Budget and Treasury is directly accountable for the following IDP programmes directly linked to the IDP for 2017/2018 as indicated in the IDP column of the scorecard.

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4. KEY PERFORMANCE AREA SCORECARD

KPA 1 - BASIC SERVICE DELIVERY = 5%		REPORT ACHIEVEMENTS – indicate target met or not met by X (with reference to supporting documentation)				DCS SCORE 1-5	PANEL SCORE 1-5		
STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	INDICAT OR CODE	ANNUAL TARGET	WEI GHT	AUDIT EVIDENCE REQUIRED	QUARTER 1 TARGETS	QUARTER 2 TARGETS	QUARTER 3 TARGETS	QUARTER 4 TARGETS
To ensure provision of basic services to indigent communities by June 2018	Number of households receiving indigent support (Electricity)	1_21_21.1_P048	3500 households registered and receiving indigent support (Electricity) by 30 June 2018	5%	Indigent register Quarterly Reports on Implementation	2016/2017 Indigent applications received and processed	Proposal for 2017/2018 indigent registration developed	Awareness campaigns on the indigent registration conducted; Proposal implemented	indigent registration application forms reviewed and approved

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KPA – 2 LOCAL ECONOMIC DEVELOPMENT = 5 %

STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	INDICAT OR CODE	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIRED	REPORT ACHIEVEMENTS – indicate target met or not met by X (with reference to supporting documentation)				DIREC TOR SCORE 1-5	PANEL SCORE 1-5
						QUARTER 1 TARGETS	QUARTER 2 TARGETS	QUARTER 3 TARGETS	QUARTER 4 TARGETS		
30 - To improve economic development within ELM by June 2018	30.2 - Number of jobs created through Community Works Programme, Expanded Public Works and Electrification Programme	2_30_30.2_P068	8 People appointed on the ELM Indigent Project	5%	8 Employment Contracts	N/A	Business plan for 2017/2018 indigent registration developed	8 people appointed on the Indigent Project	Monitoring the work of the 8 people appointed on the indigent registration project		

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KPA 3 - GOOD GOVERNANCE AND PUBLIC PARTICIPATION = 15 %

STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	INDICATOR CODE	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIRED	REPORT ACHIEVEMENTS – Indicate target met or not met by X (with reference to supporting documentation)				DCS SCORE 1-5	PANBL SCORE 1-5
						QUARTER 1 TARGETS	QUARTER 2 TARGETS	QUARTER 3 TARGETS	QUARTER 4 TARGETS		
To ensure an effective municipal governance in line with applicable legislation by June 2018	Number of policies, by-laws, strategies and procedures submitted for development, review and approval	3_34_34.1_P074	policies, by-laws, strategies and procedures submitted for development, review and approval by 30 June 2018	5%	List of submitted policies, by-laws, strategies and procedures; Council resolution	Policies, by-laws, strategies identified and submitted for development, review and approval for the directorate	Policies, strategies developed and reviewed	Stakeholder engagement on identified policies and strategies	Policies, strategies submitted to Council for approval		
To ensure that the municipality operates free of anticipated risk of maladministration, fraud and corruption by June 2018	Directorate Risk Register implemented	3_36_36.1_P079	Directorate Risk Register implemented by 30 June 2018	5%	Updated Risk Register updated and implemented	Identification of Budget and Treasury Operational Risks	Contribute to the implementation of the Risk Register	Contribute to the implementation of the Risk Register	Contribute to the implementation of the Risk Register		
To achieve clean administration by June 2018	Submit inputs towards development of the Audit Action Plan	3_39_39.1_P083	Development and implementation of the Audit Action for 2016/2017 Plan by 30 June 2018	5%	Council resolution approving 2016/17 Audit Action Plan; Quarterly reports on the implementation of 2016/17 Audit action	Report on the implementation Of 2015/16 audit action plan	Develop audit action plan for 2016/17 and submit to council for approval	Monitor and Implement 2016/17 Audit action plan	Monitor and Implement 2016/17 Audit action plan		

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										plan to Audit Committee and Council for;									

KPA 4 - MUNICIPAL TRANSFORMATION & DEVELOPMENT = 15 %											PA
STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	INDICATOR CODE	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIRED	REPORT ACHIEVEMENTS – Indicate target met or not met by X (with reference to supporting documentation)				D	
						QUARTER 1 TARGETS	QUARTER 2 TARGETS	QUARTER 3 TARGETS	QUARTER 4 TARGETS	CS SC O R E 1- 5	
To develop the skills of the workforce by June 2018	Number of Directorate Accountability Agreements signed and implemented	4_41_41.1_P085	Budget and Treasury Office Directorate Performance and Accountability Agreements signed and implemented by 30 June 2018	1%	Performance and Accountability agreements signed and implemented	Signing of Performance and Accountability Agreements by Directorate Staff, Q 4 Performance Reviews conducted	Quarter 1 Performance reviews conducted for directorate staff in line with PMS Framework	Quarter 2 Performance reviews conducted for directorate staff in line with PMS Framework	Quarter 3 Performance reviews conducted for directorate staff in line with PMS Framework		

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KPA 5 - FINANCIAL VIABILITY AND MANAGEMENT = 60 %

STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	INDICATOR CODE	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIRED	REPORT ACHIEVEMENTS – Indicate target met or not met by X (with reference to supporting documentation)				DCS SCORE 1-5	PAN EL SCORE 1-5
						QUARTER 1 TARGETS	QUARTER 2 TARGETS	QUARTER 3 TARGETS	QUARTER 4 TARGETS		
To implement proper supply chain protocols in compliance with the MFMA legislation by June 2018	2017/2018 Procurement Plan developed and implemented	5_56_56.1_P109	2017/2018 Procurement Plan developed and implemented by 30 June 2018	3%	Approved 2017/2018 Procurement Plan; Council Resolution, Quarterly Reports on implementation of Procurement Plan	Procurement Plan developed and submitted to Council for approval	Procurement Plan implemented	Procurement Plan implemented	Procurement Plan implemented		
	SCM Supplier Database Updated	5_56_56.2_P110	SCM Supplier Database updated by 30 June 2018	3%	Advert, Quarterly reports on update of database	Invitation to potential suppliers to update supplier database information	Supplier Database updated	Supplier Database updated	Supplier Database updated		
	Number of SCM quarterly reports submitted to Council for noting	5_56_56.3_P111	4 SCM Quarterly reports submitted to Council for noting by 30 June 2018	4%	SCM Quarterly Reports, Council Resolution	4th SCM Quarterly Report submitted to Council for noting	2nd SCM Quarterly Report submitted to Council for noting	3rd SCM Quarterly Report submitted to Council for noting	4th SCM Quarterly Report submitted to Council for noting		

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To improve compliance and adherence to legislation by June 2018	GRAP Compliant 2016/17 Annual Financial Statements developed and submitted to Auditor General	5_57_57.1_P112	GRAP compliant 2016/2017 Annual Financial Statements develop and submitted to AG by 31 August 2017	4%	Annual Financial Statements 2016/2017, Council Resolution noting the readiness to submit AFS in time; Acknowledgment letter by AG of submission	GRAP compliant 2016/2017 Annual Financial Statements develop and submitted by 31 August 2017	Not Applicable	Not Applicable	Not Applicable
To improve compliance and adherence to legislation by June 2018	Percentage of submission of information requested by AG for 2015/2016 and 2016/2017 audit	5_57_57.2_P113	100% submission of Information requested by AG for the 2016/2017 and 2017/2018 audit by 30 June 2018	3%	2016/17 and 2017/20178RFI register	100% submission of information requested by AG	100% submission of information requested by AG	100% submission of information requested by AG	100% submission of information requested by AG
	2017/2018 GRAP compliant fixed assets register compiled and maintained	5_57_57.3_P114	2017/2018 GRAP compliant fixed assets register developed and maintained by 30 June 2018	4%	2017/2018 Additions register and FAR	2017/2018 Assets Additions register developed and maintained	2017/2018 Assets Additions register maintained	2017/2018 Assets Additions register maintained	2017/2018 Assets Additions register maintained

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To improve compliance and adherence to MFMA legislation.	2017/2018 adjustment budget compiled and submitted to Council for approval	5_57_57.4_P115	2017/2018 adjustment budget compiled and submitted to Council for approval by 30 June 2018	4%	Council resolution on approved Adjusted Budget for 2017/2018	Not Applicable	Not Applicable	2017/2018 budget adjusted and submitted to Council for approval	2017/2018 adjusted budget implemented	
	2018/2019 Budget compiled and submitted to Council for approval	5_57_57.1_P116	2018/2019 Budget compiled and submitted to Council for approval by 30 June 2018	4%	Council resolution approving the 2018/2019 Budget	2018/2019 Budget Process Plan developed and submitted to Council for approval	Approved 2018/2019 Budget Process Plan implemented for 2018/2019	Approved Draft 2018/2019 Budget	Approved Final 2018/2019	
	Number of monthly and quarterly MFMA required reports developed and submitted to Council for noting	5_57_57.6_P117	8 Monthly, 1 half year and 4 Quarterly MFMA reports developed and submitted to Council by 30 June 2018	4%	8 Monthly, 1 half year and 4 Quarterly MFMA reports, proof of timeous submission	2 Monthly and 1 Quarterly reports developed and submitted to Council Structures	2 Monthly, 1 Quarterly and 1 MFMA reports developed and submitted to Council Structures	2 Monthly, 1 Quarterly and 1 Half Yearly reports developed and submitted to Council Structures	2 Monthly and 1 Quarterly reports developed and submitted to Council Structures	
To implement proper expenditure management in compliance with	Number of payroll reconciliations prepared and balanced to the general ledger	5_58_58.1_P118	12 payroll reconciliations prepared and balanced to the general	4%	12 Monthly payroll reconciliations signed off by the Chief Financial Officer.	3 payroll reconciliations prepared and balanced to	3 payroll reconciliations prepared and balanced to general ledger	3 payroll reconciliations prepared and balanced to general ledger	3 payroll reconciliations prepared and balanced to general ledger	

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To ensure efficient, effective cash flow management by June 2018	Cost Coverage ratio exceeding 2 maintained	5_60_60.1_P123	Cost - coverage ratio exceeding 2 maintained by 30 June 2018	4%	Report indicating the cost coverage ratio	reconnections, hall deposits, refuse and rates, property rentals reconciled to the general ledger.	connections, disconnections and reconstructions, hall deposits, refuse and rates, property rentals developed and reconciled	connections, disconnections and reconstructions, hall deposits, refuse and rates, property rentals developed and reconciled	connections, disconnections and reconstructions, hall deposits, refuse and rates, property rentals developed and reconciled	connections, disconnections and reconstructions, hall deposits, refuse and rates, property rentals developed and reconciled	
	Investment register that balances to the general ledger and bank statements developed and maintained	5_60_60.2_P124	investment register that balances to general ledger and bank statement developed and maintained by 30 June 2018	4%	Investment Register	Investment register that balances to the general ledger and bank statement implemented	Report that indicate cost coverage generated	Report that indicate cost coverage generated	Report that indicate cost coverage generated	Report that indicate cost coverage generated	

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5. CORE COMPETENCY REQUIREMENTS FOR THE DIRECTOR: BUDGET AND TREASURY (CFO)

The ratings attached to this section will impact on the final performance score and will assist in identifying areas of development for inclusion in the Personal Development Plan for addressing developmental gaps

CORE COMPETENCY REQUIREMENT	DESCRIPTION/ DEFINITION	GENERIC STANDARD FOR FULLY EFFECTIVE PERFORMANCE	CHOICE	OBSERVATION COMMENTS	WEIGHT	RATING 1-5
1. Financial Management	Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic objectives of Council	<ul style="list-style-type: none"> Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate Manage and monitor financial risk Continuously look for new opportunities to obtain and save funds Prepare financial reports and guidelines based on prescribed format Understand and weigh up financial implications of propositions Understand, analyse and monitor financial reports Allocate resources to established goals and objectives Align expenditure to cashflow projections Ensure effective utilisation of financial resources Prepare own budget in line with strategic objectives 	Compulsory		25%	
2. Programme and Project Management	Do in-house data cleansing project in Lady Frere urban area	<ul style="list-style-type: none"> Demonstrate knowledge to do a project Perform the project within allocated budget 	Choice		20%	

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3. People Management and Empowerment	Manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals	<ul style="list-style-type: none"> • Seek opportunities to increase personal contribution and level of responsibility • Support and respect the individuality of others and recognise the benefits of diversity of ideas and approaches • Delegate and empower others to increase their level of responsibility • Apply labour and employment legislation and regulations consistently • Facilitate team goal setting and problem solving • Recognise individuals and teams and provide developmental feedback in accordance with performance management principles • Deal with labour matters • Identify competencies required and suitable resources for specific tasks 	Compulsory	15 %	
4. Client Orientation and Customer Focus	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice	<ul style="list-style-type: none"> • Resolve customer queries to the satisfaction of all parties concerned • Identify opportunities to exceed the expectations of customers • Add value to the organisation by providing exemplary customer service • Apply customer rights in own work environment 	Compulsory	10 %	
5. Supply Chain Management		<ul style="list-style-type: none"> • Give direction to supply chain management section. 	Choice	15%	

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		<ul style="list-style-type: none"> To reduce the number of SCM matters in AG reports 				
6. Knowledge of Developmental Local Government		<ul style="list-style-type: none"> To work with other structures and institutions in local government in a coordinated manner 	Choice		15 %	





PERSONAL DEVELOPMENT PLAN

NAME: G.P. De Jager

EMPLOYEE NUMBER: 4040

JOB TITLE: Chief Financial Officer

DIRECTORATE: Budget and Treasury

SKILLS / PERFORMANCE GAPS	EXPECTED OUTCOMES	SUGGESTED TRAINING AND/OR DEVELOPMENT ACTIVITY	SUGGESTED MODE OF DELIVERY	SUGGESTED TIMEFRAMES	WORK OPPORTUNITY CREATED TO PRACTICE SKILL / DEVELOPMENT AREA	SUPPORT PERSON
To fully meet competency requirements	Meet NT competency requirements	To attend training and workshops on SCOA	Block attendance	12 Months	Managerial	MM
To improve formal qualification	To complete registered causes	To register with an accredited tertiary institution	Block attendance	12 Months	Managerial	MM
To stay updated with developments within area of work	Improve and update knowledge on GRAP	To attend relevant GRAP training	Workshops	12 Months	Managerial	MM



SIGNATURE: G.P. DE JAGER
DIRECTOR: BUDGET AND TREASURY (CFO)



SIGNATURE: DR SW VATALA
MUNICIPAL MANAGER

DATE: 07/07/2017

DATE: 01 JULY 2017