



PERFORMANCE PLAN

For

Mrs. U.P. Mahlasela



Ukhahlamba-Isixhoseni Local Municipality

Budget and Treasury Office

01 July 2014 to 30 June 2015



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

Period Under Review	
Surname	Mahlasela
Name	Unathi P
Municipality	Ubuhlebezwe Municipality
Department	Budget and Treasury Office
Race	African
Gender	Female
Employee Number	0239
Date Of Appointment	03 September 2012
Salary Package	



PERFORMANCE PLAN

IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE	
					ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4						
					PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED						
OUTCOME 9			DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT												
NATIONAL KPA			MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT												
BTO0 1	To improve performance and functioning of the municipality	Submission of quarterly reports to the office of the MM	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	4 quarterly performance reports submitted to the office of the MM within 5 working days of the end of each quarter	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 4 (quarter 4 of 13/14 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 1 (quarter 1 of 14/15 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 2 (quarter 2 of 14/15 financial year)	1 quarterly performance report submitted to the office of the MM within 5 working days of the end of quarter 3 (quarter 3 of 14/15 financial year)						Proof of submission & quarterly performance report
BTO0 2	To improve performance and functioning of the municipality	Submission of the risk register reports to the office of the MM	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	4 quarterly updated risk register reports submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter	1 quarterly updated risk register report submitted to the office of the MM within 5 working days of the end of the quarter						Proof of submission & quarterly updated risk register report
OUTCOME 9			IMPROVED ACCESS TO BASIC SERVICES												
NATIONAL KPA			BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT												



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
					ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
					PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO03	To practice sound financial management principles	Bid processing turn around time	Turnaround time for bid processing not more than specified timeframes (90 Days turnaround time for the bids R200000+ to be finalised; 14 day turnaround time for bids 30000 to R199999 and 6 day turnaround time for quotations less than R30000)	Turnaround time for bid processing not more than specified timeframes (90 Days turnaround time for the bids R200000+ to be finalised; 14 day turnaround time for bids 30000 to R199999 and 6 day turnaround time for quotations less than R30000)	Turnaround time for bid processing not more than specified timeframes (90 Days turnaround time for the bids R200000+ to be finalised; 14 day turnaround time for bids 30000 to R199999 and 6 day turnaround time for quotations less than R30000)	90 Days turnaround time for the bids R200000+ to be finalised; 14 day turnaround time for bids 30000 to R199999 and 6 day turnaround time for quotations less than R30000	90 Days turnaround time for the bids R200000+ to be finalised; 14 day turnaround time for bids 30000 to R199999 and 6 day turnaround time for quotations less than R30000	90 Days turnaround time for the bids R200000+ to be finalised; 14 day turnaround time for bids 30000 to R199999 and 6 day turnaround time for quotations less than R30000	90 Days turnaround time for the bids R200000+ to be finalised; 14 day turnaround time for bids 30000 to R199999 and 6 day turnaround time for quotations less than R30000					Requisitions & appointment letters or orders
BTO04	To ensure provision, upgrading and maintenance of infrastructure and services that enhances socio-economic development	Updating of the indigent register	Indigent register updated by 30-Mar-15	Indigent register updated by 30-Mar-15	Indigent register updated by 30-Mar-15	n/a	n/a	Indigent register updated by 30-Mar-15	n/a					Updated indigent register
OUTCOME 9			COMMUNITY WORK PROGRAMME IMPLEMENTED AND COOPERATIVES SUPPORTED											
NATIONAL KPA			SOCIAL AND LOCAL ECONOMIC DEVELOPMENT											



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
					ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
					PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO05	To improve sustainable economic growth and development	Conducting a workshop for all small businesses	1 workshop for small businesses on compliance and financial issues conducted by 31-Sep-14	1 workshop for small businesses on compliance and financial issues conducted by 31-Sep-14	1 workshop for small businesses on compliance and financial issues conducted by 31-Sep-14	1 workshop for small businesses on compliance and financial issues conducted by 31-Sep-14	n/a	n/a	n/a					Attendance registers
OUTCOME 9				DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE SYSTEM										
NATIONAL KPA				GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
BTO06	To improve the performance and functioning of the municipality	Holding of quarterly departmental meetings	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 4 quarterly departmental meetings by 30-Jun-15	Holding of 1 quarterly departmental meeting by 31-Sep-14	Holding of 1 quarterly departmental meeting by 31-Dec-14	Holding of 1 quarterly departmental meeting by 31-Mar-15	Holding of 1 quarterly departmental meetings by 30-Jun-15					Signed attendance register & signed minutes
BTO07	To promote accountability to the citizens of Ukhahlamba-uekhofeni	Attending public participation meetings	2 public participation meetings attended by Nov-14 and Apr-15	2 public participation meetings attended by Nov-14 and Apr-15	2 public participation meetings attended by Nov-14 and Apr-15	n/a	1 public participation meeting attended by Nov-14	n/a	1 public participation meeting attended by Apr-15					Signed attendance register
BTO08	To improve the performance and functioning of the municipality	Attending council committee meetings	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 16 council committee meetings (4 MANCO, 4 Portfolio, 4 EXCO, 4 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)	Attend 4 council committee meetings (1 MANCO, 1 Portfolio, 1 EXCO, 1 Council meetings)					Signed attendance register and signed minutes
OUTCOME 9				IMPROVED MUNICIPAL FINANCIAL AND ADMINISTRATIVE CAPABILITY										
NATIONAL KPA				FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT										



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					ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
					PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO09	To invest in the development of the municipal area to enhance revenue	Producing a monthly billing / collection report	12 monthly billing/collection reports produced on monthly billings/collection	12 monthly billing/collection reports produced on monthly billings/collection	12 monthly billing/collection reports produced on monthly billings/collection	3 monthly billing/collection reports produced on monthly billings/collection	3 monthly billing/collection reports produced on monthly billings/collection	3 monthly billing/collection reports produced on monthly billings/collection	3 monthly billing/collection reports produced on monthly billings/collection					monthly billings and collection reports
BTO10	To practice sound financial management principles	Monthly production of section 71 reports	Monitoring of the budget (Section 71 reports produced monthly to finance portfolio committee)	Monitoring of the budget (Section 71 reports produced monthly to finance portfolio committee)	Monitoring of the budget (Section 71 reports produced monthly to finance portfolio committee)	Monitoring of the budget (Section 71 reports produced monthly to finance portfolio committee)	Monitoring of the budget (Section 71 reports produced monthly to finance portfolio committee)	Monitoring of the budget (Section 71 reports produced monthly to finance portfolio committee)	Monitoring of the budget (Section 71 reports produced monthly to finance portfolio committee)					Monthly section 71 reports, signed minutes and signed attendance register
BTO11	To practice sound financial management principles	Paying service providers within 30 days	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices	Payment of service providers within 30 days of invoices					Invoices and proof of payments
BTO12	To practice sound financial management principles	Monthly reconciliations of asset management	12 monthly asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-15	12 monthly asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-15	12 monthly asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-15	12 monthly asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-15	12 monthly asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-15	12 monthly asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-15	12 monthly asset management reconciliations, updated asset register and a list of all insured assets by 30-Jun-15					Updated asset register and a list of all insured assets



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
					ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
					PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO1 3	To practice sound financial management principles	Adoption of the 2014/15 adjustments budget	2014/15 Adjustments budget adopted by 28/02/2015	2014/15 Adjustments budget adopted by 28/02/2015	2014/15 Adjustments budget adopted by 28/02/2015	n/a	n/a	2014/15 Adjustments budget adopted by 28/02/2015	n/a					Signed council minutes and resolution
BTO1 4	To practice sound financial management principles	Submission of the 2014/15 adjustments budget to NT & PT	Submission of Adjustments Budget for 2014/15 to NT & PT within 10 days (10-Mar-15)	Submission of Adjustments Budget for 2014/15 to NT & PT within 10 days (10-Mar-15)	Submission of Adjustments Budget for 2014/15 to NT & PT within 10 days (10-Mar-15)	n/a	n/a	Submission of Adjustments Budget for 2014/15 to NT & PT within 10 days (10-Mar-15)	n/a					Proof of submission
BTO1 5	To practice sound financial management principles	Adoption of the 2015/16 draft annual budget	Draft budget for 2015/2016 adopted by 31/03/2015	Draft budget for 2015/2016 adopted by 31/03/2015	Draft budget for 2015/2016 adopted by 31/03/2015	n/a	n/a	Draft budget for 2015/2016 adopted by 31/03/2015	n/a					Signed minutes & council resolution
BTO1 6	To practice sound financial management principles	Submission of the 2015/16 draft annual budget to PT & NT	Submission of the 2015/16 Draft Budget to NT & PT immediately after approval by Council (02-Apr-15)	Submission of the 2015/16 Draft Budget to NT & PT immediately after approval by Council (02-Apr-15)	Submission of the 2015/16 Draft Budget to NT & PT immediately after approval by Council (02-Apr-15)	n/a	n/a	n/a	Submission of the 2015/16 Draft Budget to NT & PT immediately after approval by Council (02-Apr-15)					Proof of submission
BTO1 7	To practice sound financial management principles	Adoption of the Final 2015/16 annual budget	2015/16 Final budget adopted by 30-May-15	2015/16 Final budget adopted by 30-May-15	2015/16 Final budget adopted by 30-May-15	n/a	n/a	n/a	2015/16 Final budget adopted by 30-May-15					Signed minutes & council resolution
BTO1 8	To practice sound financial management principles	Submission of the 2015/16 final budget to NT & PT	Submission of 2015/16 adopted Final Budget to NT & PT within 10 days (10-Jun-15)	Submission of 2015/16 adopted Final Budget to NT & PT within 10 days (10-Jun-15)	Submission of 2015/16 adopted Final Budget to NT & PT within 10 days (10-Jun-15)	n/a	n/a	n/a	Submission of 2015/16 adopted Final Budget to NT & PT within 10 days (10-Jun-15)					Proof of submission



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					ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
					PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO19	To practice sound financial management principles	Submission of the AFS to AG	2013/14 Annual financial statements (with annual report) submitted to AG by 31-Aug-14	2013/14 Annual financial statements (with annual report) submitted to AG by 31-Aug-14	2013/14 Annual financial statements (with annual report) submitted to AG by 31-Aug-14	2013/14 Annual financial statements (with annual report) submitted to AG by 31-Aug-14	n/a	n/a	n/a					Proof of submission
BTO20	To practice sound financial management principles	Reviewal of the 2014/15 mid term budget	2014/15 MID TERM budget review – section 72 by 25-Jan-15	2014/15 MID TERM budget review – section 72 by 25-Jan-15	2014/15 MID TERM budget review – section 72 by 25-Jan-15	n/a	n/a	2014/15 MID TERM budget review – section 72 by 25-Jan-15	n/a					Signed council minutes and resolution
BTO21	To practice sound financial management principles	Submission of the 2014/15 mid term budget to NT & PT	Submission of the 2014/15 Mid-Term budget review to NT& PT by 25-Jan-15	Submission of the 2014/15 Mid-Term budget review to NT& PT by 25-Jan-15	Submission of the 2014/15 Mid-Term budget review to NT& PT by 25-Jan-15	n/a	n/a	Submission of the 2014/15 Mid-Term budget review to NT& PT by 25-Jan-15	n/a					Proof of submission
BTO22	To invest in the development of the municipal area to enhance revenue	Implementation of MPRA	Implementation of the MPRA as per the new valuation roll by 30/06/2015 (billings according to the valuation values)	Implementation of the MPRA as per the new valuation roll by 30/06/2015 (billings according to the valuation values)	Implementation of the MPRA as per the new valuation roll by 30/06/2015 (billings according to the valuation values)	Implementation of the MPRA as per the new valuation roll by 30-Sep-14 (billings according to the valuation values)	Implementation of the MPRA as per the new valuation roll by 31-Dec-14 (billings according to the valuation values)	Implementation of the MPRA as per the new valuation roll by 31-Mar-15 (billings according to the valuation values)	Implementation of the MPRA as per the new valuation roll by 30/06/2015 (billings according to the valuation values)					Billing reports and valuation roll reconciliations



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
					ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4					
					PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO2 3	To practice sound financial management principles	Monitoring of operational budget	(Monitor percentage spent of Operational Budget (OPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Operational Budget (OPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Operational Budget (OPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Operational Budget (OPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Operational Budget (OPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Operational Budget (OPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Operational Budget (OPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council					Monthly section 71 reports, signed minutes and signed attendance register
BTO2 4	To practice sound financial management principles	Monitoring of capital budget	(Monitor percentage spent of Capital Budget (CAPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Capital Budget (CAPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Capital Budget (CAPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Capital Budget (CAPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Capital Budget (CAPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Capital Budget (CAPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council	(Monitor percentage spent of Capital Budget (CAPEX) and detect unauthorised expenditure) Monthly submission of section 71 reports to Finance portfolio, Exco & Council					Monthly section 71 reports, signed minutes and signed attendance register
BTO2 5	To practice sound financial management principles	Development and adoption of the annual procurement plan	Annual procurement plan developed and adopted by 30-May-15	Annual procurement plan developed and adopted by 30-May-15	Annual procurement plan developed and adopted by 30-May-15	n/a	n/a	n/a	Annual procurement plan developed and adopted by 30-May-15					Procurement plan, signed council minutes



IDP / SDBIP NO.	OBJECTIVES	STRATEGIES	INDICATORS	UNIT OF MEASURE/ CALCULATIONS	2014/2015	QUARTERLY TARGETS & ACTUALS				Achieved / Not Achieved	HOD Score	Panel Score	Comment / Corrective measure	PORTFOLIO OF EVIDENCE
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					PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED					
BTO2 6	To practice sound financial management principles	Current debtors not above 40% of the total debtors	Current Debtors not above 40% of the total debtors by 30-Jun-15 (% of current debt over total debt)	Current Debtors not above 40% of the total debtors by 30-Jun-15 (% of current debt over total debt)	Current Debtors not above 40% of the total debtors by 30-Jun-15 (% of current debt over total debt)	n/a	n/a	n/a	Current Debtors not above 40% of the total debtors by 30-Jun-15					Debtor age analysis report
BTO2 7	To practice sound financial management principles	Financial viability in terms of ratios	(Financial viability in terms of cost coverage at 7:1 ratio quarterly) Ratio: Available cash plus investments divided by monthly fixed operating expenditure	(Financial viability in terms of cost coverage at 7:1 ratio quarterly) Ratio: Available cash plus investments divided by monthly fixed operating expenditure	(Financial viability in terms of cost coverage at 7:1 ratio quarterly) Ratio: Available cash plus investments divided by monthly fixed operating expenditure	07:01	07:01	07:01	07:01					Detailed Calculation
BTO2 8	To practice sound financial management principles	Updating of the supplier database	Update supplier database by 31-Dec-14	Update supplier database by 31-Dec-14	Update supplier database by 31-Dec-14	n/a	Update supplier database by 31-Dec-14	n/a	n/a					Updated supplier database



1. EVALUATION ON THE CORE MANAGEMENT CRITERIA (CMC)

CMC's are based on the eleven core competencies - every Manager 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)*

CORE MANAGEMENT CRITERIA (CMC)	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Strategic Capability & Leadership	5			
2. Programme & Project Management				
3. Financial Management (Compulsory)	40			
4. Change Management				
5. Knowledge Management	5			
6. Service Delivery Innovation	5			
7. Problem Solving & Analysis				
8. People Management & Empowerment (Compulsory)	10			
9. Client Orientation & Customer Focus (Compulsory)	10			
10. Communication	5			
11. Honesty & Integrity	5			
TOTAL	100%			



2. EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

COC's are based on the eleven core competencies - every Manager should be assessed against all those COC's that are applicable to her/his job.

(NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE OCCUPATIONAL COMPETENCY	WEIGHT %	MILESTONES / COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence in Self-Management				
2. Interpretation of and implementation within the legislation and national policy framework				
3. Knowledge of developmental local government				
4. Knowledge of Performance Management & Reporting				
5. Knowledge of global & South African specific political, social and economic contexts				
6. Competency on policy conceptualisation, analysis and implementation				
7. Knowledge of more than one functional municipal fields/discipline				
8. Skills in mediation				
9. Skills in governance				
10. Competence as required by other national line sector departments				



11. Exceptional and dynamic creativity to improve the functioning of the municipality				
12. Advanced influencing skills				
13. Partnership and Stakeholder Relations	5			
14. Supply Chain Management	10			
TOTAL	100%			



3. PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			PROGRESS	BARRIERS	ACTIONS TO OVERCOME BARRIERS
Financial Management	Formal Post – Graduate qualification	2015			Financial Reporting and management



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4. 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	5%		
2. Municipal Institutional Development and Transformation	5%		
3. Local Economic Development	5%		
4. Municipal Financial Viability	80%		
5. Good Governance and Public Participation	5%		
Total	%		
x 80%			%



Core Management Competencies	Weight	Rating	Score
1. Strategic Capability & Leadership	5%		
2. Programme & Project Management			
3. <i>Financial Management (Compulsory)</i>	40%		
4. Change Management			
5. Knowledge Management	5%		
6. Service Delivery Innovation	5%		
7. Problem Solving & Analysis			
8. <i>People Management & Empowerment (Compulsory)</i>	10%		
9. <i>Client Orientation & Customer Focus (Compulsory)</i>	10%		
10. Communication	5%		
11. Honesty & Integrity	5%		
Total	%		
x 20%			



Core Occupational Competencies	Weight	Rating	Score
1. Competence in Self Management	%		
2. Interpretation of and implementation within the legislation and national policy framework	%		
3. Knowledge of developmental local government	%		
4. Knowledge of Performance Management & Reporting	%		
5. Knowledge of global & South African specific political, social and economic contexts	%		
6. Competency on policy conceptualisation, analysis and implementation	%		
7. Knowledge of more than one functional municipal fields/discipline	%		
8. Skills in mediation	%		
9. Skills in governance	%		
10. Competence as required by other national line sector departments	%		
11. Exceptional and dynamic creativity to improve the functioning of the municipality	%		
12. Advanced influencing skills	%		
13. Partnership and Stakeholder Relations	5%		
14. Supply Chain Management	10%		
Total	0%		
x 20%			



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

SIGNATURE OF THE EMPLOYEE:

CFO : _____

Signed in : _____ on ___ of _____ 20__

SIGNATURE OF EMPLOYER:

Municipal Manager : _____

Signed in : _____ on ___ of _____ 20__