

ANNUAL PERFORMANCE PLAN & PERSONAL DEVELOPMENT PLAN

The following annual management review on **Key Performance Areas (KPA)** and **Competency Framework** (Leading Competencies and Core Competencies) 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

1. MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

Period Under Review	2016 - 2017
Surname	MYENI
Name	NKOSINATHI PHUMULANI EMMUEL
Municipality	UMHLABUYEKHLENIANA MUNICIPALITY
Department	FINANCE
Race	BLACK
Gender	MALE
Employee Number	30005
Date Of Appointment	1 - July 2012
Salary Package	

KPA 1: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

WEIGHT: 100%

STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES / INDICATOR	Year under Review								OWN RATING (1-5)	Rating By Municipal Manager	RATING BY PANEL MEMBER / MM (1-5)	COMMENTS
			Q1		Q2		Q3		Q4					
			Target	Actual	Target	Actual	Target	Actual	Target	Actual				
To provide the optimal institutional structure to render effective and efficient services	To manage and enhance the performance of the municipality	4- Quartely Performance Reports Drafted and submitted by 30 June 2017	1-Quartely Performance Reports Drafted and submitted		1-Quartely Performance Reports Drafted and submitted		1-Quartely Performance Reports Drafted and submitted		1-Quartely Performance Reports Drafted and submitted					
To provide the optimal institutional structure to render effective and efficient services	To manage and enhance the performance of the municipality	Council approved MID-Year Report by 25 January 2017	N/A		N/A		1 Mid-year report and 1 Annual Report by 25 January 2017		N/A					

To provide the optimal institutional structure to render effective and efficient services	To manage and enhance the performance of the municipality	12-Finance Portfolio Committee Meetings held by 30 June 2017	3-Finance Portfolio Committee Meetings held		3-Finance Portfolio Committee Meetings held		3-Finance Portfolio Committee Meetings held		3-Finance Portfolio Committee Meetings held					
To provide the optimal institutional structure to render effective and efficient services	To manage and enhance the performance of the municipality	12 Departmental meetings held by 30 June 2017	03 Departmental meetings held by 30 September 2017		03 Departmental meetings held by 30 December 2017		03 Departmental meetings held by 30 March 2017		03 Departmental meetings held by 30 June 2017					
To provide the optimal institutional structure to render effective and efficient services	To manage and enhance the performance of the municipality	4 staff performance agreements and work performance plans drafted and signed by 30 June 2017	4 of staff performance agreements and 10 work performance plans drafted and signed by staff and supervisors		N/A		N/A		N/A					
To provide the optimal institutional structure to render effective and efficient services	To manage and enhance the performance of the municipality	1-Quarterly Performance Assessments for Staff conducted and reports submitted by 30 June 2017	1-Quarterly Performance Assessments for Staff conducted and reports submitted		1-Quarterly Performance Assessments for Staff conducted and reports submitted		1-Quarterly Performance Assessments for Staff conducted and reports submitted		1-Quarterly Performance Assessments for Staff conducted and reports submitted					

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 2: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

WEIGHT: (0%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review									COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4					
			Target	Actual	Target	Actual	Target	Actual	Target	Actual				

KPA 3: LOCAL ECONOMIC DEVELOPMENT

WEIGHT: (0%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review								COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4				
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 4: FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT

WEIGHT: (0%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review								COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4				
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			
Municipal Financial Viability and Financial Management	Enhance effective internal controls and standard operating procedures	13 Financial Policies Reviewed & Adopted by 30 June 2017.	N/A		Submit a report on financial policies identified for review; and policies to Manco and Portfolio Committee		Conduct Training Workshop to staff and councillors on the reviewed policies		Adoption of financial policies by 30 June 2017				
Municipal Financial Viability and Financial Management	Comply with financial reporting requirements as outlined in	4 Calculated ² report of ratio by 30 June 2017	1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios				

	the MFMA												
Municipal Financial Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	4 Calculated report of Ratios by 30 June 2017	1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios				
Municipal Financial Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	4 Calculated report of Ratios by 30 June 2017	1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios				
Municipal Financial Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	4 Calculated report of Ratios by 30 June 2017	1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios				
Municipal Financial Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	Council approved Budget Adjustment by 28 February 2017	N/A		N/A		Conduct Departmental Meetings in preparation for the Budget Adjustment, Drafting of Budget Adjustment Report and Approval of		N/A				

							Adjustment Budget						
Municipal Financial Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	4 AFS submitted to Council by 30 June 2017	Submission of 2015-16 AFS to AG		Prepare and Submit AFS		Prepare and Submit AFS		Prepare and Submit AFS				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	Council approved 2017/18 Annual budget by 31 May 2017	Adoption of budget process plan		Budget Meeting (Internal and external) on needs and reports		Approval of Draft Budget for 2017/18; Conduct Community Consultation on the Draft IDP, Budget & PMS		Submission and Council approval of 2017-18 Annual Budget				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 Monthly reports submitted to Mayor and Treasury	3 Monthly budget statements submitted		3 Monthly budget statements submitted		3 Monthly budget statements submitted		3 Monthly budget statements submitted				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 monthly compliance report by 30 June 2017	Prepare 3 Monthly Compliance Reports		Prepare 3 Monthly Compliance Reports		Prepare 3 Monthly Compliance Reports		Prepare 3 Monthly Compliance Reports				

Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 Finance Staff Trained on MFMA Competency Training by 30 June 2017	N/A		N/A		N/A		Training of Finance Staff on MFMA Competency				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	4 Calculated report of Ratios by 30 June 2017	1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios		1 Calculated reports of Ratios				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 Monthly Reports on Grant Reconciliations by 30 June 2017	Prepare 3 Monthly reports on Grants Reconciliations		Prepare 3 Monthly reports on Grants Reconciliations		Prepare 3 Monthly reports on Grants Reconciliations		Prepare 3 Monthly reports on Grants Reconciliations				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 Monthly Vat Reconciliation by 30 June 2017 prepared	Prepare 3 Monthly reports on VAT Reconciliations		Prepare 3 Monthly reports on VAT Reconciliations		Prepare 3 Monthly reports on VAT Reconciliations		Prepare 3 Monthly reports on VAT Reconciliations				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 Monthly Reports prepared on Traffic Reconciliation by 30 June 2017	Prepare 3 Monthly Reports on Traffic Reconciliations		Prepare 3 Monthly Reports on Traffic Reconciliations		Prepare 3 Monthly Reports on Traffic Reconciliations		Prepare 3 Monthly Reports on Traffic Reconciliations				

Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	Functional MSCOA Compliant Financial System by 30 June 2017	Align function to municipal standard classification and identify anomalies		Prepare and finalise take on balances and prepare detailed migration project plan		Prepare and finalise take on balances and prepare detailed migration project plan and Clear suspense account		Review and workshop officials and Council on Budget reporting format, AFS,S71 and 72 reporting				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA T	12 Reports prepared and submitted on operational expenditure by June 2017	Prepare and submit 3 reports on repairs & maintenance as well as expenditure		Prepare and submit 3 reports on repairs & maintenance as well as expenditure		Prepare and submit 3 reports on repairs & maintenance as well as expenditure		Prepare and submit 3 reports on repairs & maintenance as well as expenditure				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	4 reports on the updated fixed asset register by 30 June 2017	1 report on the fixed asset register		1 report on the fixed asset register		1 report on the fixed asset register		1 report on the fixed asset register				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 Monthly Salaries reconciliation by 30 June 2017	Prepare 3 Monthly Reports on Salary Reconciliations		Prepare 3 Monthly Reports on Salary Reconciliations		Prepare 3 Monthly Reports on Salary Reconciliations		Prepare 3 Monthly Reports on Salary Reconciliations				
Viability and Financial	Comply with financial	Monthly Reports and 12	Prepare 3 Monthly on		Prepare 3 Monthly on		Prepare 3 Monthly on		Prepare 3 Monthly on				

Management	reporting requirements as outlined in the MFMA	Monthly Reports creditors reconciliation by 30 June 2017	creditors reconciliations		creditors reconciliations		creditors reconciliations		creditors reconciliations				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 Monthly report of debtors by 30 June 2017	Prepare 3 Reports on Debtors		Prepare 3 Reports on Debtors		Prepare 3 Reports on Debtors		Prepare 3 Reports on Debtors				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	4 reports on Revenue collection plan by 30 June 2016	issue reminders in the form of letter or text message to customer notifying them of the debt.		Issue letters of Demand to defaulting Customers		Hand over defaulting customers to municipal attorneys		Submit a report to Exco for list of properties attached for the sale of execution if any				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	Council approved Supplementary Valuation Roll by 30 June 2017	N/A		Development of Supplementary Valuation Roll.		Publication of supplementary Valuation for Comments and input from community and Stakeholders		Approval of Supplementary Valuation Roll by Council				
Viability and Financial Management	Comply with financial reporting requirements as outlined in	12 Monthly Billing Reports by 30 June 2017	Prepare 3 Monthly Billing Reports		Prepare 3 Monthly Billing Reports		Prepare 3 Monthly Billing Reports		Prepare 3 Monthly Billing Reports				

	the MFMA												
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	12 Monthly Reports prepared on Bank and Investment reconciliations by 30 June 2017	Prepare 3 Monthly Reports on Bank and Investment Reconciliations		Prepare 3 Monthly Reports on Bank and Investment Reconciliations		Prepare 3 Monthly Reports on Bank and Investment Reconciliations		Prepare Monthly Reports on Bank and Investment Reconciliations				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	4 SCM Reports on purchases above R 100 000.00 adopted by council and submitted treasury by 30 June 2017	Prepare 1 SCM Reports on purchases above R 100 000.00 by September 2016		Prepare 1 SCM Reports on purchases above R 100 000.00 by December 2016		Prepare 1 SCM Reports on purchases above R 100 000.00 by March 2017		Prepare 1 SCM Reports on purchases above R 100 000.00 by June 2017				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	100% Implementation of Procurement Plan by 30 June 2017	25% Implementation of Procurement Plan by September 2016		25% Implementation of Procurement Plan by December 2016		25% Implementation of Procurement Plan by March 2017		25% Implementation of Procurement Plan by June 2017				
Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	Updated database by 30 June 2017	Publish Advertisement for Database Registration		N/A		Publish Advertisement for Database Registration		N/A				

Viability and Financial Management	Comply with financial reporting requirements as outlined in the MFMA	Council approved procurement plan by 30 June 2017	1-Report on implementation of procurement plan		1-Report on implementation of procurement plan		1-Report on implementation of procurement plan		1-Report on implementation of procurement plan				
------------------------------------	--	---	--	--	--	--	--	--	--	--	--	--	--

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 5: GOOD GOVERNANCE AND COMMUNITY PARTICIPATION

WEIGHT: (0%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review								COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4				
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			
Good governance and Public participation	Single Window of Co-ordination	Number of Annual Reports prepared and submitted by 30 June 2017	1- Draft Annual Report prepared and submitted		N/A		1- Council Approved Annual Report prepared and submitted			N/A			

MANAGERS PERFORMANCE PLAN FOR THE YEAR UNDER REVIEW

KPA 6: SPATIAL PLANNING AND ENVIRONMENTAL MANAGEMENT

WEIGHT: (0%)

OBJECTIVES	STRATEGY	PERFORMANCE MEASURES / INDICATOR	Year under Review								COMMENTS	OWN RATING (1-5)	RATING BY PANEL MEMBER / MM (1-5)
			Q1		Q2		Q3		Q4				
			Target	Actual	Target	Actual	Target	Actual	Target	Actual			

2. KNOWLEDGE, SKILLS AND BEHAVIOR REQUIREMENTS

Core Management Criteria (CMC)

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

CORE COMPETENCIES CORE MANAGEMENT CRITERIA (CMC)					
1.	Competence in Self-Management				
2.	Interpretation and implementation within the legislation and national policy framework				
3.	Knowledge of developmental local government				
4.	Knowledge of Performance Management and Reporting				
5.	Knowledge of global & South African specific political, social and economic context				
6.	Competency on policy conceptualization, 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				
TOTAL		100%			

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
Municipal Transformation and Institutional Development			
Basic Service Delivery and Infrastructure Development			
Local Economic Development			
Financial Viability and Financial Management			
Good Governance and Community Participation			
Spatial Planning and Environmental Management			
Total			
x 80%	80%		%

	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
Key Performance Area		80%	
Competency Framework		20%	
(C) FINAL SCORE			

SIGNATURES OF MEMBERS OF THE EVALUATION PANEL

Chairperson _____

Member _____

Member _____

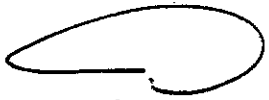
Member _____

Member _____

Signed in _____ on _____ of _____ 20____

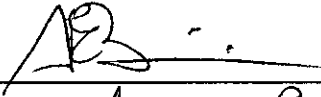
AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:

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: NPE 

(Name of Manager:
Date: 28 JULY 2015

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

SIGNATURE: 

Name of Reporting Officer: MR SE BUKHANI
Date: 28/07/2015