

PERFORMANCE PLAN /SCORECARD – 2021/2022

ANNEXURE A

CHIEF FINANCIAL OFFICER

<b>NAME:</b>	WS MPANZA	<b>LINE MANAGER:</b>	GN MAVUNDLA
<b>EMPLOYEE NO.</b>		<b>JOB TITLE:</b>	ACTING MUNICIPAL MANAGER
<b>JOB TITLE:</b>	ACTING CHIEF FINANCIAL OFFICER	<b>BUSINESS UNIT/SITE</b>	EXECUTIVE
<b>DIVISION / BUSINESS UNIT:</b>	BUDGET AND TREASURY OFFICE	<b>PERIOD:</b>	14 MARCH 2022 – 30 JUNE 2022
<b>SITE:</b>	34 VOOR STREET, MAIN OFFICE	<b>REVIEW DATE:</b>	10 APRIL 2022
<b>RATING SCALE:</b>	1 = Not meeting the standards 2 = Meet some of the standards 3 = Meet all the standards 4 = Meet all & exceed some standards 5 = Meet & exceed all standards		

Key Performance Area's (KPA's) Weight = 100%

Leading and Core Competencies Weight = 100%

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
<b>KEY PERFORMANCE AREA (KPA): MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>								
1.								
1.1	3	Ensure sustainable working environment	4	No of the performance management reports prepared and submitted to the Municipal Manager	2		10 April 2022 31 July 2022	POE Files
1.2	3	Ensure sustainable working environment	4	No of Portfolio Committee attended	3		Monthly	Attendance Registers
1.3	3	Ensure participative, transparent and accountable governance	3	No of Audit Committee Meetings attended	1 (Quarterly)		30 June 2022	Attendance Registers
1.4	3	Ensure sustainable working environment	4	No of MANCO attended	3 (Monthly)		30 June 2022	Attendance Registers




1.5	5	Ensure a participative, transparent and accountable governance	No of Council Meetings attended	6 (Quarterly)		3 <sup>rd</sup> Quarter-1 three 4 <sup>th</sup> Quarter-One	Attendance Registers
1.6	3	Ensure a participative, transparent and accountable governance	No of Risk Management Meetings attended	4 quarterly		30 June 2022 One per quarter	Attendance Registers
<b>MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>							
<b>TOTAL SCORE/ 40</b>							

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
<b>KEY PERFORMANCE AREA (KPA): MUNICIPAL VIABILITY AND FINANCIAL MANAGEMENT</b>								
2.1	5	Ensure a financially viable and sustainable municipality	Twelve section 71 reports prepared and submitted to Mayor and PT	No of section 71 reports prepared and submitted to Mayor and PT	12		Monthly (10 working days after every month) Quarterly:(2) 31 March 2022 30 June 2022 Bi-Annually:(2) 30 June 2022	Proof of Submission to Mayor and PT
2.								




No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
2.2	5	Ensure a financially viable and sustainable municipality	One section 72 report	No of section 72 reports prepared and submitted to Council and PT	1			Actual report Proof of submission to Mayor & PT, NT
2.3	5	Ensure a financially viable and sustainable municipality	4 reports	No of section 52 reports prepared and submitted to council	1		Quarterly	Actual report Proof of submission to Mayor & PT, NT
2.4	3	Ensure a financially viable and sustainable municipality	12	No of VAT returns submitted to SARS	3		Monthly	VAT 201 Statement
2.5	4	Ensure a financially viable and sustainable municipality	12	No of monthly updates of investment register	3		Monthly	Signed Investment Register




No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
2.6	3	Ensure a financially viable and sustainable municipality	Twelve monthly Supply Chain Management Reports	No of Supply Chain Management reports to Mayor and PT	3 (Monthly)		Ten working days after the end of each month	Proof of submission to COGTA, Mayor &AG Supply Chain Management Reports
2.7	5	Ensure a financially viable and sustainable municipality	2020/21 Procurement	Updated Procurement plan 2021/22	1			Actual Procurement plan Reports Proof of submission to PT
2.8	5	Ensure a financially viable and sustainable municipality	2019/20 annual financial statements	No of annual financial statements	1			Acknowledgement of receipt from Auditor General
2.9	5	Ensure a financially viable and sustainable municipality	2020/21 adjustment Budget	No of adjustment Budget prepared to be tabled at Council and submitted to PT	1			Actual Report Proof of submission to Mayor & PT,NT
2.10	5	Ensure a financially viable and sustainable municipality	2020/21 Draft Budget	No of 2021/22 draft Budget prepared to be tabled at Council and submitted to PT	1		31 March 2022	Actual Report Proof of submission to Mayor & PT,NT

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
2.11	5	Ensure a financially viable and sustainable municipality	2020/21 Budget	No of Final Budget prepared and adopted by Council and submitted to PT	1		31 May 2022	Council resolution Email
2.12	5	Ensure a financially viable and sustainable municipality	2020/21 Financial statement year end action plan	No action plans prepared for Annual Financial Statements and submitted to Municipal Manager	1- Interims 2- Annual		30 June 2022	Financial Statements
2.13	3	Ensure a financially viable and sustainable municipality	Twelve monthly updates	No of updates on assets register	3		Monthly	Signed asset reconciliation
2.14	3	Ensure a financially viable and sustainable municipality	Twelve monthly update	No of bank reconciliation	3		Monthly	Signed Copy
2.15	3	Ensure a financially viable and sustainable municipality	Twelve monthly update	No of Assets reconciliation	3		Monthly	Signed Copy
2.16	3	Ensure a financially viable and sustainable municipality	Twelve monthly update	No of grant reconciliation	3		Monthly	Signed Copy

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
2.17	3	Ensure a financially viable and sustainable municipality	Twelve monthly update	No of credit reconciliation	3		Monthly	Signed Copy
2.18	3	Ensure a financially viable and sustainable municipality	Twelve monthly update	No of debtors reconciliation	3		Monthly	Signed Copy
2.19	3	Ensure a financially viable and sustainable municipality	Twelve monthly update	No of valuation roll reconciliation	3		Monthly	Signed Copy
2.20	3	Ensure a financially viable and sustainable municipality	Twelve Billing reconciliations	No of monthly billing reconciliations performed	3		Monthly	Signed Copy
<b>MUNICIPAL VIABILITY &amp; FINANCIAL MANAGEMENT</b>								
<b>TOTAL SCORE/ 60</b>								




## COMPETENCY FRAMEWORK

Leadership and Core Competencies

Weight = 100%

Weight (%)		LEADING COMPETENCIES (70%)	Progress on date of review	Score
15	<ul style="list-style-type: none"> <li>Strategic Direction and Leadership</li> </ul>	<ul style="list-style-type: none"> <li>Impact and Influence</li> <li>Institutional Performance Management</li> <li>Strategic Planning and Management</li> <li>Organisational Awareness</li> </ul>		
5	<ul style="list-style-type: none"> <li>People Management</li> </ul>	<ul style="list-style-type: none"> <li>Human Capital Planning and Development</li> <li>Diversity Management</li> <li>Employee Relations Management</li> <li>Negotiation and Dispute Management</li> </ul>		
5	<ul style="list-style-type: none"> <li>Programme and Project Management</li> </ul>	<ul style="list-style-type: none"> <li>Programme and Project Planning and Implementation</li> <li>Service Delivery Management</li> <li>Programme and Project Monitoring and Evaluation</li> </ul>		
25	<ul style="list-style-type: none"> <li>Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>Budget Planning and Execution</li> <li>Financial Strategy and Delivery</li> <li>Financial Reporting and Monitoring</li> </ul>		
5	<ul style="list-style-type: none"> <li>Change Leadership</li> </ul>	<ul style="list-style-type: none"> <li>Change Vision and Strategy</li> <li>Process Design and Improvement</li> <li>Change Impact Monitoring and Evaluation</li> </ul>		
15	<ul style="list-style-type: none"> <li>Governance Leadership</li> </ul>	<ul style="list-style-type: none"> <li>Policy Formulation</li> <li>Risk and Compliance Management</li> <li>Cooperative Governance</li> </ul>		



Weight (%)	LEADING COMPETENCIES (70%)	Progress on date of review	Score
<b>LEADING COMPETENCIES FINAL SCORE</b>			
			<b>170</b>

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> <li>Moral Competency</li> </ul>	<ul style="list-style-type: none"> <li>Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competency.</li> </ul>		
5	<ul style="list-style-type: none"> <li>Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>Able to plan, prioritize and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manager risk.</li> </ul>		
5	<ul style="list-style-type: none"> <li>Analysis and Innovation</li> </ul>	<ul style="list-style-type: none"> <li>Able to critically analyse information, challenges and trends to establish and implement fact based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives</li> </ul>		
5	<ul style="list-style-type: none"> <li>Knowledge and Information Management</li> </ul>	<ul style="list-style-type: none"> <li>Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government</li> </ul>		
5	<ul style="list-style-type: none"> <li>Communication</li> </ul>	<ul style="list-style-type: none"> <li>Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.</li> </ul>		

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> <li>Results and Quality Focus</li> </ul>	<ul style="list-style-type: none"> <li>Able to maintain high quality standards, focused on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.</li> </ul>		
<b>CORE COMPETENCIES FINAL SCORE</b>				/30

The assessment of the Manager on the performance of the competencies will be based on the following rating scale:

Achievement Levels	Description	Scoring
Basic	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention	1-2
Competent	Develops and applies more progressive concepts, methods and understanding, plans and guides the work of others and executes progressive analysis	3
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses	4

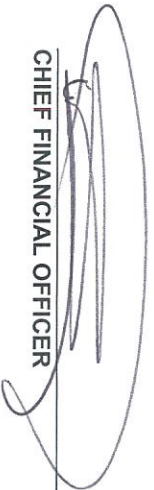
Thus done and signed at eMadlangeni Local Municipality on this the 14 day of March 2022.

AS WITNESSES:

1. \_\_\_\_\_



2. \_\_\_\_\_

  
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CHIEF FINANCIAL OFFICER

AS WITNESSES:

1. \_\_\_\_\_



2. \_\_\_\_\_



ACTING MUNICIPAL MANAGER