PERFORMANCE AGREEMENT

Made and entered into by and between:

METSIMAHOLO LOCAL MUNICIPALITY

Mr Solomon Obakeng Mashiane

The Acting Municipal Manager

and

Mr Ahmed Lambat
Chief Financial Officer

For the financial year:
2018/2019

Period 1 July 2018 – 31 October 2018

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Metsimaholo Local Municipality herein represented by **Mr Solomon Obakeng Mashiane** in his capacity as the Acting Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

and

Mr Ahmed Lambat Employee of the Municipality (hereinafter referred to as the **Employee).**

WHEREBY IT IS AGREED AS FOLLOWS:

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"). The **Employer** and the **Employee** are hereinafter referred to 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.

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 secure local government policy goals as defined in the municipal Integrated Development Plan.

1.4 The parties wish to ensure that there is compliance with section 57 (4A); 57 (4B); 57 (4C) and 57 (5) of the Systems Act.

2. INTERPRETATION AND DEFINITION

2.1 In this agreement, unless the context indicates otherwise-

a) An expression, which denotes any gender, includes the other genders, a natural person includes a judicial person and vice versa, and the singular includes the plural and vice versa;

b) Clause headings are for convenience only and will not be used in its interpretation, and the following expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings-

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"Agreement means this Performance Agreement and all the Appendices hereto;
"Employee" means Mr Ahmed Lambat the Chief Financial Officer of Metsimaholo Local Municipality;

"Employer" means the Metsimaholo Local Municipality as represented by the Municipal Manager, Mr Solomon Obakeng Mashiane;

"MEC" means the Member of the Free State Executive Council responsible for local government;

"MFMA" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"Municipality" means the Metsimaholo Local Municipality, established in terms of Structures Act;

"Regulations" means the Local Government: Performance Regulations for Municipal Managers and Managers Directly Accountable to the Municipal Managers, 2006, promulgated in the Government Gazette as Regulation Notice 805 on 1 August 2006 read together with the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers, promulgated in the Government Gazette as Regulation Notice 37245 on 17 January 2014.

"Structures Act" means the Local Government: Municipal Structures Act, 2000 (Act No.117 of 1998) and

"Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), and the Regulations promulgated in terms of the Act;

c) Words and expressions defined in any sub-clause, for the purpose of the clause of which that sub-clause forms part, bear the meaning assigned to such words and expressions in that sub-clause; and

d) This agreement is governed by and construed in accordance with the laws of the Republic of South Africa.

3. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to:

3.1 Comply with the provisions of Section 57 (1) (b), (4A), (4B) and (5) of the Systems Act, and the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Managers (2006) as amended by the Regulations on Appointment and Conditions of Employment of Senior Managers (2014), as well as the employment contract entered into between parties.

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3.2 Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality.

3.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement

3.4 Monitor and measure performance against set targeted outputs;

3.5 Use the performance agreement and performance plan as the basis to assess whether the employee has met the performance expectations applicable to his job

3.6 In the event of outstanding performance, to appropriately reward the employee and

3.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

4. COMMENCEMENT AND DURATION

4.1 This agreement will commence on **01 July 2018** and will remain in force until **31 October 2018**.

4.2 The parties will review the provisions of this Agreement at the end of the quarter, in October 2018.

4.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason.

4.4 The content of this Agreement may be revised at any time during the above mentioned period to determine the applicability of the matters agreed upon.

4.5 If at any time during the validity of this agreement the work environment alters (whether as a result of government or council decision or otherwise) to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

4.6 Any significant amendments or deviations must take cognizance of the requirements of sections 34 and 42 of the Systems Act, and Regulation 4(5) of the 2014 Regulations

5. PERFORMANCE OBJECTIVES

5.1 The Performance Plan (Annexure "A") sets out:

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5.1.1 The performance objectives and targets that must be met by the **Employee** and

5.1.2 The time frames within which those performance objectives and targets must be met.

5.2 The performance objectives and targets reflected 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 (SDBIP) and the Budget of the Employer, shall include key objectives; key performance indicators; target dates and weightings.

5.2.1 The key objectives describe the main tasks that need to be done.

5.2.2 The Key Performance Indicators and unit of measures provide the details of the evidence that must be provided to show that the indicator has been achieved.

5.2.3 The target dates describe the timeframe in which the work must be achieved.

5.2.4 The weightings show the relative importance of the key objectives to each other.

5.3 The **Employee's** performance will, in addition be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

6. PERFORMANCE MANAGEMENT SYSTEM

6.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.

6.2 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 **Employer**, management and municipal staff to perform to the standards required.

6.3 The **Employer** will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.

6.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

6.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

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6.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) respectively.

6.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.

6.6 The **Employee's** assessment will be based on his performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan **(Annexure A)** which are linked to the KPAs and will contribute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee:**

Identified Key Performance Area	**Weight**
Local Economic Development	10
Municipal Institutional Development and Transformation	10
Municipal Financial Viability and Management	60
Basic Service Delivery and Infrastructure	10
Good Governance and Public Participation	10
TOTAL	**100%**

6.7 The key performance areas related to the functional area of the **Employee**, must be subject to negotiation between the **Municipal Manager** and the **Employee**.

6.8 The CRs will make up the other 20% of the Employee's assessment score, CRs as set out in the Regulations on Appointment and Conditions of Employment of Senior Manager (17 January 2014) which communicates what is expected from senior managers for effective performance in local government.

COMPETENCY REQUIREMENTS (CR)		Weight
Leading Competencies		
Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness	8.35
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management	8.33
Program and Project Management	• Program and Project Planning and Implementation	8.33

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	• Service Delivery Management • Program and Project Monitoring and Evaluation	
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	8.33
Change Leadership	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation	8.33
Governance Leadership	• Policy Formulation • Risk and Compliance Management • Cooperative Governance	8.33
Core Competencies		
Moral Competence		8.33
Planning and Organising		8.35
Analysis and Innovation		8.33
Knowledge and Information Management		8.33
Communication		8.33
Results and Quality Focus		8.33
Total Percentage		100%

6.9 There is no hierarchical connotation to the competencies and all essential to the role of senior manager to influence high performance. All competencies will therefore be considered as measurable and critical in assessing the level of the employee performance

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this Agreement sets out-

7.1. 1 The standards and procedures for evaluating the Employee's performance, and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 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.

7.3 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 the set time frames.

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7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

7.5.1.1 Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

7.5.1.2 An indicative rating on five-point scale should be provided for each KPA.

7.5.1.3 The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					

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Level	Terminology	Description	Rating				
			1	2	3	4	5
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

7.5.2. Assessment of the Competencies

7.5.2.1 Each CR should be assessed according to the extent to which the specified standards.

7.5.2.2 An indicative rating on the five-point scale should be provided for each CR.

7.5.2.3 This rating be multiplied by the weighting given to each CR during the contracting process, to provide a score.

7.5.2.4 The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the scores and calculate a final CR score.

7.5.2.5 The assessment of the performance of the employee will be based on the following rating scale for competencies.

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Rating	Achievement level	Description
2	Basic	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses.
5	Superior	Has comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The overall rating for KPIs will be converted to 80% and that of the CR will be converted to 20% and both scores together will be the final score of the **Employee's** performance.

7.7 For purpose of evaluating the performance, an evaluation panel constituted of the following persons will be established -

7.7.1 Municipal Manager;
7.7.2 Chairperson of the performance audit committee
7.7.3 Member of the Mayoral committee and
7.7.4 Municipal manager from another municipality.

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7.8 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panel referred to above.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1. The performance of each **Employee** in relation to his performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory: (The Employer and Employee will endeavor to conduct such reviews within one month after the end of each quarter):

First quarter	:	**July – September 2018 (10-20 October 2018)**
Second quarter	:	October – December 2018 **(Not applicable)**
Third quarter	:	January – March 2019 **(Not applicable)**
Fourth quarter	:	April – June 2019 **(Not applicable)**

8.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the **Employer**'s assessment of the **Employee**'s performance.

8.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

8.5 The **Employer** may amend the provisions of Annexure A 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 such change is made.

9. DEVELOPMENTAL REQUIREMENTS

Personal growth and development needs identified during any performance appraisal discussion must be documented in a Personal Development Plan (PDP) in the format set out in Annexure B as well as the actions agreed to and implementation must take place within set time frames.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall –

10.1.1 Create an enabling environment to facilitate effective performance by the employee;

10.1.2 Provide access to skills development and capacity building opportunities;

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10.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;

10.1.4 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

10.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

11.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –

11.1.1 A direct effect on the performance of any of the **Employee**'s functions;

11.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and

11.1.3 A substantial financial effect on the **Employer**.

11.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the **Employee**'s performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

12.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

12.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

12.2.3 The following table provides a further breakdown of the above-mentioned scores and performance bonus:

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Score	Performance Bonus
130 to 134%	5%
135 to 139%	6%
140 to 144%	8%
145 to 149%	9%
150 to 154%	10%
155 to 159%	11%
160 to 164%	12%
Above 165%	14%

12.3 In the case of unacceptable performance, the **Employer** shall –

12.3.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his performance; and

12.3.2 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 his duties.

13. DISPUTE RESOLUTION

13.1 Any disputes about the nature of the **Employee**'s performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

13.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or

13.1.2 Any other person appointed by the MEC.

13.1.3 A member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee whose decision shall be final and binding on both parties.

13.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

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14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of **Annexure A** must be made available to the public by the **Employer** in accordance with Section 46 of the Systems Act.

14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

14.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government within fourteen (14) days after the conclusion of the assessment.

Signed at SASOLBURG on this the 25th day JULY of 2018.

Signature____________________________________

Signed on behalf of Municipality by:

Mr Solomon Obakeng Mashiane (Acting Municipal Manager)

AS WITNESSES

1. Signature---

2. Signature---

Signature..

Signed and Accepted by: Mr Ahmed Lambat

(Chief Financial Officer)

AS WITNESSES

1. Signature---

2. Signature---

ANNEXURE A

PERFORMANCE PLAN
2018/19

CHIEF FINANCIAL OFFICER

Metsimaholo Local Municipality

This plan defines the Council's expectations of the Chief Financial Officer in accordance with the Chief Financial Officer's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act which provides that performance objectives and targets must be based on the key performance indicators set out from time to time in the Municipality's Integrated Development Plan (IDP).

The following Municipal Key Performance Areas, Programmes and Objectives as per the approved IDP and SDBIP will inform the **Chief Financial Officer's** performance against set performance indicators.

KPA no.	Key Performance Area	Weight	Key Performance Indicator
1	Service Delivery and Infrastructure Development	10	➢ Dealing with service delivery complaints within the directorate. ➢ Improvement in response time to complaints. ➢ Promoting good administration of assets at the directorate's disposal.
2	Local Economic Development	10	➢ Enhancing Local Economic Development through projects within the respective directorates. ➢ Promoting good contract management within respective directorates.
3	Financial Management and Viability	60	➢ Revenue management ➢ indigent management ➢ Financial management and control ➢ Anti-fraud and corruption
4	Municipal Transformation and Institutional Development	10	➢ Participation in performance management system within the municipality. ➢ Promoting good human and administrative relations and development of the Human Resources at the directorate's disposal. ➢ Promoting good customer service.
5	Good Governance and Participation	10	➢ Promoting adequate planning processes that promote good audit outcomes within the respective directorates ➢ Promoting openness and transparency through creation of a reporting culture in the respective directorates ➢ Enhancing the functionality of the different committees within the respective directorates

KEY PERFORMANCE AREA 3: FINANCIAL MANAGEMENT AND VIABILITY

PERFORMANCE PLAN: 2018/19										
PRIORITY AREA/PROGRAMME: REVENUE MANAGEMENT										
ID	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Quarterly Targets				Weight	Means of Verification
					Quarter1	Quarter2	Quarter 3	Quarter 4		
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.1 Revenue enhancement strategy reviewed and submitted for Council approval	Not Achieved.	Review Revenue Enhancement Strategy and submit it for Council approval by September 2018.	Revenue Enhancement Strategy submitted to Council for approval after being workshopped	0	0	0	60	Approved strategy and Council resolution Minutes of the workshop and resolutions taken
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.1.1 % of Revenue Enhancement Strategy plans implemented	Not Achieved.	100% of Revenue Enhancement Strategy plans implemented by June 2019	25% Revenue Enhancement Strategy plans implemented	50% Revenue Enhancement Strategy plans implemented	75% Revenue Enhancement Strategy plans implemented	100% Revenue Enhancement Strategy plans implemented		Report on the implementation of the strategy.

3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.1.2 Draft Budget compiled and final budget finalized in time in accordance with applicable legislation	Achieved 100% in 2017 2018 year	Draft Budget compiled and tabled by no later than 31 March and final budget tabled before end of May 2019	Budgeting processes for this quarter completed	Budgeting processes for this quarter completed	Draft Budget compiled and tabled in Council by no later than 31 March	Final Budget compiled and tabled by no later than 31 May		Approved budget and Council resolution
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.1.3 % of Revenue targets in the budget met (Including Grant income)		100% of Revenue targets in the budget met	25% of Revenue targets in the budget met	50% of Revenue targets in the budget met	75% of Revenue targets in the budget met	100% of Revenue targets in the budget met		Schedule C Budget comparison to Actuals
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other	3.1.3 Improved annual consumer debtors' revenue collection rate.		Improve consumer debtors' collection rate to 85% by June 2019	Improve consumer debtors' collection rate to 78%	Improve consumer debtors' collection rate to 80%	Improve consumer debtors' collection rate to 82%	Improve consumer debtors' collection rate to 85%		Debt collection report and Schedule C

	relevant legislation and the applicable accounting standards									

PRIORITY AREA/PROGRAMME: INDIGENT MANAGEMENT

ID	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Quarterly Targets				Weight	Means of Verification
					Quarter1	Quarter2	Quarter 3	Quarter 4		
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.2 Review Indigent Management Strategy and update indigent register.		Review Indigent Management Strategy and submit it for council approval by June 2019 and quarterly update indigent register.	Updating of indigent register	Updating of indigent register	Review of Indigent Management Strategy, submission to Management and update indigent register.	Reviewed Indigent Management Strategy submitted to Council and updated indigent register approved		Approved Indigent Management Strategy and updated indigent register.

PRIORITY AREA/PROGRAMME: FINANCIAL MANAGEMENT AND CONTROL

ID	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Quarterly Targets				Weight	Means of Verification
					Quarter1	Quarter2	Quarter 3	Quarter 4		
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant	3.1.4 % of Revenue targets in the budget met (Excluding Grant income)		100% of Revenue targets in the budget met	25% of Revenue targets in the budget met	50% of Revenue targets in the budget met	75% of Revenue targets in the budget met	100% of Revenue targets in the budget met		Schedule C Budget versus Actuals

	legislation and the applicable accounting standards									
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.5 Creditors paid within 30 days of receipt of invoice	75%	80% of creditors paid within 30 days of receipt of invoice	80% of creditors paid within 30 days of receipt of invoice	80% of creditors paid within 30 days of receipt of invoice	80% of creditors paid within 30 days of receipt of invoice	80% of creditors paid within 30 days of receipt of invoice		Expenditure Report
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.5.1 %Reduction in fruitless and wasteful, unauthorized and irregular expenditure		40%Reduction in fruitless and wasteful, unauthorized and irregular expenditure	10%Reduction in fruitless and wasteful, unauthorized and irregular expenditure	10%Reduction in fruitless and wasteful, unauthorized and irregular expenditure	10%Reduction in fruitless and wasteful, unauthorized and irregular expenditure	10%Reduction in fruitless and wasteful, unauthorized and irregular expenditure		Expenditure Report
3.1	Ensure financial management practices that enhance financial viability & compliance with the	3.1.5.2 Insurance claims submitted in time	Claims submitted within 7 days of receipt from the department	Claims submitted within 7 working days of receipt	Insurance claims submitted within 7 working days, 100% of the time	Insurance claims submitted within 7 working days, 100% of the time	Insurance claims submitted within 7 working days, 100% of the time	Insurance claims submitted within 7 working days, 100% of the time		Expenditure Report

	requirements of MFMA & other relevant legislation and the applicable accounting standards									
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.5.3 FMG allocation spent	100% Achieved	FMG allocation spent 100% as per plans	FMG allocation spent 100% as per plans	FMG allocation spent 100% as per plans	FMG allocation spent 100% as per plans	FMG allocation spent 100% as per plans		Expenditure Report
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.6. 100% of debt older than 12 months cleaned up		100% of debt older than 12 months cleaned up by June 2019	25% of debt older than 12 months cleaned up	50% of debt older than 12 months cleaned up	75% of debt older than 12 months cleaned up	100% of debt older than 12 months cleaned up		Debt management report

3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.7 Financial reports including AFS compiled and submitted to appropriate authorities	100% achieved	Financial reports (Monthly, Quarterly)including AFS compiled and submitted to appropriate authorities within set timeframes (AFS 31st August and monthly reports within 10 days)	AFS compiled and submitted to AG by 31st August. Monthly sec 71 reports and , Quarterly returns submitted to appropriate authorities on time	Monthly sec 71 reports and , Quarterly returns submitted to appropriate authorities on time	Monthly sec 71 reports and , Quarterly returns submitted to appropriate authorities on time	Monthly sec 71 reports and , Quarterly returns submitted to appropriate authorities on time		Monthly and quarterly Schedules Annual Financial Statements Schedule C reports
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.7.1 Fixed Asset Register (FAR) compiled and updated annually in line with GRAP requirements	100% achieved	Fixed Asset Register (FAR) compiled and updated quarterly in line with GRAP requirements	Fixed Asset Register (FAR) compiled and updated in line with GRAP requirements	Fixed Asset Register (FAR) compiled and updated in line with GRAP requirements	Fixed Asset Register (FAR) compiled and updated in line with GRAP requirements	Fixed Asset Register (FAR) compiled and updated in line with GRAP requirements		Update Fixed Assets Register
3.1	Ensure financial management practices that enhance financial viability & compliance with the	3.1.9 Number of Internally Audited financial management controls conducted.	100% achieved	4 quarterly reviews and updating of financial management related internal controls based on the quarterly	1 quarterly review and updating of financial management related internal controls based on the quarterly Internal Audit report	1 quarterly review and updating of financial management related internal controls based on the quarterly Internal Audit report	1 quarterly review and updating of financial management related internal controls based on the quarterly Internal Audit report	1 quarterly review and updating of financial management related internal controls based on the quarterly Internal Audit report		Report on the reviews and the updates conducted

	requirements of MFMA & other relevant legislation and the applicable accounting standards			Internal Audit reports						
3.1	Ensure financial management practices that enhance financial viability & compliance with the requirements of MFMA & other relevant legislation and the applicable accounting standards	3.1.10 % of Post Audit Action Plan matters relating to financial matters fully addressed.	100% achieved	100% of Post Audit Action Plan matters relating to financial matters addressed.	25% of Post Audit Action Plan matters relating to financial matters addressed.	50% of Post Audit Action Plan matters relating to financial matters addressed.	75% of Post Audit Action Plan matters relating to financial matters addressed.	100% of Post Audit Action Plan matters relating to financial matters addressed.		Report on the implementation of the action plan

PRIORITY AREA/PROGRAMME: ANTI-FRAUD AND CORRUPTION

ID	Strategic Objective	Key Performance Indicator	Baseline	Annual Target	Quarterly Targets				Weight	Means of Verification
					Quarter1	Quarter2	Quarter 3	Quarter 4		
3.1	Ensure financial management that enhance financial viability and compliance with the requirement of MFMA & other relevant legislation and the applicable	3.1.8 %r of instances of fraud and corruption formally reported to the SAPS for investigation and Council, Executive Mayor and Speaker for noting as and when they occur	100% achieved	100% instances of fraud and corruption formally reported to the SAPS for investigation and Council, Executive Mayor and Speaker for noting as and when they occur	100% instances of fraud and corruption formally reported to the SAPS for investigation and Council, Executive Mayor and Speaker for noting as and when they occur	100% instances of fraud and corruption formally reported to the SAPS for investigation and Council, Executive Mayor and Speaker for noting as and when they occur	100% instances of fraud and corruption formally reported to the SAPS for investigation and Council, Executive Mayor and Speaker for noting as and when they occur	100% instances of fraud and corruption formally reported to the SAPS for investigation and Council, Executive Mayor and Speaker for noting as and when they occur		Incidents register and reports

	accounting standards									

Signed at SASOLBURG on this the 25th day JULY of 2018.

Signature

Signed on behalf of Municipality by:

Mr Solomon Obakeng Mashiane (Acting-Municipal Manager)

Signature...

Signed and Accepted by: Mr Ahmed Lambat

(Chief Financial Officer)