Musina Local Municipality

Minutes of the Performance Assessment for the Mid-year and Annual Performance Assessment meeting Assessment of:

Municipal Manager
for the 2013/2014 held at Musina Municipality civic centre, on

Third October 2014 at 09:40 am

1. Chairperson's remarks

The Chairperson of the Audit committee Mr KP Ravhudzulo welcomed everyone present and indicated that the purpose of the meeting as to assess performance of the Municipal Manager.

2. Introduction

The Senior Manager strategic operations introduced members of the panel the composition of which is in accordance with council resolution further outlined the process followed in compiling the performance reports as follows:

(a) All managers has generated their own reports, supported by a portfolio of evidence.
(b) The reports have been subjected to an internal audit process and reported to Audit Committee and Council.
(c) Each general manager has had an opportunity to rate their own performance, followed by a rating by a supervisor and then an average rate of the manager and supervisor's score.

The performance assessment panel is to review the performance reports as represented by each manager, clarifies points and rate accordingly.

The ratings of members of the performance panel will be consolidated and then averaged to determine the final score.

Each manager is to be rated in relation to Key Performance Area (KPA) and Core Managerial Competencies (CMC).

3. Roll call and apologies

3.1 Present

(a) Mr KP Ravhudzulo: Chairperson Audit Committee
(b) Ms ME Ramoyada: The Mayor
(c) Ms Nkele Milanzi : Chairperson Finance Committee
(d) Mr Theo Maoka : Ward Committee member
(e) Mr SN Netshisaulu: COGSTA (Observer)
(f) Ms P Maloka: Internal Audit (Secretariat)
(g) Mr PS Peta: Senior Manager Strategic Operation (Secretariat)
(h) MJ Matshivha: Municipal Manager Musina Local Municipality

3.2 Apologies:

(a) Mr SS Razwiedani: Municipal Manager Mutale Local Municipality

Having considered and accepted apologies the panel resolved that members present will accordingly rate.

4. Panel Process brief

The assessment are based on performance against set targets as per the SDBIP for 2013/14 financial year translated as an addendum to the performance agreement for the same year.

The achievements of The SDBIP targets were also verified by the internal audit unit. The assessments on the SDBIP contained 80% of the overall assessment score.

The remaining 20% was derived from the Core managerial competency (cmc) as selected by the specific employee on page 5 of their performance contract.

The employee had to explain how he/she think he/she had achieved on the CMS's selected.

The panellists had to rate on a scale of 1 to 5 on those cmc's as selected by the employee in the performance contract and also for the SDBIP achievements. The rating scale description is as per page 7 of all the performance contracts.

The Municipal Manager presented himself before the panel and was rated as per the attached rating report:

5. **Closure**

The meeting was adjourned at 10:20

6. Chairperson Approval.

ME Ramoyada
Mayor

MUSINA LOCAL MUNICIPALITY
MID YEAR AND ANNUAL PERFORMAMNCE ASSESSMENT PANEL FOR 2013/2014 FINANCIAL YEAR
PERFORMANCE ASSEMENT PANEL FOR MUNICIPAL MANAGERS (MSA SEC 54)
DATE: 03 OCTOBER 2014

PANELIST	DESIGNITION	CONTACT	03 / OCTOBER /2014	
			SIGNATURE	APOLOGY
CLLR ME RAMOYADA	MAYOR	015 534 6100		
CLLR GN MILANZI	CHAIRPERSON FINANCE PORTFOLIO COMMITTEE	082 626 4205	g.n. milanzi	
MR KP RAVHUDZULO	CHAIRPERSON AUDIT PORTFOLIO COMMITTEE	0727278985		
MR T MAOKA	WARD COMMITTEE MEMBER	0799969379		
MR MJ MATSHIVHA	MUNICIPAL MANAGER			
MR PS PETA	SENIOR MANAGER STRATEGIC OPERATIONS (SECRETARIAT)	015 534 6181		
MS P MALOKA	INTERNAL AUDIT (SECRETARIAT)	0734357700		
NETSHISAULU NS	MANAGER MUNICIPAL PERFORMANCE	0834184920		

MUNICIPAL MANAGER

MID-YEAR PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	ME RAMOYADA	KP RAVHUDZULO	GN MILANZI	ST MAOKA	TOTAL	AVERAGE
1	Number of internal audit reports developed	2	1	4	4	4	4	4	3	4	15	3.75
2	Number of meetings held	2	1	3	3		3	3	2	3	11	2.75
3	Number of risk management reports	2	2	5	5	5	5	5	5	5	20	5
4	Number of communication forum meetings held	2	0	1	1	1	1	1	1	1	4	1
5	Number of imbisos held	2	2	5	5	5	5	5	4	5	19	4.75
6	Number of newsletters published	2	2	5	5	5	5	5	4	5	19	4.75
7	Number of events held	6	4	4	3	3.5	3	3	2	3	11	2.75
8	Number of Budget and IDP adopted	1	1	5	5	5	5	5	5	5	20	5
9	Number of conference	0	1	1	1	1	1	1	1	1	4	1
	Total						**32**	**32**	**27**	**32**	**123**	**30.75**
	Available Points						**45**	**45**	**45**	**45**	**180**	**45**
	Avarage						**71.11111111**	**71.11111111**	**60**	**71.11111**	**68.333333**	**68.333333**

ANNUAL PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	ME RAMOYADA	KP RAVHUDZULO	GN MILANZI	ST MAOKA	TOTAL	AVERAGE
1	Number of charters reviewed	1	1	5	5	5	5	5	5	5	20	5
2	Number of plans reviewed	1	1	5	5	5	5	5	5	5	20	5
3	Number of audit methodologies reviewed	1	0	3	3	3	3	3	2	3	11	2.75
4	Number of internal audit reports developed	2	1	4	3	3.5	3	3	2	3	11	2.75
5	Number of risk assessments and workshops	1	1	5	5	5	5	4	4	5	18	4.5
6	Number of meetings held	2	1	3	3	3	3	3	3	3	12	3
7	Number of Risk management reports	2	1	3	3	3	3	3	3	3	12	3
8	Number of strategy deeloped	1	0	3	3	3	3	3	3	3	12	3
9	Number of communication forum meetings held	2	2	5	5	5	5	4	4	5	18	4.5
10	Number of conference	1	2	2	2	2	2	2	1	1	6	1.5
11	Number of imbisos held	2	1	5	3	4	3	3	3	4	13	3.25
12	State of Municipal address conducted	1	1	5	5	5	5	5	5	5	20	5
13	Number of news letters published	2	2	5	5	5	5	5	5	5	20	5
14	Number of AGs Action plan	1	1	5	5	5	5	4	4	5	18	4.5
15	Number of events held	6	6	5	5	5	5	4	5	5	19	4.75
16	Number of Buget and IDP adopted	1	1	5	5	5	5	5	5	5	20	5
	Total						**65**	**61**	**59**	**65**	**250**	**62.5**
	Available Points						**80**	**80**	**80**	**80**	**320**	**80**
	Avarage						**81.25**	**76.25**	**73.75**	**81.25**	**78.125**	**78.125**

Consolidation	
Period	**Total Score**
Midyear	123
Annual	250
Total	373
Available Points	500
Avarage Percentage	74.6
CMC Percentage	89.4444444
Total Combined percentage	164.044444
Overall Percentage	200
Final Percentage	82.0222222

	CORE COMPETENCY REQUIREMENTS	PANEL SCORE					
No	**CORE MANAGERIAL COMPETENCIES(CMC)**	**ME RAMOYADA**	**KP RAVHUDZULO**	**GN MILANZI**	**ST MAOKA**	**TOTAL**	**AVERAGE**
1	Strategic capability and leadership	4	5	5	5	19	4.75
2	Financial management	4	4	4	4	16	4
3	Service delivery innovation	4	4	5	4	17	4.25
4	Problem solving and analytical thinking	4	5	4	5	18	4.5
5	People management and empowerment	4	5	4	5	18	4.5
6	Communication	3	5	5	5	18	4.5
7	Interpritation of and implementation within the legislative and national policy framework	4	5	4	5	18	4.5
8	Knowledge of developmental local government	4	5	5	4	18	4.5
9	Mediation skills	4	5	5	5	19	4.75
	TOTALS	**35**	**43**	**41**	**42**	**161**	**40.25**
	Available Points	45	45	45	45	180	45
	Average Percentage Score	**77.7777778**	**95.55555556**	**91.1111111**	**93.33333333**	**89.444444**	**89.44444444**

Confirmation of Scores by Panel

Signature	Signature	Signature	Signature
ME RAMOYADA	**KP RAVHUDZULO**	**GN MILANZI**	**ST MAOKA**

Musina Local Municipality

Minutes of the Performance Assessment for the Mid-year and Annual Performance Assessment meeting Assessment of:

Chief Financial Officer
For the 2013/2014 held at Musina Municipality civic centre, on

Third October 2014 at 09:00 am

1. **Chairperson's remarks**

The Chairperson Mr MJ Matshivha welcomed everyone present and indicated that the purpose of the meeting as to assess performance of managers accountable to the municipal manager.

2. **Introduction**

The Senior Manager strategic operations introduced members of the panel the composition of which is in accordance with council resolution further outlined the process followed in compiling the performance reports as follows:

(a) All managers has generated their own reports, supported by a portfolio of evidence.
(b) The reports have been subjected to an internal audit process and reported to Audit Committee and Council.
(c) Each general manager has had an opportunity to rate their own performance, followed by a rating by a supervisor and then an average rate of the manager and supervisor's score.

The performance assessment panel is to review the performance reports as represented by each manager, clarifies points and rate accordingly.

The ratings of members of the performance panel will be consolidated and then averaged to determine the final score.

Each manager is to be rated in relation to Key Performance Area (KPA) and Core Managerial Competencies (CMC).

3. **Roll call and apologies**

3.1 Present

(a) Mr MJ Matshivha: Municipal Manager Musina Local Municipality
(b) Mr KP Ravhudzulo: Chairperson Audit Committee
(c) Ms Nkele Milanzi : Chairperson Finance Committee
(d) Mr Theo Maoka : Ward Committee member
(e) Mr SN Netshisaulu: COGSTA (Observer)
(f) Ms P Maloka: Internal Audit (Secretariat)
(g) Mr PS Peta: Senior Manager Strategic Operation (Secretariat)
(h) Ms V J Tshikundamalema : Chief Financial Officer

3.2 Apologies:

(a) Mr SS Razwiedani: Municipal Manager Mutale Local Municipality

Having considered and accepted apologies the panel resolved that members present will accordingly rate.

4. **Panel Process brief**

The assessment are based on performance against set targets as per the SDBIP for 2013/14 financial year translated as an addendum to the performance agreement for the same year.

The achievements of The SDBIP targets were also verified by the internal audit unit. The assessments on the SDBIP contained 80% of the overall assessment score.

The remaining 20% was derived from the Core managerial competency (cmc) as selected by the specific employee on page 5 of their performance contract.

The employee had to explain how he/she think he/she had achieved on the CMS's selected.

The panellists had to rate on a scale of 1 to 5 on those cmc's as selected by the employee in the performance contract and also for the SDBIP achievements. The rating scale description is as per page 7 of all the performance contracts.

The Chief financial officer presented herself before the panel and was rated as per the attached rating report:

5. **Closure**

The meeting was adjourned at 09:40

6. Chairperson Approval.

Mr MJ Matshivha
Municipal Manager

MUSINA LOCAL MUNICIPALITY
MID YEAR PERFORMAMNCE ASSESSMENT PANEL FOR 2013/2014 FINANCIAL YEAR
PERFORMANCE ASSEMENT PANEL FOR MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (MSA SEC
DATE: 02 & 03 OCTOBER 2014

PANELIST	DESIGNITION	CONTACT	DAY 1: 02 / OCTOBER /2014		DAY 2: 03 / OCTOBER /2014	
			SIGNATURE	APOLOGY	SIGNATURE	APOLOGY
MR MJ MATSHIVHA	MUNICIPAL MANAGER	082 040 5343				
MR SS RAZWIEDANI	MUNICIPAL MANAGER ANOTHER MUNICIPALITY	082 453 6166				
MR KP RAVHUDZULO	CHAIRPERSON AUDIT PORTFOLIO COMMITTEE	0727278985		—		—
MR BD TJALE	CHOGSTA (LIMPOPO PROVINCIAL GOVERNMENT)	082 936 1746				
CLLR B NDOU	CHAIRPERSON CORPORATE SERVICES PORTFOLIO COMMITTEE	0825968574 0761733901				
CLLR JS KAUNDA	CHAIRPERSON EDP PORTFOLIO COMMITTEE	082 626 3992				

CLLR S PHIRI	CHAIRPERSON COMMUNITY SERVICE PORTFOLIO COMMITTEE PORTFOLIO					
CLLR F MAFELA	CHAIRPERSON TECHNICAL SERVICE PORTFOLIO COMMITTEE					
CLLR GN MILANZI	CHAIRPERSON FINANCE PORTFOLIO COMMITTEE					
MR JAP DU TOIT	GENERAL MANAGER TECHNICAL SERVICES	0826264205	G.Nmilanzi		G.Nmilanzi	
MR TN TSHIWANAMBI	GENERAL MANAGER COMMUNITY SERVICES	0836301100				
MR TN TSHIWANAMBI	~~ACTING~~ GENERAL MANAGER ECONOMIC DEVELOPMENT & PLANNING	0820465107				
MS R LE ROUX	ACTING GENERAL MANAGER CORPORATE SERVICES	0832914238				
MS VJ TSHIKUNDAMALEMA	CHIEF FINANCIAL OFFICER	0711955027				
MR PS PETA	SENIOR MANAGER STRATEGIC OPERATIONS (SECRETARIAT)	0760622211				
MS P MALOKA	INTERNAL AUDIT (SECRETARIAT)	0734357700				

FINANCE DEPARTMENT

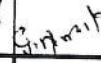
MID-YEAR PERFORMANCE							PANEL SCORE				
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	GN MILANZI	TOTAL	AVERAGE
1	GRAP compliant annual financial statements	1	1	5	4	4.5	4	5	5	14	4.666666667
2	number of Section 71 reports submitted	6	6	5	3	4	4	5	5	14	4.666666667
3	Number of Mid-Year / Annual report submitted	2	2	5	4	4.5	4	4	5	13	4.333333333
4	Number of quarterly reports	2	2	5	4	4.5	4	5	5	14	4.666666667
5	Reconciled and balanced general ledger accounts	6	6	5	4	4.5	4	4	4	12	4
6	85% collection rate	82%	85%	4	3	3.5	3	3	3	9	3
7	Monthly billing reports and statistics	6	6	5	4	4.5	4	4	4	12	4
8	Creditors age analysis without creditors outstanding for over 30 days	6	6	2	1	1.5	2	2	1	5	1.666666667
9	Monthly stock take of inventory	6	6	5		4	4	5	3	12	4
10	Quarterly asset verification	2	2	5	4	4.5	4	4	5	13	4.333333333
	Total						**37**	**41**	**40**	**118**	**39.33333333**
	Available Points						**50**	**50**	**50**	**150**	**50**
	Avarage						**74**	**82**	**80**	**78.66667**	**78.66666667**

ANNUAL PERFORMANCE							PANEL SCORE				
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	GN MILANZI	TOTAL	AVERAGE
1	number of Section 71 reports submited	6	6	5	3	4	4	5	4	13	4.333333333
2	Number of quarterly reports	2	2	5	3	4	4	5	4	13	4.333333333
3	Reconciled and balanced general ledger accounts	6	6	5	4	4.5	4	4	4	12	4
4	85% collection rate	85%	105%	5	5		5	5	5	15	5
5	Monthly billing reports and statistics	6	6	5	4	4.5	4	4	5	13	4.333333333
6	Creditors age analysis without creditors outstanding for over 30 days	6	0	1	1	1	1	1	1	3	1
7	Monthly stock take of inventory	6	6	5	3	4	4	4	4	12	4
8	Approval of the Budget	1	1	5	5	5	5	5	5	15	5
9	Quarterly asset verification	2	2	5	3	4	4	4	4	12	4
	Total						**35**	**37**	**36**	**108**	**36**
	Available Points						**45**	**45**	**45**	**135**	**45**
	Avarage						**77.77777778**	**82.22222222**	**80**	**80**	**80**

Consolidation	
Period	**Total Score**
Midyear	118
Annual	108
Total	226
Available Points	285
Avarage Percentage	79.29824561
CMC Percentage	87.08333333
Total Combined percentage	166.3815789
Overall Percentage	200
Final Percentage	83.19078947

	CORE COMPETENCY REQUIREMENTS	PANEL SCORE				
No	**CORE MANAGERIAL COMPETENCIES(CMC)**	**MJ MATSHIVHA**	**KP RAVHUDZULO**	**GN MILANZI**	**TOTAL**	**AVERAGE**
1	Strategic capability and leadership	4	4	5	13	4.3
2	Financial management	5	5	5	15	5.0
3	Change management	4	4	4	12	4.0
4	Knowledge management	3	5	4	12	4.0
5	Service delivery innovation	3	4	5	12	4.0
6	Problem solving and analytical thinking	4	4	5	13	4.3
7	People management and empowerment	4	5	4	13	4.3
8	Communication	4	4	5	13	4.3
9	Honesty and integrity	4	4	5	13	4.3
10	Competency and self management	4	4	5	13	4.3
11	Interpritation of and implementation within the legislative and national policy framework	4	5	5	14	4.7
12	Knowledge of developmental local government	4	4	4	12	4.0
13	Knowledge of performance management and reporting	4	5	4	13	4.3
14	Competency in policy conceptualization,analysis and implementation	4	4	5	13	4.3
15	Competency as required by other national line sector departments	4	5	5	14	4.7
16	Exceptional and dynamic creativity to improve the functioning of the Municipality.	4	5	5	14	4.7
	TOTALS	**63**	**71**	**75**	**209**	**69.66666667**
	Available Points	80	80	80	240	80
	Average Percentage Score	78.75	88.75	93.75	87.08333333	87.08333333

Confirmation of Scores by Panel

Signature	Signature	Signature
		
MJ MATSHIVHA	**KP RAVHUDZULO**	**GN MILANZI**

Musina Local Municipality

Minutes of the Performance Assessment for the Mid-year and Annual Performance Assessment meeting Assessment of:

(a) General Manager Technical Services
(b) General Manager Economic Development & Planning
(c) Acting General Manager Community Services
(d) Acting General Manager Corporate Services

for the 2013/2014 held at Musina Municipality civic centre, on

Second October 2014 at 11:00 am

1. Chairperson's remarks

The Chairperson Mr MJ Matshivha welcomed everyone present and indicated that the purpose of the meeting as to assess performance of managers accountable to the municipal manager.

2. Introduction

The Senior Manager strategic operations introduced members of the panel the composition of which is in accordance with council resolution further outlined the process followed in compiling the performance reports as follows:

(a) All managers has generated their own reports, supported by a portfolio of evidence.
(b) The reports have been subjected to an internal audit process and reported to Audit Committee and Council.
(c) Each general manager has had an opportunity to rate their own performance, followed by a rating by a supervisor and then an average rate of the manager and supervisor's score.

The performance assessment panel is to review the performance reports as represented by each manager, clarifies points and rate accordingly.

The ratings of members of the performance panel will be consolidated and then averaged to determine the final score.

Each manager is to be rated in relation to Key Performance Area (KPA) and Core Managerial Competencies (CMC).

3. Roll call and apologies

3.1 Present

(a) Mr MJ Matshivha: Municipal Manager Musina Local Municipality
(b) Mr SS Razwiedani: Municipal Manager Mutale Local Municipality
(c) Mr KP Ravhudzulo: Chairperson Audit Committee
(d) Cllr JS Kaunda: Chairperson Economic Development & Planning Department
(e) Cllr BL Ndou: Chairperson Corporate Services
(f) Ms D Tjale: COGSTA (Observer)
(g) Ms P Maloka: Internal Audit (Secretariat)
(h) Mr PS Peta: Senior Manager Strategic Operation (Secretariat)
(i) Mr JAP Du Toit: General Manager Technical services
(j) Mr TN Tshiwanambi: General Manager Economic Development & Planning
(k) Ms R Le Roux: Acting General Manager Corporate Services

3.2 Apologies:

(a) Cllr MF Mafela:
(b) Cllr SM Phiri: Chairperson Community Services
(c) Mr SN Netshisaulu: COGSTA (Represented by Ms D Tjale)

Having considered and accepted apologies the panel resolved that Cllrs present will accordingly rate.

4. **Panel Process brief**

The assessment are based on performance against set targets as per the SDBIP for 2013/14 financial year translated as an addendum to the performance agreement for the same year.

The achievements of The SDBIP targets were also verified by the internal audit unit. The assessments on the SDBIP contained 80% of the overall assessment score.

The remaining 20% was derived from the Core managerial competency (cmc) as selected by the specific employee on page 5 of their performance contract.

The employee had to explain how he/she think he/she had achieved on the CMS's selected.

The panellists had to rate on a scale of 1 to 5 on those cmc's as selected by the employee in the performance contract and also for the SDBIP achievements. The rating scale description is as per page 7 of all the performance contracts.

The following General Managers / Acting General Managers presented themselves before the panel and were rated as per the attached rating report:

(a) Mr JAP Du Toit General Manager Technical Services
(b) Mr TN Tshiwanammbi General Manager Economic Development
(c) Mr TN Tshiwanammbi Acting General Manager Community Services
(d) Mrs R Le Roux Acting General Manager Community Services

5. **Closure**

The meeting was adjourned at 15:40

6. Chairperson Approval.

Mr MJ Matshivha
Municipal Manager

MUSINA LOCAL MUNICIPALITY
MID YEAR PERFORMAMNCE ASSESSMENT PANEL FOR 2013/2014 FINANCIAL YEAR
PERFORMANCE ASSEMENT PANEL FOR MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (MSA SEC
DATE: 02 & 03 OCTOBER 2014

PANELIST	DESIGNITION	CONTACT	DAY 1: 02 / OCTOBER /2014		DAY 2: 03 / OCTOBER /2014	
			SIGNATURE	APOLOGY	SIGNATURE	APOLOGY
MR MJ MATSHIVHA	MUNICIPAL MANAGER	082 040 5343				
MR SS RAZWIEDANI	MUNICIPAL MANAGER ANOTHER MUNICIPALITY	082 453 6166				
MR KP RAVHUDZULO	CHAIRPERSON AUDIT PORTFOLIO COMMITTEE	0727278985		—		—
MS BD TJALE	CHOGSTA (LIMPOPO PROVINCIAL GOVERNMENT)	082 936 1746				
CLLR B NDOU	CHAIRPERSON CORPORATE SERVICES PORTFOLIO COMMITTEE	0825968574 0761733901				
CLLR JS KAUNDA	CHAIRPERSON EDP PORTFOLIO COMMITTEE	0826263992				

CLLR S PHIRI	CHAIRPERSON COMMUNITY SERVICE PORTFOLIO COMMITTEE PORTFOLIO					
CLLR F MAFELA	CHAIRPERSON TECHNICAL SERVICE PORTFOLIO COMMITTEE					
CLLR GN MILANZI	CHAIRPERSON FINANCE PORTFOLIO COMMITTEE	0826264205	~~G.N.Milanzi~~		G.N.Milanzi	
MR JAP DU TOIT	GENERAL MANAGER TECHNICAL SERVICES	0836301100				
MR TN TSHIWANAMBI	GENERAL MANAGER COMMUNITY SERVICES	0820465107				
MR TN TSHIWANAMBI	~~ACTING~~ GENERAL MANAGER ECONOMIC DEVELOPMENT & PLANNING	0820465107				
MS R LE ROUX	ACTING GENERAL MANAGER CORPORATE SERVICES	0832914238				
MS VJ TSHIKUNDAMALEMA	CHIEF FINANCIAL OFFICER	0711955027				
MR PS PETA	SENIOR MANAGER STRATEGIC OPERATIONS (SECRETARIAT)	0760622211				
MS P MALOKA	INTERNAL AUDIT (SECRETARIAT)	0734357700				

TECHNICAL SERVICES DEPARTMENT

MID-YEAR PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	ACTUAL	TARGET	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	B NDOU	TOTAL	AVERAGE
1	Provision of middle Income Sites at Nance field Ext 4 and Musina Ext 14	100	50	5	5	5	5	5	4	3	17	4.25
2	To operate & Maintain Sewer System at Musina	100%	100%	4	3	3.5	3	3	3	3	12	3
3	Sampling according to registered sampling sites.	42	42	5	3	4	4	4	4	3	15	3.75
4	Compliance against SANS 241.	100%	100%	5	3	4	4	4	4	3	15	3.75
5	Compliance and monitoring of Green drop status	12	12	5	3	4	4	4	4	3	15	3.75
6	Compliance and monitoring of Green drop status	150	200	5	5	5	5	5	5	4	19	4.75
7	To coordinate bulk water supply	12	12	5	3	4	4	3	4	3	14	3.5
8	To facilitate upgrade & maintenance	100	200	5	3	4	4	3	4	3	14	3.5
9	To coordinate maintenance & up keeping of all parks	100%	100%	5	3	4	3	3	5	3	14	3.5
10	To facilitate development of a proper Park Ext. 8	2	4	4	4	4	4	4	4	2	14	3.5
11	To facilitate application of permit and licence for landfill site	1	1	5	3	4	4	5	4	3	16	4
12	To coordinate construction of Thusong centre in Nancefield Ex.7	1	0	5	5	5	5	5	5	4	19	4.75
13	To renovate MTD Stadium in Nancefield Ext. 5	1	1	4	3	3.5	3.5	3	3	3.5	13	3.25
14	To re-tar and re-gravel 2km of roads in Musina	1	0	5	5	5	5	5	5	4	19	4.75
15	To electrify 1112 households in the villages	471	0	3	3	3	3	3	3	3	12	3
16	To contract Storm Water Drainage	800m	1	3	3	3	3	3	3	3	12	3
	Total						**63.5**	**62**	**64**	**50.5**	**240**	**60**
	Available Points						**80**	**80**	**80**	**80**	**320**	**80**
	Avarage						**79.375**	**77.5**	**80**	**63.125**	**75**	**75**

ANNUAL PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	B NDOU	TOTAL	AVERAGE
1	To operate & Maintain Sewer System at Musina	100%	100%	4	4	4	4	4	4	3	15	3.75
2	Sampling according to registered sampling sites.	42	42	5	3	4	4	5	4	4	17	4.25
3	Compliance against SANS 241.	100%	100%	5	4	4	4	4	4	3	15	3.75
4	Compliance and monitoring of Green drop status-Samplying of waste water	6	6	4	3	4	4	4	4	4	16	4
5	Compliance and monitoring of Green drop status-compliance of quality standards	100%	100%	4	4	4	4	4	4	4	16	4
6	To coordinate bulk water supply	100%	100%	5	4	4	4	4	4	3	15	3.75
7	To facilitate upgrade & maintenance	100%	100%	4	4	4	4	4	4	3	15	3.75
8	To coordinate maintenance & up keeping of all parks	100%	100%	3	3	3	3	3	3	3	12	3
9	To facilitate application of permit and licence for landfill site	1	0	3	1		3	3	2	2	10	2.5

10	To coordinate purchase of Vehicle & Implements	12	30	5	5	5	5	5	5	5	20	5	
11	Purchase compactor and TLB	1	1	3	3	3	3	3	3	3	12	3	
12	To coordinate construction of Thusong centre in Nancefield Ex.7	1	1	5	3	4	4	3	4	3	14	3.5	
13	To renovate MTD Stadium in Nancefield Ext. 5	1	1	3	3	3	3	3	3	3	12	3	
14	To provide market in Madimbo and Nancefield	1	1	3	3	3	3	3	3	3	12	3	
15	To replace electrical transmission poles in Nancefield	1	1	5	3	4	4	4	4	3	15	3.75	
16	To construct access road for Musina Ext. 14	1	1	4	3	3.5	3	3	4	3	13	3.25	
17	To re-tar and re-gravel 2km of roads in Musina	1	1	5	4	4.5	5	4	4	4	17	4.25	
18	To electrify 1112 households in the villages	112	802	3	3	3	3	3	3	3	12	3	
19	To contract Storm Water Drainage	2km	0	3	3	3	3	3	3	3	12	3	
	Total						**70**	**69**	**69**	**62**	**270**	**67.5**	
	Available Points						**95**	**95**	**95**	**95**	**380**	**95**	
	Avarage						**73.68421053**	**72.63157895**	**72.63157895**	**65.2631579**	**71.05263**	**71.05263158**	

Consolidation	
Period	**Total Score**
Midyear	240
Annual	270
Total	510
Available Points	700
Avarage Percentage	72.85714286
CMC Percentage	90
Total Combined percentage	162.8571429
Overall Percentage	200
Final Percentage	81.42857143

	CORE COMPETENCY REQUIREMENTS	PANEL					
No	**CORE MANAGERIAL COMPETENCIES(CMC)**	**MJ MATSHIVHA**	**KP RAVHUDZULO**	**SS RAZWIEDANI**	**B NDOU**	**TOTAL**	**AVERAGE**
1	Strategic capability and leadership	4	5	4	4	17	4.25
2	Programme and project management	5	5	4	5	19	4.75
3	Financial management	5	5	4	5	19	4.75
4	Knowledge management	5	5	4	5	19	4.75
5	Problem solving and analytical thinking	5	5	4	5	19	4.75
6	Client orientation and customer focus	5	5	3	4	17	4.25
7	Competency in policy conceptualization analysis and implementation	4	5	4	4	17	4.25
8	Knowledge of more than one functional Municipal field or discipline	5	4	4	4	17	4.25
	TOTALS	**38**	**39**	**31**	**36**	**144**	**36**
	Available Points	40	40	40	40	160	40
	Average Percentage Score	95	97.5	77.5	90	90	90

Confirmation of Scores by Panel

Signature	Signature	Signature	Signature
MJ MATSHIVHA	**KP RAVHUDZULO**	**SS RAZWIEDANI**	**B NDOU**

ECONOMIC DEVELOPMENT AND PLANNING

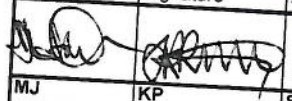
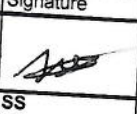
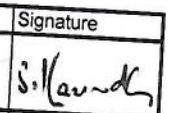
MID-YEAR PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	JS KAUNDA	TOTAL	AVERAGE
1	Funding of LED projects	2	0	1	1	1	1	1	1	1	4	1
2	150 jobs created through labour intensive methods	130(1)	976(1)	5	5	5	5	5	5	5	20	5
3	Conduct SMME Training Workshops	1	3	5	5	5	5	5	5	5	20	5
4	Conduct Marketing Exhibitions	2	2	5	3	4	5	3	4	4	16	4
5	Hold IDP steering committee meetings	6	6	5	3	4	4	3	4	4	15	3.75
6	Hold IDP Rep. Forum meetings	3	3	5	3	4	3	3	4	4	14	3.5
	Total						**23**	**20**	**23**	**23**	**89**	**22.25**
	Available Points						**30**	**30**	**30**	**30**	**120**	**30**
	Avarage						**76.66666667**	**66.66666667**	**76.66666667**	**76.6666667**	**74.16667**	**74.16666667**

ANNUAL PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	JS KAUNDA	TOTAL	AVERAGE
1	Funding of LED projects	2	0	1	1	1	1	1	1	1	4	1
2	150 jobs created through labour intensive methods	20	140	5	5	5	5	5	5	5	20	5
3	SMME Workshops	1	2	5	5	5	4	5	5	5	19	4.75
4	Paticipate in Marketing exhibition	1	1	5	5	5	5	4	5	5	19	4.75
5	IDP steering committee meetings conducted	8	8	5	3	4	3	4	4	4	15	3.75
6	IDP Representative forum meetings conducted.	7	7	5	3	4	3	4	4	5	16	4
7	Draft IDP/Budget consultation meetings held.	6	6	5	3	4	3	4	4	4	15	3.75
8	Review LED Strategy	1	0	1	1	1	1	1	1	1	4	1
9	Credibible IDP adopted	1	1	5	3	4	3	4	4	4	15	3.75
10	SDF reviewed	1	0	3	1	2	1	2	2	2	7	1.75
	Total						**29**	**34**	**35**	**36**	**134**	**33.5**
	Available Points						**50**	**50**	**50**	**50**	**200**	**50**
	Avarage						**58**	**68**	**70**	**72**	**67**	**67**

Consolidation	
Period	**Total Score**
Midyear	89
Annual	134
Total	223
Available Points	320
Avarage Percentage	69.6875
CMC Percentage	77.5
Total Combined percentage	147.1875
Overall Percentage	200
Final Percentage	73.59375

	CORE COMPETENCY REQUIREMENTS	PANEL					
No	CORE MANAGERIAL COMPETENCIES(CMC)	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	JS KAUNDA	TOTAL	AVERAGE
1	Strategic capability and leadership	3	5	4	4	16	4
2	Programme and project management	3	5	4	4	16	4
3	Financial management	3	4	3	3	13	3.25
4	Change management	4	4	4	4	16	4
5	Knowledge management	3	4	4	4	15	3.75
6	Communication	3	5	5	5	18	4.5
7	Honesty and integrity	3	4	5	4	16	4
8	Competency and self management	3	4	5	4	16	4
9	Knowledge of developmental local government	4	4	4	4	16	4
10	Knowledge of performance management and reporting	3	4	4	4	15	3.75
11	Knowledge of global and SA specific political conceptualization,analysis and implementation	3	4	4	4	15	3.75
12	Competency in policy conceptualization analysis and implementation	3	4	4	4	15	3.75
13	Knowledge of more than one functional Municipal field or discipline	3	4	4	4	15	3.75
14	Governance skills	3	5	4	4	16	4
15	Competency as required by other national line sector departments	3	4	4	4	15	3.75
16	Exceptional and dynamic creativity to improve the functioning of the Municipality.	3	4	4	4	15	3.75
	TOTALS	**50**	**68**	**66**	**64**	**248**	**62**
	Available Points	80	80	80	80	320	80
	Average Percentage Score	62.5	85	82.5	80	77.5	77.5

Confirmation of Scores by Panel

Signature	Signature	Signature	Signature
			
MJ MATSHIVHA	**KP RAVHUDZULO**	**SS RAZWIEDANI**	**JC KAUNDA**

COMMUNITY SERVICES DEPARTMENT

MID-YEAR PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	JS KAUNDA	TOTAL	AVERAGE
1	Conduct quarterly clean up campaigns	2	0	1	1	1	1	1	1	1	4	1
2	Conduct two (2) crime prevention awareness campaigns	2	0	1	1	1	1	1	1	1	4	1
3	Easter and Festive awareness campaigns	1	1	5	3	4	3	3	3	3	12	3
4	Conduct 2 crime prevention workshops	1	0	1	1	1	1	1	1	1	4	1
5	Access to testing of vehicles facilitated	1	70	1	1	1	1	1	1	1	4	1
	Total						**7**	**7**	**7**	**7**	**28**	**7**
	Available Points						**25**	**25**	**25**	**25**	**100**	**25**
	Avarage						**28**	**28**	**28**	**28**	**28**	**28**

ANNUAL PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	JS KAUNDA	TOTAL	AVERAGE
1	Environmental awareness campaigns held	2	2	5	3	4	3	3	3	4	13	3.25
2	Clean-up campaigns held	2	2	5	3	4	3	3	3	3	12	3
3	2 Crime Prevention Awareness campaigns	1	1	5	3	4	3	3	3.5	4	13.5	3.375
4	Awareness Festive seasons and Easter operations conducted	1	2	5	5	5	4	4	3	5	16	4
5	To reduce traffic violations	50%		3	1	2	2	2	2	2	8	2
6	Crime prevention workshops held	2	2	5	3	4	3	3	3	3	12	3
7	Launching Women Against Abuse and Crime (WAAC) conducted	1	0	1	1	1	1	1	1	1	4	1
8	Patrolling of town campaigns in all the wards conducted	6	6	5	3	4	3	4	3	4	14	3.5
9	Street names provided	50	30	3	2	2	2	2	2	2	8	2
10	Access to testing of vehicles facilitated	50	98	5	5	5	5	5	5	5	20	5
11	Safety campaigns conducted	5	5	5	3	4	3	3	3	4	13	3.25
	Total						**29**	**30**	**28.5**	**33**	**120.5**	**30.125**
	Available Points						**55**	**55**	**55**	**55**	**220**	**55**
	Avarage						**52.72727273**	**54.54545455**	**51.81818182**	**60**	**54.77273**	**54.77272727**

Consolidation	
Period	**Total Score**
Midyear	28
Annual	120.5
Total	148.5
Available Points	320
Avarage Percentage	46.40625
CMC Percentage	77.5
Total Combined percentage	123.90625
Overall Percentage	200
Final Percentage	61.953125

	CORE COMPETENCY REQUIREMENTS	PANEL					
No	CORE MANAGERIAL COMPETENCIES(CMC)	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	JS KAUNDA	TOTAL	AVERAGE
1	Strategic capability and leadership	3	5	4	4	16	4
2	Programme and project management	3	5	4	4	16	4
3	Financial management	3	4	3	3	13	3.25
4	Change management	4	4	4	4	16	4
5	Knowledge management	3	4	4	4	15	3.75
6	Communication	3	5	5	5	18	4.5
7	Honesty and integrity	3	4	5	4	16	4
8	Competency and self management	3	4	5	4	16	4
9	Knowledge of developmental local government	4	4	4	4	16	4
10	Knowledge of performance management and reporting	3	4	4	4	15	3.75
11	Knowledge of global and SA specific political conceptualization,analysis and implementation	3	4	4	4	15	3.75
12	Competency in policy conceptualization analysis and implementation	3	4	4	4	15	3.75
13	Knowledge of more than one functional Municipal field or discipline	3	4	4	4	15	3.75
14	Governance skills	3	5	4	4	16	4
15	Competency as required by other national line sector departments	3	4	4	4	15	3.75
16	Exceptional and dynamic creativity to improve the functioning of the Municipality.	3	4	4	4	15	3.75
	TOTALS	**50**	**68**	**66**	**64**	**248**	**62**
	Available Points	80	80	80	80	320	80
	Average Percentage Score	62.5	85	82.5	80	77.5	77.5

Confirmation of Scores by Panel

Signature	Signature	Signature	Signature
MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	JC KAUNDA

CORPORATE SERVICES

MID-YEAR PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	B NDOU	TOTAL	AVERAGE
1	Number of critical positions filled	4	4	3	3	3	3	3	3	3	12	3
2	Number of positions filled	348(1)	320(1)	4	4	4	4	4	4	4	16	4
3	Submit monthly training reports to LGSETA	6	6	3	3	3	3	3	3	3	12	3
4	Develop individual performance plan for MSA Sect. 54 & 56	6	6	3	3	3	3	3	3	3	12	3
5	Coordinate quarterly performance reports for MSA Sect. 54 & 56	6	6	3	3	3	3	4	3	3	13	3.25
6	Compile outcomes 9 and Turn Around strategy reports	2	2	3	3	3	3	5	3	3	14	3.5
7	To ensure security to municipality and staff	0	1	3	3	3	3	2	2	2	9	2.25
8	Adopt Policies and By-Laws	0	10	1	1	1	1	1	1	1	4	1
	Total						**23**	**25**	**22**	**22**	**92**	**23**
	Available Points						**40**	**40**	**40**	**40**	**160**	**40**
	Avarage						**57.5**	**62.5**	**55**	**55**	**57.5**	**57.5**

ANNUAL PERFORMANCE							PANEL SCORE					
NO	KPI INSTRUCTION	TARGET	ACTUAL	OWN SCORE	SUPERVISOR SCORE	AVERAGE SCORE	MJ MATSHIVHA	KP RAVHUDZULO	SS RAZWIEDANI	B NDOU	TOTAL	AVERAGE
1	Number of critical positions filled	4	4	3	3	3	3	4	3	3	13	3.25
2	Number of positions filled	432	395	3	3	3	3	3	3	3	12	3
3	Policy to be reviewed and work shopped	8	12	5	5	5	5	5	5	4	19	4.75
4	Develop an Employment equity plan	1	0	1	1	1	1	1	1	1	4	1
5	Submit the WSP to LGSETA by 30 June.	1	0	1	1	1	1	4	3	3	11	2.75
6	Submit monthly training reports to LGSETA	6	6	3	3		3	3	3	3	12	3
7	Electronic submission of employment equity report to depart of Labour by 15 Jan 2014.	1	1	3	3	3	3	4	3	3	13	3.25
8	Develop individual performance plan for each of the MSA sec 54 &56 appointees	6	6	5	4	4.5	4	5	5	4	18	4.5
9	Coordinate quarterly performance reports for MSA sec 54 & 56 Managers	12	12	5	4	4.5	4	3	4	4	15	3.75
10	Cordinate midyear and annual performance reviews for MSA sec 54 & 56 Managers	6	6	5	4	4.5	4	4	4	4	16	4
11	Compile annual report	1	1	5	3	4	5	5	4	3	17	4.25
12	Compile midyear reports	1	1	5	3	4	3	4	4	3	14	3.5
13	Compiled outcome 9 and turn around strategy reports	2	2	3	3	3	3	3	3	3	12	3
14	Compile sdbip	1	1	5	5	5	5	5	4	4	18	4.5
15	Ensure security to municipal buildings and staff	1	0	1	1	1	1	2	1	2	6	1.5
16	Adopted policies and bylaws	10	0	1	1	1	1	1	1	1	4	1
	Total						**49**	**56**	**51**	**48**	**204**	**51**
	Available Points						**80**	**80**	**80**	**80**	**320**	**80**
	Avarage						**61.25**	**70**	**63.75**	**60**	**63.75**	**63.75**

Consolidation	
Period	**Total Score**
Midyear	92
Annual	204
Total	296
Available Points	480
Avarage Percentage	61.66666667
CMC Percentage	76.66666667
Total Combined percentage	138.3333333
Overall Percentage	200
Final Percentage	69.16666667

CORE COMPETENCY REQUIREMENTS		PANEL					
No	**CORE MANAGERIAL COMPETENCIES(CMC)**	**MJ MATSHIVHA**	**KP RAVHUDZULO**	**SS RAZWIEDANI**	**B NDOU**	**TOTAL**	**AVERAGE**
1	Strategic capability and leadership	3	4	3	3	13	3.25
2	Financial management	4	5	4	4	17	4.25
3	Service delivery innovation	3	4	3	3	13	3.25
4	Problem solving and analytical thinking	3	4	3	3	13	3.25
5	People management and empowerment	3	4	4	4	15	3.75
6	Client orientation and customer focus	3	4	4	4	15	3.75
7	Communication	3	4	4	4	15	3.75
8	Interpritation of and implementation within the legislative and national policy framework	3	5	4	4	16	4
9	Knowledge of developmental local government	3	5	4	4	16	4
10	Knowledge of performance management and reporting	3	5	4	4	16	4
11	Competency in policy conceptualization,analysis and implementation	3	5	4	4	16	4
12	Knowledge of more than one functional Municipal field or discipline	3	5	4	4	16	4
13	Mediation skills	3	4	4	4	15	3.75
14	Governance skills	5	5	4	4	18	4.5
15	Competence as required by other national line sector departments	4	4	4	4	16	4
	TOTALS	**49**	**67**	**57**	**57**	**230**	**57.5**
	Available Points	75	75	75	75	300	75
	Average Percentage Score	65.33333333	89.33333333	76	76	76.666667	76.66666667

Confirmation of Scores by Panel

Signature	Signature	Signature	Signature
MJ MATSHIVHA	**KP RAVHUDZULO**	**SS RAZWIEDANI**	**B NDOU**