

APPENDIX B

(To the Performance Agreement)

PERSONAL DEVELOPMENT PLAN (PDP)

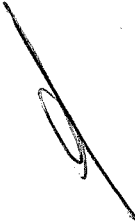
Made and entered into by and between:

**Sundays River Valley Municipality
As represented by the Municipal Manager
Mr Lonwabo Ronald Ngoqo**

And

Mrs Nkosazana Ponco-Tatani

Period: 1 July 2015 to 30 June 2016


N. Ponco
Municipal Manager



Training and Development

- Every employee is required to have a **Personal Development Plan (PDP)** that is used throughout the year.
- These plans form a key part of the skills development planning process.
- PDPs provide an opportunity for managers and employees to jointly identify training and development needs in order to improve job performance and to support individual development and succession planning.
- PDPs are not only used to increase the ability for a person to perform their current job but also to prepare a person for the next position they do.
- Suggested training or development activity should preferably be in line with the National Qualifications Framework to enable the trainee to obtain recognition towards a qualification.
- PDP does not just concern itself with formal training; other methods such as those shown below can also be improved to build on existing skills.
- (On-the-job-training; Mentoring; Study or reading; job rotation; involvement in a specific project or task)

MUNICIPAL COMPETENCY REGULATIONS

General Competency Levels of Chief Financial Officers (CFO)

- The chief financial officer of a municipality must generally have the skills, experience and capacity to assume and fulfill the responsibilities and exercise the functions and powers assigned in terms of the Act to the CFO
- A CFO must note that any failure to comply with any financial management responsibilities, functions and powers entrusted to that official may constitute financial misconduct

Minimum competency levels for CFO

- The CFO must comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies
- Must be competent in the standards prescribed for financial and supply chain management competency areas as set out below

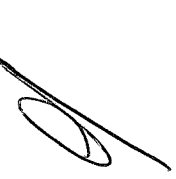
MINIMUM COMPETENCY LEVEL FOR CFO

Description	All Municipalities	Required Minimum Competency level in Unit Standards	Competent/ Non- competent
Higher Education Qualification	At least NQF level 6 in fields of accounting, finance or Chartered Accounting		
Work-related Experience	Minimum of 5 years at middle management levels.		
Core Managerial and Occupational Competencies	As described in the performance regulations (CCRs)		
Financial and Supply Chain Management Competency Areas:			
	SAQA US ID	UNIT STANDARD TITLE	
Strategic Leadership and Management	116358	Contribute to the strategic planning process in a South African municipality	
Strategic financial management	116361	Interpret South African legislation and policy affecting municipal financial management	
	116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	
Operational financial management	116362	Manage a municipality's assets and liabilities	
	116345	Apply the principles of budgeting within a municipality	
	119352	Apply principles of information systems to public finance and administration	
	119341	Apply cost management information systems in the preparation of management reports	
	119331	Conduct working capital management activities in accordance with sound financial management policy	
Governance, ethics and values in financial management	116364	Plan a municipal budgeting and reporting cycle	
Financial and performance reporting	116343	Apply the principles of ethics in a municipal environment	
	116363	Prepare and analyse municipal financial reports	
	119350	Apply accounting principles and procedures in the preparation of reports and decision making	
	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	
	116341	Conduct performance management to a South African municipal environment	
Risk and change management	116339	Apply risk management in South African municipalities	

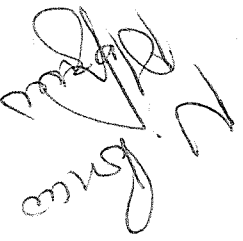

N. Nkomo
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Financial and Supply Chain Management Competency Areas:		Required Minimum Competency Level in Unit Standards		
	SAQA US ID	UNIT STANDARD TITLE	Competent/ Non-competent	
Legislation, policy and implementation	119334	Discuss the selected legislative framework governing the public sector management and administration environment		
Stakeholder relations	116348	Conduct stakeholder consultation around municipal finance programmes		
Supply Chain Management	116353	Discuss the selected legislative regulatory framework governing the public sector management and administration environment		

PERSONAL DEVELOPMENT PLAN:								
Employee Name: Mrs. N Ponco-Tatani								
JOB TITLE: CFO								
Date of Entry	Skill required / performance gap	Outcomes Expected (what will I achieve)	Suggested Training and / or activity and mode of delivery	Suggested Time Frames/ completion date	Work Opportunity Created to Practice Skills Development Facilitator skill / Development Area	Support Person	Signature of Employee and Manager	Comments at next Review
	Strategic Planning	116358	Fort Hare Solutions		On job	Skills Development Facilitator		
	Stakeholder Consultation	116348	Fort Hare Solutions		On job	Skills Development Facilitator		



	Performance Management	116341	Fort Hare Solutions		On job	Skills Development Facilitator		
	Contribute to capital planning and financing	116347	Fort Hare Solutions		On job	Skills Development Facilitator		
	Apply costing principles to municipal operational and service-based costing	116340	Fort Hare Solutions		On job	Skills Development Facilitator		
	Manage a municipality's assets and liabilities		Fort Hare Solutions		On job	Skills Development Facilitator		
	Plan a municipal budgeting and report cycle		Fort Hare Solutions		On job	Skills Development Facilitator		



Sundays River Valley
MUNICIPALITY

SUNDAYS RIVER VALLEY DISTRICT MUNICIPALITY

PERFORMANCE PLAN : Nkosazana Ponco

2015/2016

Chief Financial Officer

Finance and Administration

N. Ponco
Chief Financial Officer

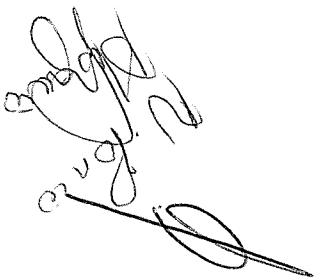
PERFORMANCE PLAN : Nkosazana Ponco (Chief Financial Officer)

2015/2016

Objective	Strategy	Key Performance Indicator (Project)	Annual Target	Proof	Weighting	Targets			
						September 2015/2016	December 2015/2016	March 2015/2016	June 2015/2016
KPA 5. GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
To ensure all findings by the Auditors are addressed	Audit implementation plan	% progress on audit action plan (CSS00385)	100% progress on audit action plan	Report from IA	6.7%	25% progress on the audit action plan	50% progress on the audit action plan	75% progress on the audit action plan	100% progress on the audit action plan
To institutionalize risk management	Risk Management	number of repeat finding eliminated (CSS00386)	Repeat findings eliminated	Reports from IA	10.1%	Repeat findings eliminated	Repeat findings eliminated	Repeat findings eliminated	Repeat findings eliminated
		# of risks addressed as communicated by Internal Audit	All risks addressed	Reports from IA	6.7%	All strategic risks identified by IA addressed	All strategic risks identified by IA addressed	All strategic risks identified by IA addressed	All strategic risks identified by IA addressed
KPA 6. FINANCIAL VIABILITY AND MANAGEMENT									
To ensure proper procurement of goods and services in terms of chapter 11 of MFMA	Proper implementation of the SCM policy	fruitless, wasteful and unauthorised expenditure reduced (MNA00406)	Reduced to zero	Reports to standing committee;	10.1%	Reduced to zero	Reduced to zero	Reduced to zero	Reduced to zero
		% Irregular expenditure reduced (MNA00405)	Irregular expenditure reduced by 80% relative to the previous year	Section 52d reports	10.1%	Irregular expenditure reduced by 80% relative to the previous year at the same time	Irregular expenditure reduced by 80% relative to the previous year at the same time	Irregular expenditure reduced by 80% relative to the previous year at the same time	Irregular expenditure reduced by 80% relative to the previous year at the same time
		% reduction in deviations (MNA00404)	Deviations constitute not more than 20% of all transactions	Deviations register; Section 52d	10.1%	Deviations constitute not more than 20% of all transactions	Deviations constitute not more than 20% of all transactions	Deviations constitute not more than 20% of all transactions	Deviations constitute not more than 20% of all transactions
To ensure debt is managed sustainably	Revenue collection enhanced	% increase in revenue collected (MNA00403)	25% increase from previous years' collected revenue.	Section 52d reports; Annual report	10.1%	25% increase from previous years' collection at the same quarter	25% increase from previous years' collection at the same quarter	25% increase from previous years' collection at the same quarter	25% increase from previous years' collection at the same quarter
To put in place and adhere to effective systems and procedures of expenditure	Cash management	Number of days creditors outstanding (MNA00402)	To 60 days	Creditors age analysis; Reports	8.1%	60 days	60 days	60 days	60 days
To produce financial reports that meet the requirements of National Treasury department	Compliant mid-year reporting	Timely submission of reports (MNA00401)	All mid-year reports submitted to relevant bodies	12 section 72 reports; 4 section 52d reports; 1 section 72 report	6.7%	All applicable reports submitted on time	All applicable reports submitted on time	All applicable reports submitted on time	All applicable reports submitted on time
	To ensure effective budgeting	Timely submission of annual and mid-year budget (MNA00400)	Annual and Mid-year budget submitted within prescribed timeframe	Council resolutions	6.7%	N/A	N/A	Midyear budget submitted (30 January)	Annual budget submitted –End May

PERFORMANCE PLAN : Nkosazana Ponco (Chief Financial Officer)

To ensure compliant reporting in respect of spending on all grants received	Efficient spending and monitoring of grant allocations	% expenditure on each conditional grant against allocation (MNA00399)	100% Realization of grant	Section 52d reports; Reports to standing committee;	8.1%	25%	25%	25%	25%	25%
General	Ensure that the Municipality complies with Legislation applicable to it	financial viability as expressed by the ratios	100% compliance	Reports from IA	6.7%	100% compliance	100% compliance	100% compliance	100% compliance	100% compliance



CORE COMPETENCY REQUIREMENTS (CCR's) : Nkosazana Ponco (Chief Financial Officer)

2015/2016

Core Competency Requirement	Annual Target	Proof	Weighting	Targets		
				September 2015/2016	December 2015/2016	March 2015/2016 June 2015/2016
CCR 1. MANAGERIAL			18.8%			
Supply Chain Management						
CCR 2. OCCUPATIONAL						
Client orientation and Customer Focus			18.8%			
People Management and Empowerment			12.5%			
Financial Management			50%			

