APPENDIX A

Individual Performance Scorecard: 2009 - 2010

Acting Chief Financial Officer

E.L.L. Mnqonywa

Position Purpose:

Level	Terminology	Description
5	Outstanding	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has
4	Performance	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully
2	Performance 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

To Provide sound financial management , support and strategic direction to Buffalo City Municipality in respect of Municipal assets and risks; budget and treasury; revenue and debt collection; and complete financial services to all directorates

KPA	Service Delivery Objective	IDP / SDBIP Reference Codes	Indicators	Indicator Definition	Measurement Source	Frequency	Baseline	Target 09/10	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Indicator Owner	Weighting	Reason for Deviation / Barriers	Score Review 1 (1 2 3 4 5)	Score Review 2 (1 2 3 4 5)
Municipal Financial Viability & Management	Improvement of debt collection	I & F 1	Revenue collection rate		Monthly financial report	Monthly	**93%**	93,5%	80%	85%	90%	93,5%	CFO				
			Reduction in the debtors book as at June 2009		Monthly financial report	Monthly	R475m	R430m	R460m	R450m	R440m	R430m	CFO				
			The rand value increase in the Municipal Valuation roll.		Valuation roll	Quarterly	R63,7 billion	R66,3 billion	R64,3 billion	R65,0 billion	R65,63 billion	R66,3 billion	CFO				
			% Outstanding Service Debtors to Revenue as defined in the Municipal Planning & Performance Management Regulations		Performance Reports	Quarterly	16%	18%	16%	17%	18%	18%	CFO				
			Debt to Revenue Ratio as defined in the Municipal Planning and Performance Management Regulations (2001)		Performance Reports	Bi - annually	35%	43%	38%	40%	43%	43%	CFO				
	Operating budget efficiently and effectively structured to support service delivery		Cost Coverage as defined in the Municipal Planning and Performance Management Regulations (2001)		Performance Reports	Quarterly	16%	18%	16%	17%	18%	18%	CFO				
	Implementation and monitoring of the Asset Road Map		% attainment of a fully GRAP compliant Asset Register		GRAP Compliant Asset Register	Quarterly	90%	100%	100%	100%	100%	100%	CFO				

KPA	Service Delivery Objective	IDP / SDBIP Reference Codes	Indicators	Indicator Definition	Measurement Source	Frequency	Baseline	Target 09/10	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Indicator Owner	Weighting	Reason for Deviation / Barriers	Score	
																Review 1	Review 2
																1 2 3 4 5	1 2 3 4 5
	Review and update the Accounting Policies		Progress made towards preparing Annual Financial Statements in terms of legislation and relevant accounting standards		Audited Annual Financial Statements	Quarterly	Audited Annual Financial Statements for the previous year	90%	100%	100%	100%	100%	100%				
Municipal Financial Viability & Management	Compliance with Accounting Standards		% Compliance with MFMA and Reporting Requirements		Auditor-General's Report	Annually	100%	100%	0	0	100%	100%	CFO				
	All households earning less than R1640 per month that have access to basic services through the indigent grant		No. of registered indigent households entitled to basic services that are registered and receive the indigent grant		Indigent register	Quarterly	50300	55 000	52000	53000	54000	55000	CFO				
	Review and Implement Supply Chain Management Policies & Procedures		Reduction in turn-around time for Formal Tenders		SCM Reports	Quarterly	Nil	2 months	2months	2months	2months	2months	CFO				
			Reduction in turn-around time for Informal Tenders		SCM Reports	Quarterly	Nil	2weeks	2weeks	2weeks	2weeks	2weeks	CFO				
ACTING MUNICIPAL MANAGER:	A. MAGWENTSHU				DIRECTOR:	E. L.L. MNQONYWA											
SIGNATURE:	_____				SIGNATURE:	_____											
DATE:	_____				DATE:	_____											