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**ANNUAL PERFORMANCE ASSESSMENT FORM FOR MUNICIPAL MANAGER AND SECTION 56 MANAGERS
FINANCIAL YEAR 2020/2021**

DETAILS OF INCUMBENT:

SURNAME AND INITIALS: MANKGA M.P
JOB TITLE: DIRECTOR CORPORATE SERVICES
DATE OF EMPLOYMENT: 1 MARCH 2021 (Acting in post from 1 February 2020)
PERIOD OF EMPLOYMENT CONTRACT: 5 YEARS: 01 MARCH 2021 – 30 FEBRUARY 2026
PERIOD ASSESSED: 1 JULY 2020 – 30 JUNE 2021

PART 1: TO BE COMPLETED BY EMPLOYEE

This section has to be completed by the employee prior to the appraisal. If the space provided is insufficient, the comments can be included in an attachment.

1. During the past year my major accomplishments as they relate to my performance agreement were as follows :

It is evident that during my acting capacity in the period under review I was able to achieve over 95% set milestones for the directorate which in the previous years was not realized and further made critical reviews to all HR policies in accordance with collective agreements, new legislation, Acts and further developed the Delegation of system for the 4th term of Council as mandated through section 59 of MSA since it elapsed in 2007. I was able to resuscitate the functioning of Local Labour forum and subsequent reporting resolution to Council for ratification. I was able to establish an effective LLF sub-committees to ensure smooth sailing of matters of mutual interest as guided through Main collective agreements. I was able to advocate for development and approval of long pending danger allowance policy in line with clause 11 of collective agreement on conditions of employment for Mpumalanga Division and its effective implementation. I was able to champion the capacity program for councillors to enlist for CPMD to have minimum competency level and better understanding of municipal operations and compliance. I was able to champion the review of down sized organogram chart to realize fit for purpose principle, further conducted job

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evaluation task which positively impacted towards our outstanding performance rewarded by SALGA under the category of the most improved local municipality on implementation of task job evaluation process.

2. During the past year I was less successful in the following areas for the reasons stated:

I was not able to train employees as per the approved work skills plan due to delay on appointment of service providers, the maintenance program for office buildings are not being realized due to the cashflow constraints

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PART 2: PERFORMANCE ASSESSMENT

The Performance assessment is based on the Quarterly Performance Reports for the Business Units as well as the Department, as reflected in clause 4.2 of the performance agreement and performance plan.

The performance reports will therefore form the basis of the discussion and need to be submitted, together with the portfolio of evidence.

2.1 STANDARD RATING SCHEDULE

Standard Rating Schedule for Key Performance Areas (KPA) and Core Competency Requirements (CCRs)

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 performance agreement (PA) and performance plan (PP) 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 or acceptable performance	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 PP					
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 PP					
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 PP. 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					

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2.2 KEY PERFORMANCE AREAS AS PER THE SDBIP
Rating by Employee and Supervisor of Key Performance Areas (KPA's)

Note: Weightings in the tables in this document must correspond to the weightings in the performance agreement for the specific financial year; projects reported on must correspond to those in the SDBIP.

KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT					WEIGHTING = 71%			
COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION RATING	RATING (1-5)	EVALUATION PANEL		
Alignment of Program AND/OR MES Organogram to IDP	Number of organisational structures reviewed in line with the IDP & submitted to Council for approval	1 Organisational structure reviewed in line with the IDP & submitted to Council for approval by 30 June 2021	Achieved. 1 Organisational structure reviewed in line with the IDP & submitted to Council for approval on 28 May 2021	APR POE file	4	The KPI fully achieved in accordance with the required set standards, further that the organogram chart was down sized to realize fit for purpose principle, further conducted job evaluation task which positively impacted towards our outstanding performance rewarded by SALGA under the category of the most improved local municipality on implementation of task job evaluation	5	Exceptional performance for the KPI	5	In agreement with Supervisor scoring

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KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT							WEIGHTING = 71%			
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATIONAL RATING	RATING (1-5)	SUPERVISOR RATING (1-5)	MOTIVATIONAL RATING	RATING (1-5)	EVALUATION PANEL RATING
PROGRAMS AND/OR PROJECTS												
Development of (WSP)	Number of WSP submitted to LGSETA	Number of WSP submitted to LGSETA by 30 April 2021	Achieved. 1 WSP submitted to LGSETA on 30 April 2021	APR POE file	3		The KPI fully achieved in accordance with the required set standards.	3	Standard achievement	4	Implementation of the requested training was executed.	
Development of Annual Training Report (ATR)	Number of ATR submitted to LGSETA	Number of ATR submitted to LGSETA by 30 April 2021	Achieved. 1 ATR submitted to LGSETA on 30 April 2021	APR POE file	3		The KPI fully achieved in accordance with the required set standards.	3	Standard achievement	4	Both administration and leadership were trained, most importantly on the MFMP, supporting employee development and improvement.	
Employment Equity Report	Submission of the EE report to the Department of Labour	Submission of EE Report on or before 15 January 2021	Achieved. EE Report submitted to Department of Labour on 15 Jan 2021	APR POE file	3		The KPI fully achieved in accordance with the required set standards.	3	Standard achievement	4	Compliance with the legislation and adherence to administrative duties related to the	

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KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT					WEIGHTING = 71%					
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATIONAL RATING	RATING (1-5)	SUPERVISOR	RATING (1-5)	MOTIVATIONAL RATING	EVALUATION PANEL
PROGRAM AND/OR PROJECTS												
Training of minimum competency for officials & councillors	Number of Officials & Councillors trained on Minimum competency	39 Officials & 11 Councillors trained on Minimum competency by 30 June 2021	Achieved 39 officials & 11 Councillors trained on Minimum Competency by 30 June 2021.	APR POE file	4	4	The KPI fully achieved in accordance with the required set standards. There was further capacity program implemented for councillors and officials through intervention of the sector departments i.e. Municipal performance management training, Communication strategy and community engagement, protocol services	4	Extra efforts was exercised by the incumbent.	4	In agreement with Supervisor scoring operations.	
Training for Municipal officials	Number of Municipal officials trained	90 Municipal officials trained on approved	Achieved	APR POE file	3	3	The directorate has fully submitted the terms and reference	3	Standard Performance	4	Recognise and reinforce organisational	

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KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT					WEIGHTING = 71%			
COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION RATING	RATING (1-5)	SUPERVISOR	RATING (1-5)	EVALUATION PANEL
PROGRAM MESS AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	training programmes by 30 June 2021								
on approved training programmes										
Employee Assistant Programme	Number of programmes implemented as part of the Employee Wellness Programme	2 programmes implemented as part of the Employee Wellness Programme by 30 June 2021	Achieved. 2 programmes implemented as part of the Employee Wellness Programme	APR POE file	3	The KPI fully achieved in accordance with the required set standards and the directorate was able to comply with COVID 19 health protocol at all times, champion the establishment of COVID response	4	Extra activities executed	4	In agreement with Supervisor scoring
						for appointment of training providers and depended on other directorate for further handling. The training program could not be implemented accordingly due to disaster management regulations restrictions for the remainder of employees who could not attend training via virtual platform				performance. Support career development.

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KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT					WEIGHTING = 71%			
COMPLETED BY INCUMBENT							SUPERVISOR		EVALUATION PANEL	
PROGRAM AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION RATING	RATING (1-5)	MOTIVATION RATING	RATING (1-5)	MOTIVATION RATING
Labour Relations Cases	% of labour related cases attended to	100% of labour related cases attended to by 30 June 2021	Achieved. 100 % of labour related cases registered and initiated.	APR POE file	3	team providing advises on strategies to flatten the curve, further that the directorate was able to support employees for medical boarding. The handling of cases depended on cooperation of both parties involved to conclude on a matter amicably within the confines of the rule of law.	3	The matter is beyond the incumbent	4	Consequence Management was applied, officials affected were held responsible for their actions. Disciplinary case register is in place.
Awareness campaigns on consequences of ill-disciplined for all employees	Number of awareness campaigns on disciplinary code and HR Policies for all employees conducted	4 Awareness campaigns on disciplinary code and HR policies for all employees conducted by 30 June 2021	Achieved. 4 Awareness campaigns on disciplinary code and HR policies for all employees conducted by 30	APR POE file	4	The KPI fully achieved in accordance with the required set standard and further conducted departmental session on reviewed policies	4	Extra efforts was exercised by the incumbent	4	In agreement with Supervisor scoring

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KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT							WEIGHTING = 71%		
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION RATING	RATING (1-5)	SUPERVISOR	MOTIVATION RATING (1-5)	EVALUATION PANEL
PROGRAM AND/OR PROJECTS				June 2021							
Development of Institutional Corporate Calendar for Governance meetings	Number of Institutional Corporate calendars compiled for Municipal governance meetings	1 Institutional Corporate calendar compiled for Municipal governance meetings by 30 June 2021	Achieved. 1 Institutional Corporate Calendar compiled	APR POE file	3		and circulate memorandum detailing new policies and concertizing employees on code of conduct.	4	There was an improvement for proper coordination of municipal operations.	4	In agreement with Supervisor scoring
OHS Workshop	Number of OHS Workshops held	4 OHS Workshops held by 30 June 2021	Achieved. 4 OHS Workshop held	APR POE file	3		The KPI fully achieved in accordance with the required set standards. The developed calendar improved coordination of meetings and reduce the clatch of meetings	3	Standard achievement	5	Achieved during Covid restrictions.
OHS Inspections	Number of OHS Inspections reports compiled	4 OHS Inspections reports compiled by 30 June 2021	Achieved. 4 OHS Inspections reports compiled	APR POE file	4		The KPI fully achieved in accordance with the required set standards. Further	4	Extra efforts was exercised by the incumbent.	4	In agreement with Supervisor scoring

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KEY PERFORMANCE AREA		MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT					WEIGHTING = 71%			
COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
PROGRAM AND/OR PROJECTS	KEY PERFORMANCE INDICATOR									
						developed and implement the (SHEMP) safety health environmental management program to provide safe and healthy working conditions. Further resuscitate OHS committees and ensure appointment of first aiders and safety officers.				

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KEY PERFORMANCE AREA		GOOD GOVERNANCE & PUBLIC PARTICIPATION						WEIGHTING = 24%				
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION RATING	RATING (1-5)	SUPERVISOR	MOTIVATION RATING	RATING (1-5)	EVALUATION PANEL
Council Sittings	Number of Ordinary & Special Council Sittings held	4 Ordinary Council Sittings & 3 Special Council sittings held by June 2021	Achieved: 4 Ordinary Council Sittings & 3 Special Council sittings held.	APR POE file	4	4	The KPI fully achieved in accordance with the required set standards and also surpassed the target through coordinating and supporting administrative additional special council meetings. further coordinate and update council resolution tracking register for council consideration	4	Extra efforts was exercised by the incumbent	4	4	In agreement with Supervisor scoring
Mayoral Committee Sittings	Number of Mayoral Committee Sittings held	4 Mayoral Committee Sittings held by June 2021	Achieved: 4 Mayoral Committee Sittings held.	APR POE file	3	4	The KPI fully achieved in accordance with the required set standards and further that additional critical meetings were coordinated and provide	4	Exceptional Performance	4	4	In agreement with Supervisor scoring

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Section 80 Council Committees Sittings	Number of Section 80 committee Sittings held	12 Section 80 Committee sittings held by June 2021	Achieved.12 Section 80 Committee sittings held	APR POE file	3	administrative support. The KPI fully achieved in accordance with the required set standards.	3	Standard achievement.	4	Revised Communication Strategy in ensuring that Section 79 & 80 Committees are sitting accordingly. Resolutions were taken and implemented for Organizational Development and effectiveness.
MPAC Sittings	Number of MPAC Quarterly Sittings held	4 MPAC Quarterly Sittings held by 30 June 2021	Achieved.4 MPAC Quarterly Sittings held	APR POE file	4	The KPI fully achieved in accordance with the required set standards. The sittings were augmented with MPAC projects visit to strengthen the oversight on municipal performance.	4	Extra efforts was exercised by the incumbent to ensure the impact of the committee on municipal performance.	4	In agreement with Supervisor scoring
Litigations	% of Litigation cases attended (# of cases	100% of Litigation cases attended (# of cases	Achieved. 100% of Litigation cases attended	APR POE file	3	The KPI fully achieved in accordance with the required set standards.	3	Standard achievement	3	In agreement with Supervisor scoring

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Formalised agreements (SLAs/MOUs)	attended/# of cases received)	attended /# of cases received) by 30 June 2021	Achieved. 100% of requests responded to in terms of Agreements	APR POE file	3	The KPI fully achieved in accordance with the required set standards.	3	Standard achievement	3	In agreement with Supervisor scoring			
Oversight Report	% of requests responded to in terms of Agreements	100% of requests responded to in terms of Agreements by 30 June 2021	1 Oversight Report tabled to Council by 31 March 2021	Number of Oversight report tabled to Council	1 Oversight Report tabled to Council by 31 March 2021	Achieved. 1 Report tabled to Council	APR POE file	3	The KPI fully achieved in accordance with the required set standards. further that there was fully implementation of the MPAC recommendations on oversight report which positively impacted to the municipality to obtain unqualified audit opinion	4	Exceptional performance	4	In agreement with Supervisor scoring

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY & MANAGEMENT					WEIGHTING = 5%			
COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION RATING	RATING (1-5)	SUPERVISOR RATING	EVALUATION PANEL RATING	MOTIVATION RATING
PROGRAMS AND/OR PROJECTS	Implementation of Financial Recovery Plan	4 Status reports on the implementation of Financial Recovery Plan by 30 June 2021	Achieved. 4 status reports on the implementation of financial recovery plan.	APR POE file	4	The KPI fully achieved in accordance with the required set standards. Further that the directorate was able to achieve the 96% of the accountable strategies as per the FRP activities.	4	4	4	In agreement with Supervisor scoring
KEY PERFORMANCE INDICATOR	Number of status reports on the implementation of Financial Recovery Plan									

THE KEY PERFORMANCE AREAS WILL CONTRIBUTE 80% TO THE TOTAL SCORE OF THE INCUMBENT

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2.3 CORE COMPETENCY REQUIREMENTS

Rating by Employee and Supervisor of Core Competency Requirement (CCRs)

Details should be completed by the Employee and Supervisor with the aid of the relevant extract from the Regulations (2014)

INCUMBENT		SUPERVISOR				EVALUATION PANEL	
CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNEXURE NO.	OWN RATING (1 – 5)	RATING (1 – 5)	MOTIVATION	MOTIVATION
Core Management Competencies							
Strategic Capability and Leadership	10%	The directorate was able to achieve the set departmental objectives and ensure compliance with applicable regulations and development of	N/A	4	4	In agreement with incumbent's scoring	In agreement with Supervisor scoring
Programme and Project Management	5%	All the planned projects and program were obtained economically within the provided scope.	N/A	4	4	In agreement with incumbent's scoring	In agreement with Supervisor scoring
Financial Management	5%	There was tremendous improvement on departmental financial management expenditure in line with MFMA section 65 and regulations, collective agreements	N/A	5	5	In agreement with incumbent's scoring	In agreement with Supervisor scoring
Change Management	5%	Champion the Development of institutional change management strategy and subsequent approval by Council for implementation.	N/A	4	4	In agreement with incumbent's scoring	In agreement with Supervisor scoring
Problem Solving and Analysis	5%	Implored profound strategies to all presented problems and challenges	N/A	4	4	In agreement with incumbent's scoring	In agreement with Supervisor scoring

INCUMBENT				SUPERVISOR			EVALUATION PANEL	
CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNEXURE NO.	OWN RATING (1-5)	RATING (1-5)	MOTIVATION	RATING (1-5)	MOTIVATION
People Management and Empowerment	20%	which realised amicable solution. Portrayed transformation leadership within the directorate and inculcate knowledge to subordinates and action empowerment programs to employee i.e. Report writing.	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with Supervisor scoring
Client Orientation and Customer Focus	5%	Supported the front liners employees through participation to district excellence award.	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with Supervisor scoring
Core Competencies								
Competence in Self-Management	5%	Improved on reporting time framework.	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with Supervisor scoring
Knowledge of global and South African specific political, social and economic contexts	5%	Ensured integration of knowledge on political, social and economic factors	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with Supervisor scoring
Competence in policy conceptualisation, analysis and implementation	10%	Ensure interpretation of new regulations, conceptualize and incorporate clauses for policy reviews and subsequent implementation	N/A	5	5	In agreement with incumbent's scoring	5	In agreement with Supervisor scoring
Knowledge of developmental local government	10%	Ensured that all developmental objectives in the departmental performance plan are	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with Supervisor scoring

INCUMBENT					SUPERVISOR		EVALUATION PANEL	
CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANNEXURE NO.	OWN RATING (1-5)	RATING (1-5)	MOTIVATION	RATING (1-5)	MOTIVATION
Knowledge of more than one functional municipal field/ discipline	10%	achieved Acquired profound knowledge on multidisciplinary field in line with developmental local government.	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with Supervisor scoring
Skills in Governance	5%	There was tremendous skills improvement in governance commensurate with new guidelines for developmental local government.	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with Supervisor scoring

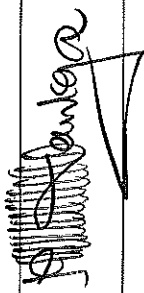
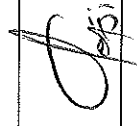
THE CORE COMPETENCY REQUIREMENTS WILL CONTRIBUTE 20% TO THE TOTAL SCORE OF THE INCUMBENT

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- Annexure A is the Assessment Rating Calculator Score which reflects the final score

2.4 ACKNOWLEDGEMENT OF RATING

The rates above were discussed between the incumbent and the Supervisor and were agreed upon.

INCUMBENT		ACCOUNTING OFFICER	
Name	Maropeng Peter Mankga	Name	Sphiwe Sinkey Matsi
Signature		Signature	
Signed on the <u>15</u> (day) <u>March</u> (month) <u>2022</u> (year)			
at (venue) <u>Hydenburg</u>			

PART 4: FINAL SCORE

The final score is as per the attached Appraisal Rating Calculator Report

PART 5: DEVELOPMENT, TRAINING, COACHING, AND GUIDANCE NEEDED BY EMPLOYEE

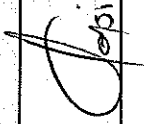
To be completed by the Municipal Manager in consultation with the Section 56 Manager. Skills shortages identified needs to be addressed through the Workplace Skills Programme and should inform the Personal Development Plan of the employee.

1. Skills gaps identified through Performance Assessment to be addressed through Personal Development Plan
2. Recommended Skills Development Intervention.

PART 6: COMMENTS AND RECOMMENDATIONS

1. Recommendation : Municipal Manager as Supervisor

Signature: _____



Date: 15/03/2022

2. Recommendation : Member of Mayoral Committee

Signature: _____



Date: 15/03/2020

3. Comments : Chairperson of Evaluation Committee

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Signature:

Date: 15 March 2022

Name: MR M SECKER

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ANNEXURE A: ASSESSMENT RATING CALCULATOR SCORE

ANNUAL PERFORMANCE APPRAISAL

Assessment Rating Calculator Score

Name: Mr. MP Mankga

FY: 2020/21 Annual Assessment

KPA	Weight	Rating	Score	CCR	Weight	Rating	Score
Basic service delivery	0%	0	0	Strategic direction and leadership	10%	4	0,4
LED	0%	0	0	Program and project management	5%	4	0,2
Financial Viability and Management	5%	4	0,2	Financial Management	5%	5	0,25
Good Governance and Public Participation	24%	4	0,96	Change leadership	5%	4	0,2
Municipal Institutional development and Transformation	71%	4	2,84	Problem Solving and Analysis	5%	4	0,2
Spatial Planning & Rationale	0%	0	0	People Management and Empowerment	20%	4	0,8
				Client Orientation and Customer Focus	5%	4	0,2
				Competence in Self-Management	5%	4	0,2
				Knowledge of global and South African specific political, social and economic contexts	5%	4	0,2
				Competence in policy conceptualisation, analysis and implementation	10%	5	0,5

ANNUAL PERFORMANCE APPRAISAL			
Assessment Rating Calculator Score			
		Knowledge of more than one functional municipal field/ discipline	10% 4 0,4
		Knowledge of developmental local government	10% 4 0,4
		Skills in Governance	5% 4 0,2
100%	133,33		100% 68,333
KPA weight	80%	CCR weight	20%
KPA SCORE	107%	CCR SCORE	14%
FINAL SCORE			120%