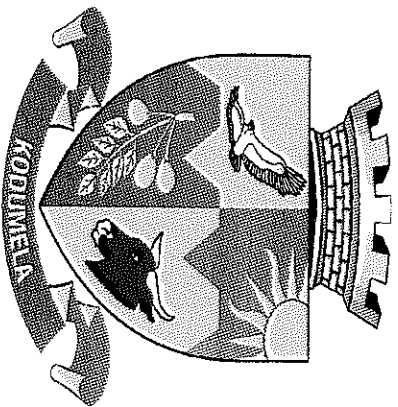


# **BLOUBERG MUNICIPALITY**



## **2015/16 PERFORMANCE PLAN**

**CFO**

**RAGANYA M.C.**

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Project	Project Description	Strategic Objectives	KPI No	KPI/Measure/ Objective	Annual Target	Baseline	Q1 (July-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)	Budget	Portfolio of Evidence	Weight
Performance Management System Implementation		To ensure that the work of all the employees is managed and monitored	1.	% of Unit managers with signed performance plans ( No of unit managers with plans/ total no of managers)	100%	PMS Policy available	100%	100%	100%	100%	OPEX	Signed performance plans with unit managers	50
			2.	% of employees with signed performance plans (No of employees with plans/total no of employees)	100%	PMS Available	100%	100%	100%	100%	OPEX	Signed performance plans with Finance Department	50

KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT WEIGHT =6

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KPA 4. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT WEIGHT -61											
Project	Objectives	KPI No	KPI/Measurable Objective	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Evidence	Weight
Support of Financial Viability and Management structures/forums	To ensure functionality of Financial Viability and Management Financial Viability and Management)	1.	No of Budget Steering Committee resuscitated	Budget steering committee established and functional.	Budget Steering Committee established and included	Resuscitation of Budget steering committee	N/A	N/A	N/A	Attendance registers and minutes	5
		2.	No of meetings of the Budget Steering Committee	4 meetings held for the year	Process plan	1 meeting held.	1 meeting held.	1 meeting held.	1 meeting held.	Financial reports and attendance registers	5
Financial Planning	To develop forward financial plans required for financial sustainability	3.	To develop the 3/5 year financial plan within required timeframe	Adoption of the 3/5 Budget within the prescribed legal requirements	3/5 Year Financial Plan developed and approved	N/A	N/A	Draft plan developed and tabled in council for public participation.	Final plan approved and implemented	Final Financial plan report	5
Free Basic Services (Indigent Register)	To conduct awareness campaigns in updating indigent register	4.	No of awareness campaigns conducted to update the indigent register	4	Indigent policy	1	1	1	1	Indigent register and attendance register	5
Revenue Enhancement strategy.	Increase revenue collection strategy of the municipality.	5.	To review the Revenue Enhancement Strategy	Revenue enhancement strategy developed.	Reviewed Revenue Enhancement Strategy approved	N/A	N/A	Draft revised Revenue Enhancement strategy	Approved revised Revenue Enhancement Strategy	Revenue enhancement strategy report as submitted by department	5
		6.	% implementation of the Revenue Enhancement Strategy	100%	100%	Action plan implemented and review by management and Internal Audit.	100%	100%	100%	Consolidated action plan(revenue enhancement strategy) as per submission by department	5
Revenue Management	To build a strong revenue base and	7.	% of projected revenue collected	100% projected revenue	100% collection of revenue due to	25%	50%	75%	100%	Billing reports and post report	5

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**KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT WEIGHT =61**

Project	Objectives	KPI No	KPI/Measurable Objective	Ar Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Evidence	Weight
	collect revenue due to the Municipality that ensures financial sustainability of the Municipality to ensure it fulfills its developmental roles	8.	% of debt collected	100% collection of outstanding debts	the Municipality collected.	Credit control and debt management policy.	60% collection from Debtors.	20% collection from Debtors.	20% debt submitted collected	Dept collectors report	5
<b>Expenditure Management</b>	To ensure expenditure is kept within budget limit and cash flow projections	9.	% capital budget spent on capital projects	Projected capital expenditure budget spends	100% Capital expenditure spends	25%	25%	25%	25%	Finance report capital-expenditure	5
		10.	% of operating budget spent	90% of operating expenditure budget spends.	Demand Management Plan	23%	23%	23%	21%	Finance report operational expenditure	5
<b>Assets and Inventory Management</b>	To maintain integrity of the Assets Register by ensuring that all assets are recorded in the Register, physically located and functional. Ensure compliance to asset and inventory	11.	No of assets verifications conducted	No of assets verified and recorded to fixed register.	2 assets verifications conducted	N/A	1 asset verification done for the quarter	N/A	1 asset verification done for the quarter	Signed verification reports	5

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**KPA 4 MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT WEIGHT =61**

Project	Objectives	KPI No	KPI/Measurable Objective	Annual Target	Baseline	Q1 (July-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)	Evidence	Weight
	management policy (i.e. GRAP17 & GRAP 12)										
		12.	No of stock taking performed per annum	4	4	1	1	1	1	Signed Stock taking report	5
		13.	% compliance to Asset Standard (GRAP 17)	Approved Asset Management Policy in place and implemented	100% of all municipal assets reviewed and recorded in Fixed Assets	100% infrastructure assets unbundled and completed	infrastructure assets unbundled	N/A	100% infrastructure assets unbundled	Assets register report	5
		14.	% implementation of Assets Maintenance Plan	Development of asset plans for the year. Implemented	Assets Maintenance Plan Developed and Implemented	100% Implementation of Assets Maintenance Plan (Reconciliation)	100% Implementation of Assets Maintenance Plan (Reconciliation)	100% Implementation of Assets Maintenance Plan (Reconciliation)	100% Implementation of Assets Maintenance Plan	Assets maintenance reports as per submission by department	5
<b>Budget Preparation</b>	To ensure timely preparation of the annual and adjustments budgets	15.	% of Compliance with timelines for preparation and approval of the Annual Budget (2013/14) in terms of S 16 of the MFA	Availability of Adopted annual budget and adjusted annual budget	IDP/Budget Process Plan	100% IDP and Budget time schedule developed and submitted to council	N/A	N/A	N/A	IDP/Budget timeline schedule report	5
		16.	100% progress with the timely tabling and adoption of annual budget to Council	Availability of Adopted annual budget and adjusted annual budget	IDP/Budget Process Plan	N/A	N/A	Q3: 50% progress (submission of adjustment budget (end February) and draft budget (end March) to council)	100% progress (public participation, compilation of final budget and submitted to Council for adoption by end May)	Adjustment and annual budget report (draft and final)	5
		17.	To prepare and submit annual financial	Preparation of AFS/ Annual Financial	2013/14 Financial records	N/A	N/A	Preparation of midyear preliminary	Preparation of 2014/15 AFS	AFS Process plan and interim AFS report	5

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**KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT WEIGHT =61**

Project	Objectives	KPI No	KPI/Masurable Objective	Actual Target	Baseline	Q1 (July-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)	Evidence	Weight
<b>SCM – Demand Management</b>	To procure municipal goods and services in a manner that is fair, equitable, transparent, competitive and cost-effective, in compliance with relevant regulations, policies and standards.	18.	No of municipal procurement plan developed and implemented.	1 plan developed and implemented	Submitted Procurement Plan	N/A	N/A	N/A	1 Annual Procurement Plan developed	Consolidated procurement plan	5
<b>Free basic Service Services</b>	To ensure that qualifying people access free basic services	19.	Indigent register updated and implemented	Updated indigent register	Indigent Policy	Ongoing	Ongoing	Ongoing	Ongoing	Indigent register	5
	To ensure that the Municipality is having a credible database of its customers	20.	To develop a credible customer database	1 Credible Database	New Indicator	Collection of information	Collection of information	Draft customer database	Final Customer Database	Credible database	5

KPA 5 - GOOD GOVERNANCE AND PUBLIC PARTICIPATION WEIGHT = 33

Project	Objectives	KPI No	KPI/Mesurabel Objective	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Juni)	Evidence	Weight
Auditing	queries raised by the internal audit	21.	% of audit queries raised by internal audit unit	100%	Internal audit unit in place and annual audit plan annually developed	100%	100%	100%	100%	Internal Audit Plan	9
	To address all queries raised by the external audit	22.	% of audit queries raised by external audit unit	100%	Audit Action Plan	100%	100%	100%	100%	Internal Audit Plan	9
Audit & Risk Committee allowance	To ensure that Audit & Risk Committee Members are paid	23.	% of payment of Audit & Risk Committee allowances	100%	Schedule of meetings	25% allowance paid to audit & Risk Committee members	25% allowance paid to audit & Risk Committee members	25% allowance paid to audit & Risk Committee members	25% allowance paid to audit & Risk Committee members	Proof of payments	9
	To protect the municipality from potential risk.	24.	No of departmental risk register developed for risk management	1	Risk Implementation Plan	Review and update of risk register	Review and update of risk register	Review and update of risk register	Development and approval of risk register	Risk report	9
Annual financial report	To ensure that annual report submitted with annual financial statement.	25.	No of annual financial report developed	The development of 1 annual financial report	13/14 Annual report	Financial annual report be prepared	N/A	N/A	N/A	Annual financial report	9
Review of finance policies and strategies	To ensure alignment of policies to relevant legislations	26.	No of policies reviewed for the year	13 policies reviewed for the year	12 budget related policies and 1 strategy reviewed and approved.	4 policies reviewed	4 policies reviewed	5 policies reviewed and tabled in council for public participation	13 policies and strategies adopted by council for implementation	Draft and final policies	9
	To ensure that the Municipality achieves clean audit on the financial statements by 2014/15 FY	27.	% implementation of AG Action Plan t on 2013/14 Audit Report	100% implementation of AG action plan	Issues raised by the AG on the 2014/15 Financial Statements resolved at 75%	100% implementation of AG action plan	100% implementation of AG action plan	100% implementation of AG action plan	100% implementation of AG action plan	Finance Action Plan	9

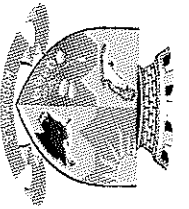
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KPA 5 : GOOD GOVERNANCE AND PUBLIC PARTICIPATION WEIGHT = 33

Project	Objectives	KPI No	KPI/Measurable Objective	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Evidence	Weight
MFMA Implementa tion/treasur y Implementa tion	To enhance accountability and compliance to statutory and other compulsory reporting requirements	28.	No. of Sec. 71 Reports submitted to Provincial and National Treasury	Continuous compliance	100% compliance with sec 71 reports(144 reports completed and submitted to both treasuries)	36 Reports (OSA, CAA, CFA, BSAC,AD, AC, RME, Schedule C and conditional grants reports MSIG, MIG,FMG and EPWP)	36 Reports (OSA, CAA, CFA, BSAC,AD, AC, RME, Schedule C and conditional grants reports MSIG, MIG,FMG and EPWP)	36 Reports (OSA, CAA, CFA, BSAC,AD, AC, RME, Schedule C and conditional grants reports MSIG, MIG,FMG and EPWP)	36 Reports (OSA, CAA, CFA, BSAC,AD, AC, RME, Schedule C and conditional grants reports MSIG, MIG,FMG and EPWP)	S(7) reports	9
		29.	No of financial management reports to Council	Management reports prepared and reported continuously.	4 financial reports prepared and submitted to the Mayor quarterly	1	1	1	1	Finance reports	9
		30.	No of Monthly reconciliation developed and approved	All reconciliations developed and filed	All reconciliation be completed and monitored (128).	32 reconciliations completed and approved (Debtors, Creditors, grants, investments, stores, suppliers, payroll, VAT 201)	32 reconciliations completed and approved(Debtors, Creditors, grants, investments, stores, suppliers, payroll, VAT 201 )	32 reconciliations completed and approved(Debtors, Creditors, grants, investments, stores, suppliers, payroll, VAT 201 )	32 reconciliations completed and approved(Debtors, Creditors, grants, investments, stores, suppliers, payroll, VAT 201 )	Reconciliation report	9
		31.	Half-Year financial performance assessment report compiled and submitted to the Mayor, Provincial and National Treasury	Analysis of half-year financial performance of the municipality.	Half year financial performance assessment report compiled and submitted to the Mayor, Provincial and National Treasury by 25 January 2012	N/A	N/A	Half year report prepares and submitted to the Mayor and two Treasuries.	N/A	Mid-year financial	9

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## *Bloubaerg Municipality*

### POSITION -CHIEF FINANCIAL OFFICER:

#### VISION

A Municipality that turns prevailing challenges into opportunities for growth and development through optimal utilisation of available resources

#### MISSION

To ensure delivery of quality services through community participation and creation of an enabling environment for economic growth and job creation

#### Purpose of the Position

**The CHIEF FINANCIAL OFFICER is accountable and responsible for the following Services:**

1. Budget Planning, Monitoring and Reporting
2. Payroll Administration
3. Risk Management within Budget and Treasury Unit
4. Supply Chain Management
5. Revenue Management

6. Expenditure Management

7. Asset Management

## Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organization through excellent performance. This plan has derived from intense work shopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

### Undertaking of the employer / superior

On behalf of my organization, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.

### Undertaking of the employee

I herewith confirm that I understand the strategic importance of my position within the broader organization. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organization, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I herby confirm and accept the conditions to this plan.

Signed and accepted by the Supervisor on behalf of Council:

DATE:

  
20/07/2015

Signed and accepted by the Employee:

DATE:



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