BLOUBERG MUNICIPALITY

PERFORMANCE PLAN

CHIEF FINANCIAL OFFICER

RAGANYA M.C

TMP MC

ANNEXURE A - PERFORMANCE PLAN 2013/14 FINANCIAL YEAR

CHIEF FINANCIAL OFFICER

KPA2: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Project	Objectives	KPI No	KPI	Annual Target	Q1	Q2	Q3	Q4	Evidence	Weight
Performance Management System Implementation	**To ensure that performance of the institution and individual employees is planned, monitored and improved**	1	No of Departmental Managers with signed performance plans	9	2	N/A	N/A		Signed performance plans	
		2	Number of individual performance assessments conducted on all MM's Office Divisional Managers	4	1	1	1	1	Assessment Reports	

KPA 4 :FINANCIAL VIABILITY AND MANAGEMENT

Projects	Key Performance Objective	KPI No	KPI	Performance Target	Q 1	Q 2	Q 3	Q 4	Evidence	Weight
Expenditure management	To pay all invoices submitted for payment within 30 days	3	Report on payment of all money due by the municipality	All invoices settled	100%	100%	100%	100%	Invices Register and Finance payment report.	
Field cashiers	To compile a credible customer database	4	Availability of a credible customer database	Credible customer database register	Collect customer database	Collect customer database	Collect customer database	Collect customer database	Credible Data base register	
Financial system revamp	To upgrade the Venus financial system to On-line Sola system	5	Connect all remote areas to the main Office	Sola system up and running before year end	First phase of the implementation process	System operating fully on-line, with all satellite offices connect to main server	Monitoring of the progress	Project close-up	Financial report and attendance register	
Financial statements	To compile Annual Financial Statements which comply with treasury regulations	6	Availability of AFS, which complies with accounting standards and treasury regulations	Compliant AFS	Compile quarterly AFS to test compliance with regulations	Compile quarterly AFS to test compliance with regulations	Compile quarterly AFS to test compliance with regulations	Compile quarterly AFS to test compliance with regulations	Copy of Quarterly AFS	
Support of Financial Viability and Management structures/forums	To ensure functionality of Financial Viability and Management Financial Viability and Management)	7	Establishment and induction of Budget Steering Committee	Budget Steering Committee established and inducted	establishment and induction of Budget steering committee	N/A	N/A	N/A	Attendance register and Minutes	
		8	Number of meetings of the Budget Steering Committee	4 meetings held for the year	1 meeting held.	1 meeting held.	1 meeting held.	1 meeting held.	Financial report and attendance register	
Financial systems	To upgrade and integrate financial systems	9	Integration of systems	Venus system integrated with the payday system	25% (SLA signed with service providers)	100% system integrated	100% systems integrated	100% systems integrated	SCM, Expenditure, assetand Income system reports	
Financial Planning	To develop forward financial plans required for financial sustainability	10	Availability of 3/5 year financial plan	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 amd implemented	Approved Draftand Final Financial report	

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Free basic Services	Update the idigent register	11	Number of awareness campaigns conducted to update the indigent register	4	1	1	1	1	Indigent register and attendance register	
Dept Management	To improve Credit and Dept Management	12	% payment and collection rate	100% payment and collection raate	25%	30%	20%	25%	Dept Collector Report	
Revenue Enhancement strategy.	To review revenue enhancement strategy	13	Revenue Enhancement Strategy reviewed and approved by council.	Reviewed Revenue Enhancement Stralegy approved	N/A	N/A	Draft Revenue enhancement strategy developed and tabled to council.	Final revenue enhancement strategy approved by council	Draft and Final Revenue Enhancement Strategy report	
		14	Availability of action plan to realize Revenue Enhancement Strategy	100% Implementation of Revenue enhancement strategy	Action plan implemented and review by management and	100% implementation of Revenue enhancement strategy	100% implementation of Revenue enhancement strategy	100% implementation of Revenue enhancement strategy	Draft and Final Revenue Enhancement Strategy report (action Plan)	
Revenue Management	To build a sustainable revenue base of the Municipality	15	% of projected revenue collected.	100% collection of revenue due to the Municipality collected (R32,8Million).	25%(R8.2million)	25%(R8.2million)	25%(R8.2million)	25%(R8.2million)	Finance Report	
		16	Availability of Supplementary Valuation Roll for all rateable new or improved properties	Review of Supplementary Valuation Roll for all rateable new or improved properties	Identification of new properties for inclusion in the supplementary roll	Development of property master plan and commencement of valuation process	Finalization of supplementary roll	N\A	Report	
Expenditure Management	To ensure expenditure is kept within budget limit and cash flow projections	17	% capital budget spent on capital projects	100% Capital expenditure spends (R46.8million)	25%(R12.2million)	25%(R12.2million)	25%(R12.2million)	25%(R12.2million)	Finance Report -capital Expenditure	
		18	% of operating budget spent	100% of operating expenditure budget spends (R139.7million)	25%(R34.8 million)	25%(R34.8 million)	25%(R34.8 million)	25%(R34.8 million)	Finance Report-Operational Expenditure	
Assets and Inventory Management	To maintain intergrity of the assets register by ensuring that all assets are recorded in the register physicaly located and functional. Ensure compliance to assets and inventory management policy(i.e GRAP 17& GRAP 12)	19	Number of assets verifications conducted	2 assets verifications conducted	N/A	1 asset verification done for the quarter	N/A	1 asset verification done for the quarter	Signed verification Report	
		20	Procurement Plan	1 Procurement Plan	Developed and Implementation of Procurement Plan	N\A	N\A	N\A	Development plan Report	
		21	Monitoring of the procurement plan	12 reports on the implementation and monitoring of the procurement plan	3xMonitoring	3xMonitoring	3xMonitoring	3xMonitoring	Procurement Report	
		22	Stock Counting	4xStock Counting	1Stock Counting	1Stock Counting	1Stock Counting	1Stock Counting	Stock Counting Report	
		21	% compliance to	100% of all municipal assets reviewed and recorded in Fixed Assets	100% infrastructure assets unbundled and completed	N/A	N/A	N/A	Asset Register Report	
		23	Availability of Assets Maintenance Plan	Assets Maintenance Plan Developed and Implemented	1. Assets Maintenance Plan developed and consolidated	Implementation of Assets Maintenance Plan	Implementation of Assets Maintenance Plan)	Implementation of Assets Maintenance Plan	Asset Maintenance plan Report	
KPA 5:GOOD GOVRNANCE AND PUBLIC PARTICIPATION										

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		34	Availability of Monthly reconciliation developed and approved	All reconcilition 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)	Signed reconciliation report	
		35	Half-Year Financial performance assessment report compiled and submitted to the Mayor, Provincial and National Treasury	Mid-Year fiancial performance assessment report compiled and submitted to the Mayor; Provincial and National Treasury by 25 January 2012	N/A	N/A	Half year report prepare and submitted to the Mayor and two Treasuries.	N/A	Half year Financial performance report	

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POSITION: BUDGET AND TREASURY UNIT
VISION
A Budget and Treasury unit will be the ultimate financial management authority and advisor on Financial Matters to the instituition in persuit of Transparency, good governance and accountability to our stake holders
MISSION
To create an enabling environment for the Municipality to deliver effective services throughout the communicty by prudently managing the financial resources of the municipality
PURPOSE OF THE POSITION
The Budget and Treasury Unit is accountable and responsible for the following services:
1.Budget planning, monitoring and reporting
2.Supply chain Management
3.Payroll administration
4.Risk Management within Budget and Treasury Unit
5. Revenue Management
6.Expenditure Management
7. Asset Management

Blouberg Municipality

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 organisation through excellent performance. This plan has derived from intense workshopping 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 organisation, 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.

Signed and accepted by the Supervisor on behalf of Council:

DATE: 28/6/2013

Undertaking of the employee

I herewith confirm that I understand the strategic importance of my position within the broader organisation. 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 organisation, 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 Employee:

DATE: 28/06/2013