PERFORMANCE PLAN FOR CHIEF FINANCE OFFICER 2020/21

Blouberg Municipality

VISION

A participatory municipality that turns prevailing challenges into opportunities for growth and development through optimal utilization 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

TABLE OF CONTENTS

1. TABLE OF ACRONYMS AND ABBREVIATIONS

AG	Auditor-General
ATR	Annual Training Report
B2B	Back to Basics
BSID	Basic Services and Infrastructure Development
BLM	Blouberg Local Municipality
CDM	Capricorn District Municipality
CWP	Community Works Programme
DMP	Disaster Management Plan
DoE	Department of Energy
DoHS	Department of Human Settlement
EDP	Economic Development & Planning Department
EMP	Environmental Management Plan
EPWP	Expanded Public Works Programme
FBW	Free Basic Water
FVM	Financial Viability and Management
FY	Financial Year
GGPP	Good Governance and Public Participation
GP	General Plan
HAST	HIV And AIDS STI and TB
IDP	Integrated Development Plan
IGR	Intergovernmental Relation
INST	Institutional
LED	Local Economic Development
mSCOA	Municipal Standard Chart of Accounts
MFMA	Municipal Finance Management Act, No, 56 of 2003
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MPAC	Municipal Public Account Committee
MTAS	Municipal Turn Around Strategy
MSIG	Municipal Systems Improvement Grant
MTOD	Municipal Transformation and Organisational Development
MW	Municipal Wide
N/A	Not applicable
OPEX	Operational Expenditure
PIA	Project Implementing Agent
PMS	Performance Management System
PMU	Project Management Unit
RA	Registering Authority
R & S	Roads and Storm Water division
SCM	Supply Chain Management
SLP	Social and Labour Plan
SDBIP	Service Delivery and Budget Implementation Plan
SG	General Plan
SPE	Spatial Planning and Environment
TBC	To be Confirmed
WAC	Ward AIDS Council
WSP	Workplace Skills Plan

2. APPROVAL OF PERFORMANCE PLAN 2020/21 FOR CHIEF FINANCE OFFICER

The 2020/21 Performance plan for Chief Finance Officer has been duly signed and approved both the Chief Finance Officer and the Municipal Manager of Blouberg Local Municipality as follows:

Signed by:

Chief Finance Officer ....

Mabote N.J.

Date..03/08/2020

Municipal Manager of Blouberg Local Municipality: .... Machaba NS

Machaba Junias

Date: 03\08\2020

Witness 1: .... **Date:** 03\08\2020

Witness 2: .... **Date:** 05/08/2020

3. INTRODUCTION AND BACKGROUND

After approval of IDP/Budget 2020/21, the Municipality has developed and approved the Service Delivery Budget Implementation Plan 2020/21 in terms of Section 539(1) (c) (ii) and 69(3). It is a plan that outlines how the Municipality will implement the IDP/Budget 2020/21 with clear monthly and quarterly targets.

It is based on the above important plans that Performance Plans for the Municipal Manager and Managers reporting to the Municipal manager are developed and signed.

4. INDIVIDUAL PERFORMANCE ASSESSMENTS

The individual performance assessments will be conducted in accordance Municipal Performance Framework. A panel will be constituted to conduct assessments.

5. AMENDMENTS TO THE PERFORMANCE PLAN

The performance plan will be amendment in line any revision of the SDBIP 2020/21.

In a case of any revision of the SDBIP that affects the performance plan, a revised version of the performance plan should developed and approved accordingly

6. QUARTERLY PROJECTION OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS PER VOTE

6.1. BASIC SERVICES AND INFRASTRUCTURE DELIVERY

KPA		BASIC SERVICES AND INFRASTRUCRE DELIVERY
NDP		BUILDING OF KEY CAPABILITIES (HUMAN, PHISICAL AND INSTITUTIONAL
OUTCOME 9		IMPROVE ACCESS TO BASIC SERVICES (OUTPUT 2)

PROJECT DETAILS					KEY PERFORMANCE INDICATOR	2019/20 BASELINE/ STATUS QUO	2020/21 ANNUAL TARGET/ PERFORMANCE INDICATOR	QUARTERLY PROJECTIONS				BUDGET	PORTFOLIO OF EVIDENCE	RESPONSIBILITY
Project /SDBIP KPI No	PROJECT	PROJECT DESCRIPTION	STRATEGIC OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
BSID 5	Indigent Relief	Provision of Free basic electricity	To provide indigent relief to indigent households	BLM	Percent indigent households provided with free basic electricity by June 2021	Percent indigent households provided with free basic electricity by June 2021	100 % indigent households provided with free basic electricity by June 2021	100 % indigent households provided with free basic electricity	100 % indigent households provided with free basic electricity	100 % indigent households provided with free basic electricity	100 % indigent households provided with free basic electricity	R 1 450 000	Free basic electricity reports	Budget & Treasury

6.2. FINANCIAL VIABILITY AND MANAGEMENT

KPA	FINANCIAL VIABILITY AND MANAGEMENT													
NDP	BUILDING OF KEY CAPABILITIES(HUMAN,PHYSICAL & INSTITUTIONAL)													
OUTCOME 9	ADMINISTRATIVE AND FINANCIAL CAPABILITY (OUTPUT 6)													
PROJECT DETAILS					KEY PERFORMANCE INDICATOR	2019/20 BASELINE/ STATUS QUO	2020/21 ANNUAL TARGET/ PERFORMANCE INDICATOR	QUARTERLY PROJECTIONS				BUDGET	PORTFOLIO OF EVIDENCE	RESPONSIBILITY
Project /SDBIP KPI No	PROJECT	PROJECT DESCRIPTION	STRATEGIC OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
FVM 01	Asset Management Plan	Development of Asset Management Plan	To improve asset management	BLM	Number Asset Management Plan developed by June 2021	New Indicator	One Asset Management Plan developed by June 2021	N/A	N/A	Development of Asset Management Plan	N/A	R 600 000	Asset Management plan	BTO
FVM 02	Asset Recording system	Recording of Assets on the Solar System	To improve asset management	BLM	Percent Assets Recorded on the Solar System by June 2021	New indicator	100% Assets Recorded on the Solar System by June 2021	N/A	N/A	Recording of Assets on the Solar System	N/A	R 700 000	Systematised Asset Register	BTO

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Project /SDBIP KPI No	PROJECT	PROJECT DESCRIPTION	STRATEGIC OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
FVM 03	Unbundling of Asset Register	Unbundling of Asset Register	To improve asset management	BLM	Number Unbundling of Asset Register completed by June 2021	Unbundled asset register	One Unbundling of Asset Register completed by June 2021	Unbundling of Asset Register	N/A	N/A	N/A	R 900 000	Unbundling Report	BTO
FVM 04	Landfill Rehabilitation	Calculation of Landfill rehabilitation costs	To improve asset management	BLM	Number Landfill Rehabilitation report compiled by June 2021	Landfill rehabilitation cost calculated	Four Landfill Rehabilitation report compiled by June 2021	Landfill Rehabilitation	N/A	N/A	N/A	R 200 000	Landfill Rehabilitation Report	BTO
FVM 05	Electricity	Sale of Electricity	To enhance Municipal revenue	BLM	Number reports on Sale of Electricity compiled by June 2021	New Indicator	Four reports on Sale of Electricity compiled by June 2021	One reports on Sale of Electricity compiled	One reports on Sale of Electricity compiled	One reports on Sale of Electricity compiled	One reports on Sale of Electricity compiled	R 2,4 M	Reports	BTO

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Project /SDBIP KPI No	PROJECT	PROJECT DESCRIPTION	STRATEGIC OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
FVM 06	FMCMM (Financial Management Capability Maturity Model)	Implementation of FMCMM	To monitor financial management	BLM	Number FMCMM Plan activities completed by March 2021	New indicator	FMCMM Plan activities completed June 2021	N/A	Dev SPEC, Advertise & Appointment of services provider	Implementation FMCMM	Implementation FMCMM	R 500 000	Bid Specification, Advert, Appointment letter & of FMCMM Implementation Report	BTO
FVM 07	MSCOA	MSCOA implementation	Operational	BLM	Number MSCOA project implemented by June 2021	New indicator	One MSCOA project implemented by June 2021	N/A	N/A	MSCOA implementation	MSCOA implementation	R 2,528 875 .000	mSCOA Report	BTO
FVM 08	Financial System adviser	Maintenance of Financial system	To improve financial systems	BLM	Percent financial System maintained by June 2021	100% System maintenance	100% financial System maintained by June 2021	100% system maintained	100% system maintained	100% system maintained	100% system maintained	R 2,250 000.00	System maintenance reports	BTO

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FVM 09	Annual Financial Statements (AFS)	Compilation of AFS	To report financial management	BLM	AFS Compiled & submitted to AGSA,LPT,COGOHSTA& NT by June 2021	2018/19 AFS compiled & submitted to AGSA, LPT& NT	2019/20 AFS Compilation & submitted to AGSA,LPT& NT by June 2021	2019/20 AFS compiled	Close-up report (with deliverables)	N/A	N/A	R 950 000	Acknowledgement reports from stakeholders	BTO
FVM 10	Elec: Connec New Fees	To effect new connections	To improve electricity connections	BLM	Number reports on post connections compiled by June 2021	New Indicator	Four reports on post connections compiled by June 2021	reports on post connections compiled	reports on post connections compiled	reports on post connections compiled	reports on post connections compiled	R 40,000.00	Reports	BTO
FVM 11	Elec Sales: Domestic Low : Prepaid	Sale of electricity	To enhance Municipal revenue collection	BLM	Four reports on vending facilities compiled by June 2021	New Indicator	Four reports on vending facilities compiled by June 2021	One reports on vending facilities	One reports on vending facilities	One reports on vending facilities	One reports on vending facilities	R 17 800 000	Reports	BTO

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								compiled	compiled	compiled	compiled			
FVM 12	AFS quality review	To perform quality review/assessment of AFS	To submit credible AFS	BLM	AFS assessment report by 31 August 2020	New indicator	AFS assessed for quality by August 2020	AFS reviewer for quality	AFS adjustments quality review	N/A.	N/A.	R 200 000.00	2019/20 AFS assessment report.	BTO
FVM 13	Debt Collector.	To appoint the debt collector	To improve revenue collection through investigating, negotiation and collection of debtors	BLM	Number debt collectors appointed by June 2021	Debt collector appointed	One debt collectors appointed by June 2021	To appoint the debt collector	Identification, negotiation & collection report	Identification, negotiation & collection report	Identification, negotiation & collection report	OPEX	Appointment Letter & Signed SLA and monthly report	BTO

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Project /SDBIP KPI No	PROJECT	PROJECT DESCRIPTION	STRATEGIC OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
FVM 14	Insurance cover	Insurance cover for the Municipal assets	To safeguard the municipal assets	BLM	Signed Insurance policy cover of all Municipal Assets by June 2021	Insurance policy covered all Municipal Assets by June 2020	100% Insurance cover for all Municipal Assets by June 2021	100% Insurance of all Municipal Assets	100% Insurance of all Municipal Assets	100% Insurance of all Municipal Assets	100% Insurance of all Municipal Assets	R 901 000,000	Signed Insurance policy cover	BTO

7.CORE MANAGERIAL COMPETENCY

CORE MANAGERIAL COMPETENCIES(CMC)	INDICATE CHOICE	WEIGHT	CURRENT LEVEL(1-5)	DESIRED LEVEL (1-5)
Strategic Capability and Leadership				
Programme and Project Management	X	10	5	5
Financial Management(compulsory)	X	20	4	5
Change Management				
Knowledge Management	X	10	4	5
Service Delivery Innovation				
Problem Solving and Analysis	X	15	5	5
People and Diversity Management				
Client Orientation and Customer Focus(compulsory)	X	20	4	5
Communication				
Accountability and Ethical Conduct	X	5	4	5
People management and Empowerment (compulsory)	X	20	5	5
Total:		100		