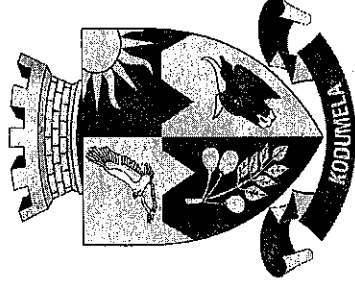


PERFORMANCE PLAN FOR CHIEF FINANCE OFFICER 2018/19

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

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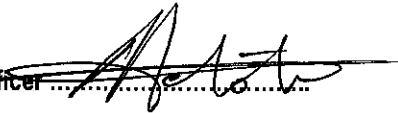
1. TABLE OF ACRONYMS AND ABBREVIATIONS

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 2018/19 FOR CHIEF FINANCE OFFICER

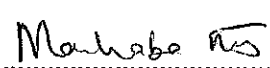
The 2018/19 Performance plan for Municipal Manager has been duly signed and approved both the Chief Finance Officer and the Municipal Manager of Blouberg Local Municipality as follows:

Signed by:

Chief Finance Officer 

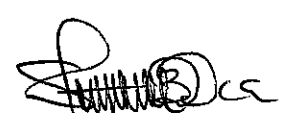
Mabote N.J.

Date: 11/09/2018

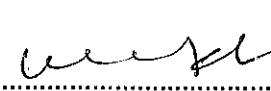
Municipal Manager of Blouberg Local Municipality: 

Machaba Junias

Date: 11-09-2018

Witness 1: 

Date: 2018/09/11

Witness 2: 

Date: 2018/09/11

3. INTRODUCTION AND BACKGROUND

After approval of IDP/Budget 2018/19, the Municipality has developed and approved the Service Delivery Budget Implementation Plan 2018/19 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 2018/19 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 2018/19.

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. BUDGET & TREASURY FINANCIAL VIABILITY AND MANAGEMENT

FINANCIAL VIABILITY AND MANAGEMENT											
BUILDING OF KEY CAPABILITIES (HUMAN PHYSICAL & INSTITUTIONAL)											
ADMINISTRATIVE AND FINANCIAL CAPABILITY (OUTPUT 6)											
KPI No	PROJECT	PROJECT DETAILS		KEY PERFORMANCE INDICATOR	2017/18 BASELINE/ STATUS QUO	2018/19 ANNUAL TARGET/ PERFORMANCE INDICATOR	QUARTERLY PROJECTIONS				RESPONSIBILITY
		PROJECT DESCRIPTION	PROJECT OBJECTIVE				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)	
FVM1	Financial Management	To comply with the financial management regulations	To effectively and efficiently manage the financial affairs of the municipality	Number of Budget Steering Committee meetings	Process plan	4 meetings held for the year	1 meeting held.	1 meeting held.	1 meeting held.	1 meeting held.	Budget and Treasury
FVM2	Financial management and Planning	Establishment of IDP/Budget steering committee	To shape planning and revenue management.	To appoint members of budget/IDP steering committee in line with the regulations	1 Budget/IDP steering committee	1 budget steering committee appointed	1 Budget/IDP steering committee appointed	N/A	N/A	N/A	Budget and Treasury

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BUILDING OF KEY CAPABILITIES(HUMAN,PHYSICAL & INSTITUTIONAL)														
ADMINISTRATIVE AND FINANCIAL CAPABILITY (OUTPUT 6)														
OUTCOME 9														

FINANCIAL VIABILITY AND MANAGEMENT														
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		PROJECT DETAILS			KEY PERFORMANCE INDICATOR	2017/18 BASELINE/ STATUS QUO	2018/19 ANNUAL TARGET/ PERFORMANCE INDICATOR	QUARTERLY PROJECTIONS				BUDGET	PORTFOLIO OF EVIDENCE	RESPONSIBILITY
KPI No	PROJECT	PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
			on the new developments						nt associations	associations				
FVM8	Expenditure Management	Timeous payment of salaries, statutory deductions and allowances	To manage cash flow	BLM	Pay salaries, statutory deductions(3 rd parties) on time	12 payment of salaries, third parties and councillors on time	12 Payment of salaries, third parties and councillors allowances on time	3 payment of salaries, third parties and councillors on time	6 payment of salaries, third parties and councillors on time	9 payment of salaries, third parties and councillors on time	12 payment of salaries, third parties and councillors on time	OPEX	Salaries Report	Budget and Treasury
FVM9		Submission of statutory EMP 501 to SARS	To comply with	BLM	Submission of EMP 501 return to SARS	2 EMP501 submitted to SARS	2 EMP501 submitted to SARS on 30 th October	N/A	EMP501 submit	N/A	EMP501 submit	OPEX	EMP 501 Return	Budget and

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KPI No	PROJECT	PROJECT DESCRIPTION				PROJECT OBJECTIVE	LOCATION	Q1 (Jul-Sep)	Q2 (Oct-Dec)				Q3 (Jan-Mar)	Q4 (Apr-Jun)	
		within timeframe	financial regulations		2018 and 31 st May 2018 respectively	ended to SARS on 30 th October 2018			ended to SARS on 31 st May 2019				Treasury		
FVM10		Develop and Update Fruitless and wasteful expenditure register	To regularise the fruitless and wasteful expenditure	BLM	12 fruitless and wasteful expenditure register updated	3 fruitless and wasteful expenditure reports updated	6 fruitless and wasteful expenditure register updated	9 fruitless and wasteful expenditure register updated	12 fruitless and wasteful expenditure register updated	N/A	Fruitless and wasteful expenditure reports	Budget and Treasury			

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KPI No	PROJECT	PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION	Q1 (Jul-Sep)				Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)				
FVM11		Timeous payment of creditors	To assist the creditors	BLM	% Payment of creditors on time	100 % payment of creditors paid within 30 days	100% payment of creditors within 30 days of receipt of invoice	100% payment of creditors within 30 days of receipt of invoice	100% payment of creditors within 30 days of receipt of invoice	100% payment of creditors within 30 days of receipt of invoice	100% payment of creditors within 30 days of receipt of invoice	OPEX	Invoice register	Budget and Treasury Office	
FVM12		Development and updated Retention Register	To ensure that service providers perform quality work	BLM	Number retention reports updated	12 Retention register developed and updated	12 retention register developed and updated	3 Retention register developed	6 Retention register developed	9 Retention register developed	12 Retention register developed	N/A	Retention Register	Budget and Treasury	

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			PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
									and updated	and updated	ed and updated	and updated			
FVM13			VAT 201 submitted within legislated timeframes	To manage the VAT returns	BLM	Number VAT returns submitted within legislated timeframe	11 VAT returns submitted on time	11 VAT returns submitted monthly	3 VAT returns submitted on time	6 VAT returns submitted on time	9 VAT returns submitted on time	11 VAT returns submitted on time	N/A	VAT 201 Submitted	Budget and treasury
FVM14			Capture spending FMG project. Compile spending report in terms of section 71 report.	To account for the grant received	BLM	% of FMG by 30 June 2019	FMG total budget allocated	100% (Total budget spent)	35% FMG spending.	50% FMG spending.	70% FMG spending.	100% FMG spending.	2,534,000	FMG Report submitted to National Treasury	Budget and Treasury

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OUTCOME 9		PROJECT DETAILS				KEY PERFORMANCE INDICATOR	2017/18 BASELINE/ STATUS QUO	2018/19 ANNUAL TARGET/ PERFORMANCE INDICATOR	QUARTERLY PROJECTIONS				BUDGET	PORTFOLIO OF EVIDENCE	RESPONSIBILITY
KPI No	PROJECT	PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION					Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
FVM15		Capture spending on capital project Compile spending reports in terms of section 71 report.		BLM	% Operational budget spent by 30 June 2019	100% Operational expenditure spends	100% Operational expenditure spends	100% Operational expenditure spends	25% capital expenditure	50% capital expenditure	75% capital expenditure	100% capital expenditure	OPEX	Quarterly Financial Report	Budget and Treasury
FVM16		Capture spending on capital project Compile spending reports in terms of section 71 report.	To manage spending on the grant	BLM	% capital budget spent by 30 June 2019	100% Capital expenditure spends	Projected capital expenditure spends	Projected capital expenditure budget spends	25% capital expenditure	50% capital expenditure	75% capital expenditure	100% capital expenditure	OPEX	Quarterly Financial Report	Budget and Treasury

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KPI No	PROJECT	PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION	PERFORMING INDICATOR	2017/18 BASELINE STATUS QUO	2018/19 ANNUAL TARGET PERFORMANCE INDICATOR	Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)	BUDGET	PORTFOLIO OF EVIDENCE	RESPONSIBILITY
FVM17	Assets and Inventory Management	Develop schedule for asset verification, circulate to all departments and verification of assets	To assess the value of the assets and inventory	BLM	Number of assets verifications conducted	2 assets verifications conducted	No of assets verified and recorded to fixed register.	N/A	N/A	1 asset verification done for the quarter	1 asset verification done for the quarter	OPEX	Asset Verification Report	Budget and Treasury
FVM18		Develop stock taking schedule and do stock counting	To update the register.	BLM	Number of stock taking performed per annum	7 Stock count conducted	11 Monthly stock count conducted	2 monthly stock count conducted	5 monthly stock count conducted	8 monthly stock count conducted	11 monthly stock count conducted	OPEX	Report	Budget and Treasury
FVM19		Preparation and approval	To amend the budget	BLM	Adjustment budget approved by	Adjustment budget	Adjustment budget approved by Council	N/A	N/A	Adjustment budget	N/A	N/A	Council resolution and	Budget and Treasury

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			PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
			of adjustment budget	positively or negatively.		Council by 28 February 2019	for 2016/17				approved by Council			adjusted budget	treasury office
FVM20			Interests on Investment received as budgeted	To report on the interests on investments.	BLM	Interest on investment received as budgeted	R1 700 000 received as investment income	R1 700 000 Received as interest on investment	R435 600	R880 900	R1 305 300	R1 700 000	N/A	Investment register	Budget and Treasury
FVM21			Table budget to Council on or before 31 March 2019	To allow the public to interact with the draft budget	BLM	To submit draft budget to Council by 31 March 2019	2017/18 draft Budget in place	1 Draft and Final Budget submitted to Council by the 31 st March 2019	N/A	N/A	1 draft Budget submitted to Council	Final Budget adopted by Council	N/A	Council Resolution	Budget and Treasury
FVM22			Compile the section 71 report. Submit to treasury	To manage the cash flow of the	BLM	Number of section 71 report submitted to	12 2017/18 Section 71 report	12 section annual report submission	3 section 71 report	6 section 71 report	9 section 71 report	12 section 71 report	OPEX	Copy of acknowledgment of	Budget and Treasury

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KPI No	PROJECT	PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
		within 10 days after month end. Submit to council for approval.	municipality		Treasury within 10 days after the end of the month			submitted to treasury within 10 days after the end of each month	submitted to treasury within 10 days after the end of each month	submitted to treasury within 10 days after the end of each month	submitted to treasury within 10 days after the end of each month		receipt by treasuries	
FVM23		Compile AFS Process plan, Submit to management for inputs, submit to audit committee, Compile the Annual Financial	To account for the utilisation of the municipal funds and to hand over	BLM	To prepare and submit annual financial statements to the Auditor General by 31 st August 2018	2016/17 Financial statements submitted to the Auditor General by 31 st	Availability of AFS process Plan	Submission of AFS 2017/18 annual financial statements to	N/A	N/A	N/A	OPEX	Acknowledgement of receipt of annual financial statements by Auditor General	Budget and Treasury

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			PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
			Statement, and Review the Annual Financial Statement, present to management, present to audit committee, Submit to AG.	to AG for auditing.			August 2017		Auditor General						
FVM24		Set date for adjudication committee. Adjudicate tenders within time frame (90 days after closure of the tender). Write adjudication	To ensure that tenders are adjudicated upon on time.	BLM	% of tenders adjudicated within 90 days of closure period (# tenders adjudicated / # of tenders closed and	95% of all tenders adjudicate d within 90 days for the 2017\18 FY	100% (# tenders adjudicated / # tenders closed and due for adjudication)	100% (# tenders adjudicated / # tender s closed and	100% (# tender s adjudicated / # tender s closed and	100% (# tenders adjudicated / # tenders closed and due for	100% (# tenders adjudicated / # tenders closed and	100% (# tenders adjudicated / # tenders closed and	OPEX	Monthly Tender Reports	Budget and Treasury

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KPI No	PROJECT	PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
		report to the Accounting Officer.			due for adjudication)			due for adjudication)	due for adjudication)	adjudication)	due for adjudication)			
FVM25	SCM – Demand Management	Development and Implementation of Procurement plan	To manage the procurement process and cash flow.	BLM	To develop municipal procurement plan by 30 th June 2019.	Procurement Plan developed and submitted in all previous years	Procurement plan developed and implemented	N/A	N/A	N/A	Annual Procurement Plan developed	OPEX	Procurement plan and implementation report	Budget and Treasury
FVM26	Free basic Services	Awareness campaign/Identification of indigents, issuing of indigent registration	To provide free basic services to the deserving customers.	BLM	Number of reports on indigent management	1 Indigent register updated	2 reports issued on indigents update	N/A	First indigent register update	N/A	Second indigent register	OPEX	Indigent register Reports on indigent	Budget and Treasury

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13.5. GOOD GOVERNANCE AND PUBLIC PARTICIPATION

GOOD GOVERNANCE AND PUBLIC PARTICIPATION														
KPA		ACTIVE ENGAGEMENT OF CITIZENS IN THEIR OWN DEVELOPMENT												
NDP		DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL (OUTPUT 5)												
OUTCOME 9														
		PROJECT DETAILS			KEY PERFORMANCE INDICATOR	2017/18 BASELINE/ STATUS QUO	2018/19 ANNUAL TARGET/ PERFORMANCE INDICATOR	QUARTERLY PROJECTIONS				BUDGET	PORTFOLIO OF EVIDENCE	RESPONSIBILITY
KPI No	PROJECT	PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
GGPP 49	Audit & Risk Committee allowance	Paying allowances to audit & risk committee members	To ensure that Audit & Risk Committee Members are paid	BLM	% of payment of Audit & Risk Committee allowances	Schedule of meetings	100% payment of Audit & Risk Committee allowance	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	R350,000.	Expenditure Report	Budget and Treasury
GGPP 50		Review of finance policies and strategies	Budget related policies submitted to council for adoption in May 2020	BLM	To review budget related policies for 2018/19 financial year	13 budget related policies and 1 strategy reviewed and approved.	13 budget related policies reviewed for 2019/20 financial year	N/A	N/A	Submit draft budget related policies to council for	Submit draft budget related policies to council for	OPEX	Budget adopted policies and council resolution	Budget and Treasury

GOOD GOVERNANCE AND PUBLIC PARTICIPATION															
ACTIVE ENGAGEMENT OF CITIZENS IN THEIR OWN DEVELOPMENT															
DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL (OUTPUT-5)															
KPI No		PROJECT	PROJECT DETAILS			KEY PERFORMANCE INDICATOR	2017/18 BASELINE/ STATUS QUO	2018/19 ANNUAL TARGET/ PERFORMANCE INDICATOR	QUARTERLY PROJECTIONS				BUDGET	PORTFOLIO OF EVIDENCE	RESPONSIBILITY
			PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
											public participation approval	council for adoption			
GGPP 51		Compile monthly reconciliation reports and submit to EXCO			BLM	No of Monthly reconciliation developed and approved	All reconciliation on be completed and monitored (108).	108. All reconciliations developed and filed	27 reconciliations completed and approved (Debtors, Creditors, grants, investments, stores, Property	54 reconciliations completed and approved (Debtors, Creditors, grants, investments, stores, Property rates, payroll	81 reconciliations completed and approved (Debtors, Creditors, grants, investments, stores, Property rates,	108 reconciliations completed and approved (Debtors, Creditors, grants, investments, stores, Property rates,	OPEX	Monthly reconciliation reports	Budget and Treasury

GOOD GOVERNANCE AND PUBLIC PARTICIPATION															
ACTIVE ENGAGEMENT OF CITIZENS IN THEIR OWN DEVELOPMENT															
DEEPENING DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL (OUTPUT 5)															
KPI NO.		PROJECT	PROJECT DETAILS		KEY PERFORMANCE INDICATOR	2017/18 BASELINE/ STATUS/ QUO	2018/19 ANNUAL TARGET/ PERFORMANCE INDICATOR	QUARTERLY PROJECTIONS				BUDGET	PORTFOLIO OF EVIDENCE	RESPONSIBILITY	
			PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul- Sep)	Q2 (Oct- Dec)	Q3 (Jan- Mar)	Q4 (Apr- Jun)			
									y rates, payroll, VAT 201, Assets)	, VAT 201, Assets)	payroll, VAT 201, Assets)	stores .Prop erty rates, payroll i, VAT 201, Asset s)			
GGPP 52		Compile half year financial report and submit to Mayor & Provincial Treasury			BLM	To compile Half-Year budget and performance assessment report and submit to the Mayor, Provincial and National Treasury	Half year financial performance assessment report compiled and submitted to Mayor, Provincial and National Treasury by 25 January annually	Analysis of half-year financial performance of the municipality.	N/A	N/A	Half-year report prepared and submitted to the Mayor and two Treasurers.	N/A	OPEX	Half year financial report and acknowledgment letter	Budget and Treasury

