PERFORMANCE PLAN FOR CHIEF FINANCE OFFICER 2018/19

Blouberg Municipality

KODUMELA

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 ....

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

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	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)			
FVM1	Financial Management	To comply with the financial management regulations	To effectively and efficiently manage the financial affairs of the municipality	BLM	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.	**OPEX**	Minutes, Report Attendance Register	Budget and Treasury
FVM2	**Financial management and Planning**	Establishment of IDP/Budget steering committee	To shape planning and revenue management.	BLM	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	**OPEX**	Appointment letters	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)			
FVM3	**Revenue Enhancement strategy.**	Billing and collection of revenue	To explore all revenue sources and to maximise collection	BLM	Amount of revenue collected from electricity sales as budgeted	R 56 666 000 Collected	R56 666 000 of Services revenue collected	R 6,0Coll ected	R 12.4 m Collect ed	R 18.2 m Collecte d	R 26m Collec ted	**OPEX**	Revenue Report	Budget and Treasu ry
FVM4		Billing and collection of revenue	To explore all revenue sources and to maximise collection	BLM	Amount of revenue collected from Rural development as budgeted	R1.6 Collected	R 1.6 amount of Rural development income collected	R 266 667 Collect ed	R 400 000 Collect ed	R 800 000 Collecte d	R1 600 000 Collec ted	OPEX	Revenue Report	Budget and Treasu ry
FVM5		Billing and collection of revenue	To explore all revenue sources and to maximise collection	BLM	Amount of revenue collected from other sources	R 40.1 million Collected	R 40 150 464 amount collected from other revenue sources	R6.6 m Collect ed	R 10.0m collect ed	R 20.0m Collecte d	R 40.1 m Collec ted	OPEX	Revenue report	Budget and Treasu ry
FVM7			To update the municipal ratepayer	BLM	Meeting with ratepayers forum/ associations	None	Two Meeting held with Ratepayers associations	N/A	Meetin g held with differe	Meeting s held with different	N/A	OPEX	Attendanc e register	Budget and Treasu ry

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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(3rd 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 30th October	N/A	EMP501 submitt	N/A	EMP501 submi	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 31st May 2018 respectively		ed to SARS on 30th October 2018		tted to SARS on 31st May 2019			Treasury
FVM10		Develop and Update Fruitless and wasteful expenditure register	To regularise the fruitless and wasteful expenditure	BLM	Fruitless and wasteful expenditure register updated	12 fruitless and wasteful expenditure register updated	12 fruitless and wasteful expenditure reports 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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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 develop	12 Retention register developed	**N/A**	Retention Register	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)			
								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 on 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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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	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 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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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

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KPI No	PROJECT	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 31st 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 acknowledgement 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 31st August 2018	2016/17 Financial statements submitted to the Auditor General by 31st	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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KPI No	PROJECT	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 adjudicated within 90 days for the 2017\18 FY	100% (# tenders adjudicated / # tenders closed and due for adjudication)	100% (# tenders adjudicated / # tenders closed and	100% (# tenders adjudicated / # tenders closed and	100% (# tenders adjudicated / # tenders closed and due for	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 30th 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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KPI No	PROJECT	PROJECT DESCRIPTION	PROJECT OBJECTIVE	LOCATION				Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)			
		forms, and registration an indigent									update		management	
FVM27		To Develop final budget 201920 financial and submit the final budget for approval	To effect new changes to the rates and taxes	BLM	To submit final budget to council by 31 May 2019	IDP/Budget Process Plan	One Final budget submitted to council	N/A	Development of draft tariffs	Approval of draft budget for public consultations	Final Budget	**OPEX**	Final budget and Council Resolution	Budget and Treasury
FVM28		Collection of information, draft customer database and finalize database	To profile all the municipal customer database.	BLM	Number of reports of revised credible customer database developed and updated	Customer database in place	1 revised Credible customer Database developed and updated	Completion of the development of customer database	Quarterly reports on Updating of the database	Quarterly reports on Updating of the database	Quarterly reports on Updating of the database	**OPEX**	Customer data base	Budget and Treasury

13.5. GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA	GOOD GOVERNANCE AND PUBLIC PARTICIPATION													
NDP	ACTIVE ENGAGEMENT OF CITIZENS IN THEIR OWN DEVELOPMENT													
OUTCOME 9	DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL (OUTPUT 5)													
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 member	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	**OPEX**	Budget adopted policies and council resolution	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)			
										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. Propert	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 ,	OPEX	Monthly reconciliation report s	Budget and Treasury

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								y rates, payroll, VAT 201, Assets)	, VAT 201, Assets)	payroll, VAT 201, Assets)	stores .Property rates, payroll, VAT 201, Assets)			
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; Treasury by 25 January annually	Analysis of half-year financial performance of the municipality.	N/A	N/A	Half-year report prepares and submitted to the Mayor and two Treasuries.	N/A	**OPEX**	Half year financial report and acknowledgement letter	Budget and Treasury