BLOUBERG MUNICIPALITY

2015/16 PERFORMANCE PLAN

CFO

RAGANYA M.C.

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Project	Project Description	Strategic Objectives	KPI No	KPI/Measurable Objective	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Budget	Portfolio of Evidences	Weight
KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT WEIGHT =6													
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

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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
...upport of ...nancial ...ability and ...anagement ...ructures/for ...ns	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 inducted	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
...nancial ...anning	To develop forward financial plans required for finance 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
...ee Basic ...rvices ...digent ...gister)	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
...venue ...hancement ...rategy.	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
...venue ...anagement	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 past report	5

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KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT WEIGHT =61

Project	Objectives	KPI No	KPI/Measurable Objective	An Target	Baseline	Q1(July-Sep)	Q2(Oct-De	3(Jan-Mar)	Q4(Apr-Jun)	Evidence	Weight
	collect revenue due to the Municipality that ensures financial sustainability of the Municipality to ensure it fulfils its developmental roles			collected.	the Municipality collected						
		8.	% of debt collected	100% collection of outstanding debts	60% collection from Debtors.	Credit control and debt management policy.	60% collection from Debtors	20% collection from Debtors	20% debt submitted collected	Debt collectors report	5
penditure anagement	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
sets and rentory anagement	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	An[illegible] Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec[illegible]	[illegible]3(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 Asset	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	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
udget eparation	To ensure timeous 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 timeous 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

KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT WEIGHT =61

Project	Objectives	KPI No	KPI/Measurable Objective	An[illegible] Target	Baseline	Q1(July-Sep)	Q2(Oct-De[illegible]	[illegible]3(Jan-Mar)	Q4(Apr-Jun)	Evidence	Weight
			statements and performance report to the Auditor General by 31st August	Statement				AFS			
CM – emand anagement	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
ee basic rvice rvices	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

roject	Objectives	KPI No	KPI/Measurable Objective	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Evidence	Weight
uditing	To address all 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
udit & isk ommittee llowance	To ensure that Audit & Risk Committee Members are paid	23.	% of payment of Audit & Risk Committee allowances	100% payment of Audit & Risk Committee allowance	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
isk anagemen	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
nnual nancial port	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
eview of nance olicies and rategies	To ensurealignment ofpolicies to relevantlegislation s	26.	No. of policies reviewed for the year	13 policies reviewed for the year	12 budget related policies and 1 strategy reviewed andapproved.	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
udit ueries	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

...ect	Objectives	KPI No	KPI/Measurable Objective	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Evidence	Weight
...A ...ementa ...treasur ...ementa	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 prepared and submitted to the Mayor and two Treasuries	N/A	Mid-year financial	6

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