

# MAKHADDO LOCAL MUNICIPALITY



## CHIEF FINANCIAL OFFICER PERFORMANCE PLAN

**PERIOD**

**FROM : 01 JULY 2019 TO 30 JUNE 2020**

**NAME OF EMPLOYEE: MR K M NEMANAME**



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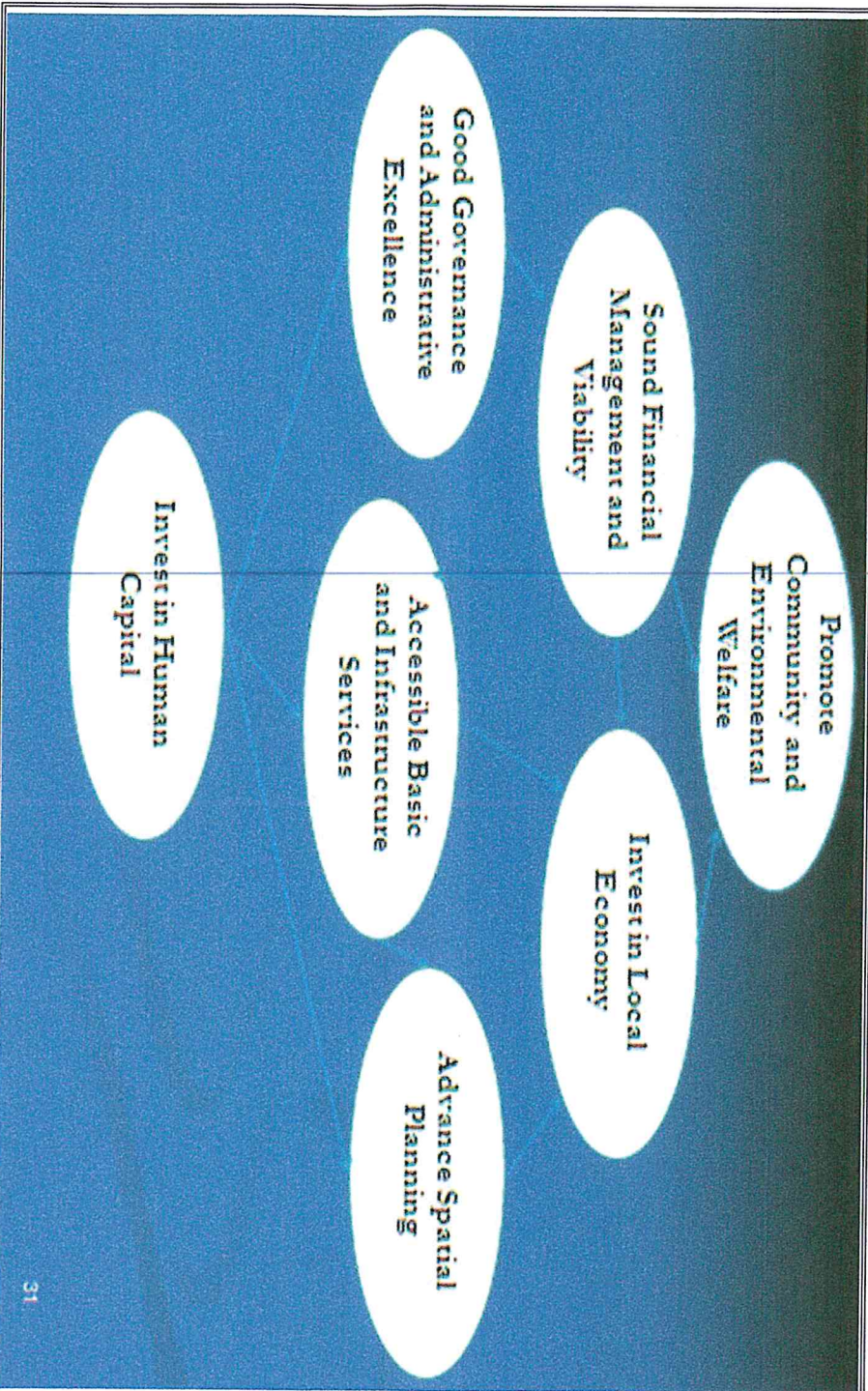
# 1. VISION, MISSION AND STRATEGIC MAP

## VISION, MISSION AND STRATEGIC MAP

The Vision of Makhado Local Municipality is: "A dynamic hub for socio – economic development by 2025"

The Mission of Makhado Local Municipality is: To ensure effective utilization of economic resources to address socio- economic imperatives through mining, tourism and agriculture

Makhado Municipality has identified 8 Strategic Objectives which are contained in the Integrated Development Plan. All municipal programmes will be aligned to the objectives outlined in the figure below:



**7. COMPETENCIES**

	Weight
<b>Core Competencies</b>	
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management	10
Change Leadership	10
Governance Leadership	10
People Management	10
<b>Core Occupational Competencies</b>	<b>Weight</b>
Moral Competencies	5
Knowledge and Information Management	10
Planning and organising	10
Analysis and Innovation	5
Results and Quality Focus	10
	100

**8. ASSESSMENT RATINGS**

<b>The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:</b>				
<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Outstanding Performance</b>	<b>Performance Significantly Above Expectations</b>	<b>Fully Effective</b>	<b>Not Fully Effective</b>	<b>Unacceptable Performance</b>
Performance far exceeds the standard expected of an employee at this level	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.



## 9. ASSESSMENT PROCESS

### 6.1.1. Assessment of the achievement of results as outlined in the Performance Plan

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA
- (b) Values on actual performance are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5 point scale. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding
- (c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

### 6.1.2. Assessment of the CCRs

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met
- (b) An indicative rating on the five-point scale should be provided for each CCR
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
- (d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

10. SUMMARY OF KPAS	
Key Performance Areas	Weighting
Municipal Transformation and Organisational Development	10
Basic Service Delivery	0
Local Economic Development (LED)	0
Municipal Financial Viability and Management	80
Good Governance and Public Participation	10

Priority Issue/Programme	Development Objectives	Key Performance Indicators	Baseline (2018/19)	Annual Targets	Project Name	Location	Ward/Dept	Funding Source	Budget 19/20 R'000	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence	Dept	
Good	SDBIP quarterly report submitted to PMS office within 5 days after receiving the template	To submit quarterly report submitted to PMS office within 5 days after receiving the template	4	New	SDBIP quarterly report submitted to PMS office within 5 days after receiving the template	Makhad	INCOME	Operational	Operational	1/7/2019	30/6/2020	Compile the SDBIP quarterly report and submit to PMS within 5 days	Compile the SDBIP quarterly report and submit to PMS within 5 days	Compile the SDBIP quarterly report and submit to PMS within 5 days	Compile the SDBIP quarterly report and submit to PMS within 5 days	SDBIP quarterly report proof of submission with a timeframe	B&T	
Good	Portfolio of evidence for SDBIP quarterly report submitted to PMS office within 10 days after receiving the template	To submit portfolio of evidence for SDBIP quarterly report submitted to PMS office within 10 days after receiving the template	4 (Files)	New	Portfolio of evidence for SDBIP quarterly report submitted to PMS office within 10 days after receiving the template	Makhad	INCOME	Operational	Operational	1/7/2019	30/6/2020	Compile the portfolio of evidence and submit to PMS within 10 days after receiving the template	Compile the portfolio of evidence and submit to PMS within 10 days after receiving the template	Compile the portfolio of evidence and submit to PMS within 10 days after receiving the template	Compile the portfolio of evidence and submit to PMS within 10 days after receiving the template	Proof of submission with a timeframe	B&T	
<b>MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT</b>																		
<b>MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT</b>																		
Financial Statements	Sound Financial Management and viability	Improved Audit opinion for the previous year	Qualified audit opinion (2017/18)	Unqualified Audit Opinion on previous financial year (2018/19) by 30 November 2019	Audit Opinion	All Wards	Administration	Income (Own Funding)	Operational	01/07/2019	30/06/2020	N/A	Unqualified Audit Opinion	N/A	N/A	N/A	AG Report and Management Letter	B&T
Financial Statements	Sound Financial Management and viability	Prepared Interim Financial Statement (FS)	Developed and submitted 2018/19 Interim Financial Statements	Developed and Submitted 2019/20 Interim Financial Statement by end of April 2020	Interim Financial Statements	All Wards	Administration	Income (Own Funding)	Operational	01/07/2019	30/04/2020	N/A	N/A	N/A	2019/20 Interim FS developed and submitted by end of April 2020	2019/20 Interim Financial Statements	B&T	
Financial Statements	Sound Financial Management and viability	Prepared and Submitted Annual FS for 2018/19 Financial Year	Developed and submitted 2017/18 AFS	Developed and submitted 2018/19 AFS by 31 August 2019	Annual Financial Statements	All Wards	Administration	Income (Own Funding)	Operational	01/07/2019	31/08/2019	2018/19 AFS developed and submitted by 31 August 2019	N/A	N/A	N/A	Annual Financial Statements	B&T	



<b>Budget and Reporting</b>	Sound financial management and viability	Approved 2020/21 budget	Approved 2019/20 Budget	Approved 2020/21 budget by 31 May 2020	Approved Budget	All Wards	Administration	Income (Own Funding)	Operational	01/07/2019	30/06/2020	Approved process plan	Send request to departments for proposed budget by 31 December 2019	Draft budget tabled to council by 31 March 2020	Final budget approved by Council by 31 May 2020	Approved budget and Council Resolution	B&T	
<b>Budget and Reporting</b>	Sound financial management and viability	Number of section 71 reports submitted to Treasury within 10 days after the end of the month	12 Reports Submitted during 2018/19	12 Section 71 Reports submitted by 30 June 2020	Section 71 Reports	All Wards	N/A	Income (Own Funding)	Operational	01/07/2019	30/06/2020	3	3	3		3	B&T	
<b>Expenditure Management</b>	Sound Financial Management and viability	Percentage of Expenditure of Financial Management Grant	100% of 2018/19 Financial Management Grant Spent	100% of 2019/20 Financial Management Grant spent by 30 June 2020	FMG Expenditure	All Wards	Administration	FMG Funding	#####	01/07/2019	30/06/2020	25%	50% of	75%	100%	Approved and Submitted Expenditure Report	B&T	
<b>Supply Chain Management</b>	Sound financial management and viability	Percentage of Tenders processed within 90 days (from closing date in the advert)	New	95% of Tenders Processed within 90 Days after bid closure by 30 June 2020	Tender Processing	All Wards		Income (Own Funding)	Operational	01/07/2019	30/06/2020	95%	95%	95%	95%	Advertisements, Minutes of Adjudication Committee	B&T	
<b>Supply Chain Management</b>	Sound financial management and viability	Percentage of Invoices Paid within 30 days of receipt	New	100% of Invoices paid within 30 days of receipt by 30 June 2020	Invoices Payment	All wards		Income (Own Funding)	Operational	01/07/2019	30/06/2020	100%	100%	100%	100%	Monthly Expenditure Reports	B&T	
<b>Revenue Management</b>	Sound financial management and viability	Revenue collection rate	87% of Revenue Collected during 2018/19 Financial Year	90% of Revenue Collected during 2019/20 Financial Year	Revenue Collection	All Wards	Administration	Income (Own Funding)	Operational	01/07/2019	30/06/2020	90%	90%	90%	90%	Collection Rate reports	B&T	
<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>																		
<b>Priority Issue/Programme</b>	<b>Development Objectives</b>	<b>Key Performance Indicators</b>	<b>Baseline (2018/19)</b>	<b>Annual Targets</b>	<b>Project Name</b>	<b>Location</b>	<b>Ward/Dept</b>	<b>Funding Source</b>	<b>Budget</b>	<b>Start Date</b>	<b>End Date</b>	<b>1st Q Targets</b>	<b>2nd Q Targets</b>	<b>3rd Q Targets</b>	<b>4th Q Targets</b>	<b>Portfolio of Evidence</b>	<b>Dept</b>	
To resolve 100% of internal audit findings by 30 June 2014	% of internal audit findings resolved by 30 June 2014	100%	6	N/A	N/A	Operational	Operational	N/A	Operational R'000	01/07/2019	30/06/2020	100%	100%	100%	100%	Audit tracking Register	B&T	

11. APPROVAL

On behalf of Makhado Municipality, 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

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 serve the organisation, my superiors, colleagues and community with loyalty, integrity and enthusiasm at all times. I hereby confirm and accept the conditions to this plan

Signed and approved by the Municipal Manager on behalf of Council

  
MR N F TSHIVHIRA  
MUNICIPAL MANAGER

Date

2019

06

Signed and accepted by the Employee

  
MR K M NEMANAME  
CHIEF FINANCIAL OFFICER

Date

24.06.2019