



MAKHADO
LOCAL MUNICIPALITY



PERFORMANCE PLAN 2020/2021 FINANCIAL YEAR

PERIOD: 01/07/2020 TO 30/06/2021

NAME OF EMPLOYEE: K.M NEMANAME

Makhado Local Municipality

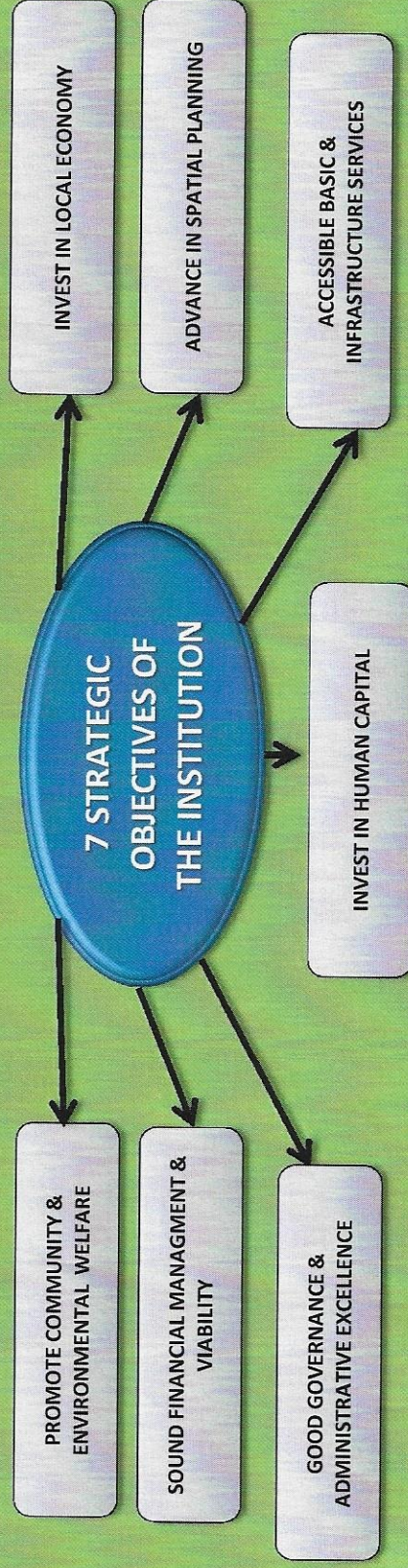


VISION

"A dynamis hub for socio-economic development by 2050"

MISSION

"To ensure effective utilisation of economic resources to address socio-economic imperatives through mining, agriculture and tourism"



Makhado Local Municipality

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2020/21

Priority Issue/Programme	Development Objectives	Key Performance Indicators	Baseline (2019/20)	Annual Targets	Project Name	Location	Funding Source	Budget 20/21	Start Date	End Date	1st Q Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence	ID No.
MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION																
Good governance and Administrative Excellence	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	Makhado Municipality	Operational	Operational	1/7/2020	30/6/2021	Complete the SDBIP quarterly report and submit to PMS within 5 days	Complete the SDBIP quarterly report and submit to PMS within 5 days	Complete the SDBIP quarterly report and submit to PMS within 5 days	Complete the SDBIP quarterly report and submit to PMS within 5 days	SDBIP quarterly report proof of submission with a timeframe	
Good governance and Administrative Excellence	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	Makhado Municipality	Operational	Operational	1/7/2020	30/6/2021	Complete the portfolio of evidence and submit to PMS within 10 days after receiving the template	Complete the portfolio of evidence and submit to PMS within 10 days after receiving the template	Complete the portfolio of evidence and submit to PMS within 10 days after receiving the template	Complete the portfolio of evidence and submit to PMS within 10 days after receiving the template	Proof of submission with a timeframe	2

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2020/21

Priority Issue/Programme	Development Objectives	Key Performance Indicators	Baseline (2019/20)	Annual Targets	Project Name	Location	Funding Source	Budget 20/21	Start Date	End Date	1st Q Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence	ID No.
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																
Financial Statements	Sound Financial Management and viability	Prepared and Submitted Annual FS for 2019/20 Financial Year	Annual Financial Statement 2018/19	Developed and submitted 2019/20 AFS by 31 August 2020	Annual Financial Statements	Ward 8	Income (Own Funding)	Operational	01/07/2020	31/08/2021	2019/20 AFS developed and submitted by 31 August 2020	N/A	N/A	N/A	Annual Financial Statements	3
Expenditure management	Sound Financial Management and viability	Percentage Expenditure on Municipal Grant	100% 2019/20 MIG spent	100% MIG Expenditure by 30 June 2021	MIG	Ward 8	MIG	88 968 000.00	01/07/2020	30/06/2021	10%	45%	75%	100%	Section 71 and Quarterly Financial Reports	4
			100% 2019/20 INEP Spent	100% INEP Expenditure by 30 June 2021	INEP	Ward 8	INEP	15 340 000.00	01/07/2020	30/06/2021	10%	45%	75%	100%	Section 71 and Quarterly Financial Reports	5
			100% of 2019/20 Financial Management Grant Spent	100% FMG spent by 30 June 2021	FMG Expenditure All Wards	All Wards	FMG Funding	1 700 000.00	01/07/2020	30/06/2021	25%	50% of	75%	100%	Approved and Submitted Expenditure Report	6
Budget and Reporting	Sound financial management and viability	Approved 2021/22 budget	Approved 2020/21 Budget	Approved 2021/22 Budget by 31 May 2021	Approved Budget	Ward 8	Income (Own Funding)	Operational	01/07/2020	30/06/2021	Approved process plan	Send request to departments for proposed budget by 31 December 2020	Draft budget tabled to council by 31 March 2021	Final budget approved by Council by 31 May 2021	Approved budget and Council Resolution	7
			12 Reports Submitted during 2018/19	Number of section 71 reports submitted to Treasury within 10 days after the end of the month	Section 71 Reports	Ward 8	Income (Own Funding)	Operational	3	01/07/2020	30/06/2021	3	3	3	Copy of acknowledgement of receipt by Treasury and COGHSTA	8
Expenditure management	Sound Financial Management and viability	Percentage of Electricity distribution loss	13%	10% of Electricity Distribution loss (As per Treasury Regulations) by 30 June 2021	Electricity Distribution Loss	Ward 8	Income (Own Funding)	Operational	01/07/2020	30/06/2021	10%	10%	10%	10%	Monthly Expenditure and Revenue Reports	9
Supply Chain Management	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 2021	Tender Processing	Ward 8	Income (Own Funding)	Operational	01/07/2020	30/06/2021	95%	95%	95%	95%	Advertisements, Minutes of Adjudication Committee	10
Revenue Management	Sound financial management and viability	Revenue collection rate	80% of Revenue collected during 2019/20 Financial Year	85% of Revenue Collected during 2020/21 Financial Year	Revenue Collection	Ward 8	Income (Own Funding)	Operational	01/07/2020	30/06/2021	85%	85%	85%	85%	Collection Rate reports	11
GOOD GOVERNANCE AND PUBLIC PARTICIPATION																
Internal Audit	Good Governance and Administrative Excellence	Internal audit findings		% of internal audit findings resolved by 30 June 2020	N/A	Operational	N/A	Operational	01/07/2020	30/06/2021	100%	100%	100%	100%	Audit tracking Register	12

6. COMPETENCIES

Core Competencies	Weight
Strategic Capability and Leadership	15
Programme and Project Management	15
Financial Management	10
Change Leadership	10
Governance Leadership	10
People Management	15
Core Occupational Competencies	Weight
Moral Competencies	5
Knowledge and Information Management	5
Planning and organising	5
Analysis and Innovation	5
Results and Quality Focus	5
	100

7. ASSESSMENT RATINGS

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

8. ASSESSMENT PROCESS

- 8.1. 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
- 8.2 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)

9. 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

I herewith confirm that I undertand the startegic impportance 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 coonditions to this plan

Signed and accepted by the Employee



K.M NEMANAME

CHIEF FINANCIAL OFFICER

DATE 16.07.2020