

MAKHADO LOCAL MUNICIPALITY



CFO PERFORMANCE PLAN

2016/2017 FINANCIAL YEAR

PERIOD: 01/07/2016 TO 30/06/2017
NAME OF EMPLOYEE: MAKHUBELA M.P

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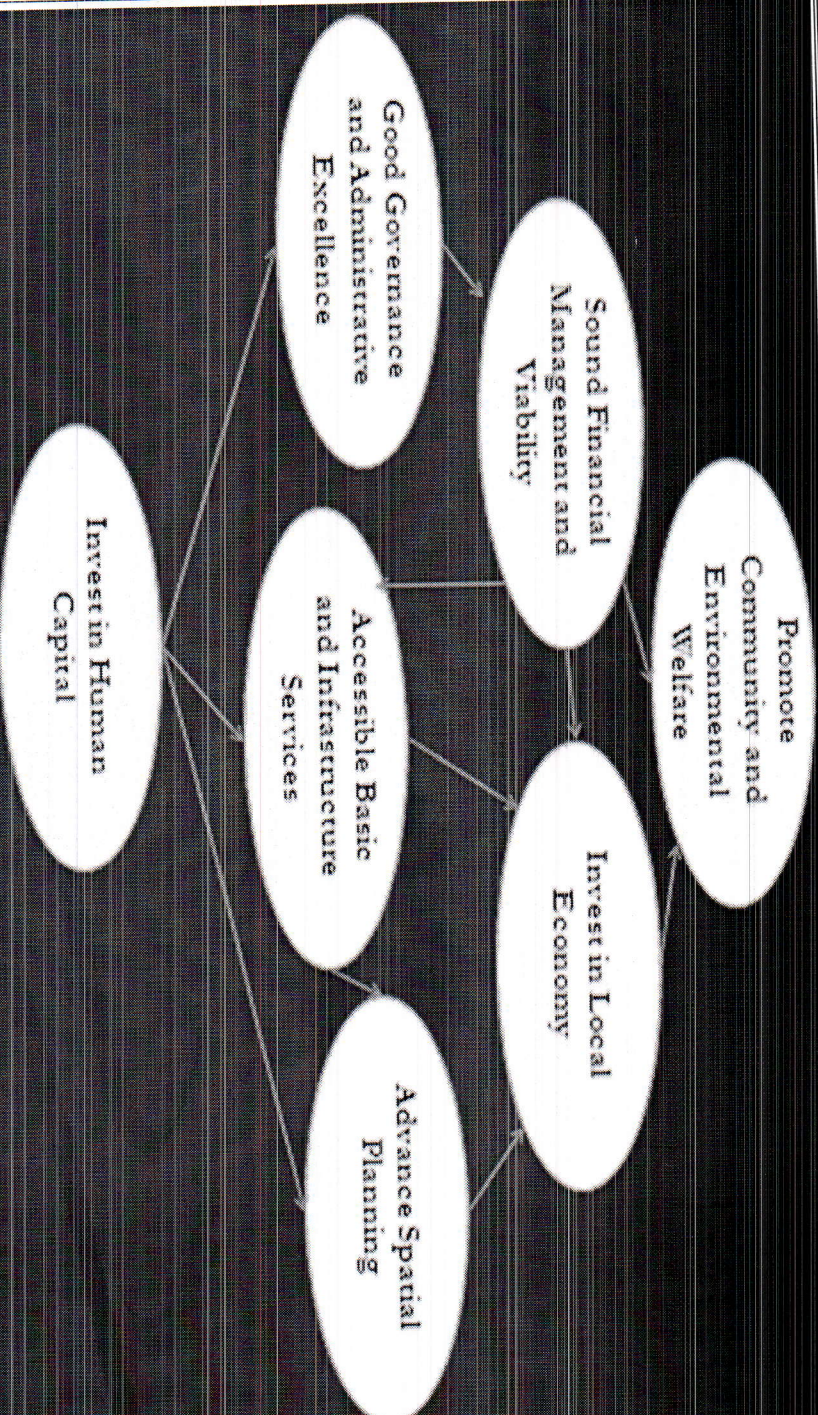
1. VISION, MISSION AND STRATEGIC MAP

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:



4. HIGHER LEVEL SDBIP

Priority Issue/Program me	Development Objective	Key Performance Indicators/Meas urable Objective	Baseline (2014/2015)	Annual Targets	Project Name	Location	Funding Source	Budget 16/17 R'000	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	17/18 R'000	Portfolio Of Evidence	Dept
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MUNICIPAL FINANCE MANAGEMENT AND VIABILITY (LOWER SDBIP)

Financial Statements	Sound Financial Management and viability	To obtain unqualified audit opinion by 31 December 2016	Unqualified audit opinion	Unqualified audit opinion obtained	Auditing of financial statements	Makhado Municipality	Income	Operational	2016/01/07	31/12/2017	Develop financial statement and submit to AG	Unqualified audit opinion obtained	N/A	N/A	Operational	AG report	B&T
Expenditure management	Sound Financial Management and viability	% Departmental Capital budget spent by 30 June 2017	75% (Total budget spent/Total budget)	75 (Total budget spent/Total budget)	Capital Budget	Makhado Municipality	Income	163 938 800.12	2016/01/07	30/6/2017	10%	40%	70%	100%	OPEX	Quarterly Financial Report	MM and All Director s
Expenditure management	Sound Financial Management and viability	% FMG by 30 June 2017	100%	100%	FMG	Makhado Municipality	Income	1 600 000.00	2016/01/07	30/6/2017	N/A	N/A	100% (80000)	N/A	OPEX	Expenditure Report	B&T
Revenue Management	Sound financial management and viability	% revenue collected by 30 June 2017	90%	90% (308004300)	Revenue Collection	Makhado Municipality	Income	342 227 123.00	2016/01/07	30/6/2017	20%	45%	70%	90%	OPEX	Section 71 report (c1 schedule)	B&T

4. HIGHER LEVEL SDBIP

Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objective	KPI Weight	Baseline (2014/2015)	Annual Targets	Project Name	Location	Funding Source	Budget 16/17 R'000	Start Date	End Date	1st Q Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence
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MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Performance Management System	Good Governance and Administrative Excellence	SDBIP quarterly report submitted to PMS office within 5 days after receiving the template	50	New	SDBIP quarterly report submitted to PMS office within 5 days after receiving the template	SDBIP quarterly reports	Makhado Municipality	Income	Operational	1/7/2015	30/6/2017	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
Performance Management System	Good Governance and Administrative Excellence	Portfolio of Evidence for SDBIP quarterly report submitted to PMS office within 10 days after receiving the template	50	New	Portfolio of Evidence for SDBIP quarterly report submitted to PMS office within 10 days after receiving the template	Portfolio of Evidence for SDBIP quarterly reports	Makhado Municipality	Income	Operational	1/7/2015	30/6/2017	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

MUNICIPAL FINANCE MANAGEMENT AND VIABILITY (LOWER SDBIP)

Revenue Management	Sound financial management and viability	% revenue collected by 30 June 2017	14,28	90%	90% (308004300)	Revenue Collection	Makhado Municipality	INCOME	342 227 123,00	1/7/2016	30/6/2017	20%	45%	70%	90%	Section 71 report (CI schedule)
Revenue Management	Sound financial management and viability	To review the revenue enhancement policies by 30 June 2017	14,28	Revenue enhancement policies were reviewed	Revenue enhancement policies reviewed	Revenue enhancement policies review	Makhado Municipality	INCOME	Operational	2017/01/01	30/6/2017	N/A	N/A	Draft Reviewed Revenue enhancement policies (Rates, Tariff, Credit Control, Bad Debts)	Final Reviewed Revenue enhancement policies (Rates, Tariff, Credit Control, Debts Collection)	Draft/Final Policies (Rates, Policy, Tariff Policy, Credit Control Policy, Debts Collection Policy)
Budget and Reporting	Sound financial management and viability	To submit the final budget to council by 31 May 2017	14,28	Final budget was submitted to Council	Final budget submitted to Council	Final budget	Makhado Municipality	INCOME	Operational	2017/01/01	30/6/2017	N/A	N/A	Send request to departments for proposed budget. Draft budget tabled to council by 31 March 2017	Final budget approved by Council by 31 May 2017	Final budget and Council Resolution

Priority Issue/programme	Development Objective	Key Performance Indicators/Measurable Objective	KPI Weight	Baseline (2014/2015)	Annual Targets	Project Name	Location	Funding Source	Budget 16/17 R'000	Start Date	End Date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence
Budget and Reporting	Sound financial management and viability	To submit the financial statements submitted to AG by 31 August 2016	14.28	Financial statements was compiled and submit to AG	Financial statements compiled and submit to AG	Financial statements	Makhado Municipality	INCOME	Operational	2016/01/07	31/8/2016	Financial statements compiled and submitted to AG	N/A	N/A	N/A	Copy of Financial statements
Budget and Reporting	Sound financial management and viability	# of section 71 reports submitted to Treasury within 10 days after the end of the month	14.28	12	12	Section 71 report submission	Makhado Municipality	INCOME	Operational	1/7/2016	30/6/2017	3	3	3	3	Copy of acknowledgment of receipt by Treasuries
Supply Chain Management	Sound financial management and viability	To review the Supply Chain Management policy by 30 June 2017	14.28	2014/15 Supply Chain Management policy was reviewed and amended	Supply Chain Management policy reviewed	Supply Chain Management policy	Makhado Municipality	INCOME	Operational	2016/01/07	30/6/2017	N/A	Send the policy to departments for inputs	Incorporate the inputs and finalise the reviewed policy	Reviewed Supply Chain Management policy submitted to council	Council Resolution
Asset Management	Sound financial management and viability	% of new acquisitions updated into the Asset Register by 30 June 2017	14.28	100%	100%	Updating of Asset Register	Makhado Municipality	INCOME	Operational	1/7/2016	30/6/2017	100%	100%	100%	100%	Schedules of Asset Register movement
MUNICIPAL FINANCE MANAGEMENT AND VIABILITY																
Expenditure management	Sound Financial Management and viability	% Capital budget spent by 30 June 2016 (Total budget spent/Total budget)	100	75% (Total budget spent/Total budget)	100 (Total budget spent/Total budget)	100 (Total budget spent/Total budget)	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	10%	40%	70%	100%	Quarterly Financial Report
GOOD GOVERNANCE AND PUBLIC PARTICIPATION																
Internal Auditing	Good governance and Administrative Excellence	% implementation of the AG(SA) action plan by 30 June 2017	100	80%	100%	AG(SA) action plan	Makhado Municipality	Income	Operational	2016/01/07	30/6/2017	100% (# of queries resolved/# of queries in the action plan)	100% (# of queries resolved/# of queries in the action plan)	100% (# of queries resolved/# of queries in the action plan)	100% (# of queries resolved/# of queries in the action plan)	Progress report

5. COMPETENCIES

5. COMPETENCIES	
Core Competencies	Weight
Strategic Capability and Leadership	10
Programme and Project Management	10
Financial Management	30
Change Leadership	10
Governance Leadership	10
People Management	5
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

6. ASSESSMENT RATINGS

The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CMCs:				
5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable Performance
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.

7. 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)

8. SUMMARY OF KPAS	
Key Performance Areas	Weighting
Municipal Transformation and Organisational Development	5
Basic Service Delivery	0
Local Economic Development (LED)	0
Municipal Financial Viability and Management	85
Good Governance and Public Participation	10

9. 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

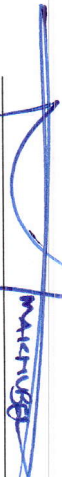
Signed and approved by the Municipal Manager on behalf of Council



MR MUTSHINYALI, P
MUNICIPAL MANA

Date

Signed and accepted by the Employee



MS MAKHUBELA M, P
CHIEF FINANCIAL OFFICER

Date

2016/07/26