

MAKHADO LOCAL MUNICIPALITY



CFO PERFORMANCE PLAN

2015/2016 FINANCIAL YEAR

PERIOD: 01/07/2015 TO 30/06/2016
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:



2. MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objective	KPI Weight	Baseline (2015/2015)	Annual Targets (2015/2015)	Project Name	Project Description	Location	Funding Source	Budget 15/16 R 000	Start Date	End date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence
Performance Management and 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	Receive the template, complete and submit back to PMS within 5 days after receiving the template	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	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 and 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	Submit portfolio of evidence for all progress given in the SDBIP quarterly report	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	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

3. MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

Expenditure Management and viability	Sound Financial Management	% FMG by 30 June 2016	10	100%	100%	FMG	Capture spending on FMG project. Compile report in terms of section 71 report.	Makhado Municipality	Income	1 600 000.00	1/1/2016	31/3/2016	N/A	N/A	100% (800000)	N/A	Report
Revenue Management and viability	Sound Financial Management	% revenue collected by 30 June 2016	10	90%	90% (308004300)	Revenue Collection	Collection of payment for services such as electricity, property rates, refuse removal	Makhado Municipality	Income	342 227 123.00	1/7/2015	30/6/2016	20%	45%	70%	90%	Section 71 report (cl schedule)
Revenue Management and viability	Sound Financial Management	To review the revenue enhancement policies by 30 June 2016	10	Revenue enhancement policies were reviewed	Revenue enhancement policies reviewed	Revenue enhancement policies review	Send the policies for review to the draft review to management. Submit to council for approval.	Makhado Municipality	Income	Operational	1/1/2016	30/6/2016	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)

Priority Issue/Programme	Development Objective	Key Performance Indicators/Measureable Objective	KPI weight	Baseline (2015/2015)	Annual Targets (2015/2015)	Project Name	Project Description	Location	Funding Source	Budget 15/16 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 table the draft budget to council by 31 March 2016	10	Draft budget was tabled to council	Draft budget tabled to council		Collect budget from departments, Consolidate the budget, Present the draft to management, Submit to council for approval	Makhado Municipality	Income	Operational	1/1/2016	31/3/2016	N/A	N/A	Draft budget tabled to council	N/A	Draft budget and Council Resolution	
Budget and Reporting	Sound financial management and viability	To submit the final budget to council by 31 May 2016	10	Final budget was submitted to council	Final budget submitted to council	Final budget	Take the draft budget for public participation with the IDP. Incorporate inputs and submit the budget for final approval	Makhado Municipality	Income	Operational	1/4/2016	31/5/2016	N/A	N/A	N/A	Final budget	Final budget and Council Resolution	
			10															
Budget and Reporting	Sound financial management and viability	To submit the Financial statements submitted to AG by 31 August 2016	10	Financial statements was compiled and submit to AG	Financial statements compiled and submit to AG	Financial statements	Compile the financial statement. Review the compiled financial statement. Present to management meeting. Submit to AG for auditing.	Makhado Municipality	Income	Operational	1/7/2015	31/8/2015	Financial statements compiled and submitted to AG	N/A	N/A	N/A	N/A	Copy of Financial statements
Budget and Reporting	Sound financial management and viability	Number of section 71 reports submitted to Treasury within 10 days after the end of the month	10	12	12	Section 71 report submission	Compile the section 71 report. Submit to treasury within 10 days after month end. Submit to council for approval.	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	3	3	3	3	3	Copy of acknowledgement of receipt by Treasurers
Supply Chain Management	Sound financial management and viability	% of tenders adjudicated within 90 days of closure period (# tenders adjudicated/# of tenders closed and due for adjudication)	10	100% (# tenders adjudicated/# of tenders closed and due for adjudication)	100% (# tenders adjudicated/# of tenders closed and due for adjudication)	Tender adjudication	Set date for adjudication committee. Adjudicate tenders within timeframe (90 days after closure of the tender). Write adjudication report to the Accounting Officer.	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	100% (# tenders adjudicated/# of tenders closed and due for adjudication)	100% (# tenders adjudicated/# of tenders closed and due for adjudication)	100% (# tenders adjudicated/# of tenders closed and due for adjudication)	100% (# tenders adjudicated/# of tenders closed and due for adjudication)	Monthly Tender Reports	

Priority	Development Objective	Key Performance Indicators/Measurable Objective	KPI Weight	Baseline (2015/2015)	Annual Targets (2015/2015)	Project Name	Project Description	Location	Funding Source	Budget 15/16 R1000	Start Date	End date	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Portfolio Of Evidence
Supply Chain Management	Sound financial management and viability	% quotations processed within 18 days after approval by Accounting Officer (# of quotations processed/# of quotations received)	10	100% (# of quotations processed/# of quotations received)	100% (# of quotations processed/# of quotations received)	Quotations	Set date for quotation committee. Assess the quotation within timeframe (90 days after closure of the tender). Write adjudication report to the Accounting Officer.	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	100% (# of quotations processed/# of quotations received)	100% (# of quotations processed/# of quotations received)	100% (# of quotations processed/# of quotations received)	100% (# of quotations processed/# of quotations received)	Quotations Report
Asset Management	Sound financial management and viability	To update a GRAP compliant Asset Register by 30 June 2016	10	GRAP Compliant Asset Register was updated	GRAP Compliant Asset Register updated	Asset Register	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Makhado Municipality	Income	Operational	1/7/2015	30/6/2016	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Receive new acquisitions, Bar code and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Schedules of Asset Register movement
5. GOOD GOVERNANCE AND PUBLIC PARTICIPATION																	
Internal Auditing	Good governance and Administrative Excellence	% Implementation of the AG(SA) action plan by 30 June 2016	100	80%	100%	AG(SA) action plan	Implementation of the AG(SA) action plan	Makhado Municipality	Income	OPEX	1/7/2015	30/6/2016	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



Date

MR MUTSHINYALI I.P.
MUNICIPAL MANA

Signed and accepted by the Employee



Date

MS MAKHUBELE M.P.
CHIEF FINANCIAL OFFICER

2017/7/17