

APPENDIX A:

PERFORMANCE MANAGEMENT SYSTEM (PMS)

PERFORMANCE PLAN for 2013/14 - ACTING DIRECTOR: FINANCE (A/CFO) (Ms. Onneile Moseki)
KEY PERFORMANCE AREAS (KPA's) and KEY PERFORMANCE INDICATORS (KPI's) = 80%

Purpose: The performance plan defines Council's expectations of the Chief Finance Officer's (CFO) performance agreement to which this document is attached and Section 57(5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on key performance indicators(KPI's) as set in the Municipality's Integrated Key responsibilities:

1. Manage the budget reforms implementation process.
2. Manage the financial reporting process in terms of the MFMA.
3. Manage expenditure and supply chain management.
4. Manage revenue and debt collection.
5. Manage asset and risk management.
6. Manage institutional transformation and organisational development in the Department: Finance.
7. Promote good governance and public participation in financial matters of the municipality.

Key Performance Area		Key Performance Indicators				Baseline Information	Annual Target		Quarterly Projections									
No.	KPI's	Weight 100	No.	KPI's	SDBIP		Weight 100	Time Frame	Quantity		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
									Number	%	Number	%	Number	%	Number	%		
1	Municipal Financial Viability and Management.	77	1	Percentage compliance with the financial legislative requirements of the MFMA and National Treasury for the 2013/14 financial year.	54	7	Budget reforms as per MFMA.	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			2	Percentage compliance with reporting mechanisms in line with the requirements of the MFMA and National Treasury for the 2013/14 financial year.	54	7	Reporting requirements/MFMA	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			3	Percentage support and assistance to local municipalities in financial management capacity building with compliance to GRAP and the MFMA to become sound self-sustained local municipalities.	58	7	0%	01/07/2013 - 30/06/2014	-	100%	-	30%	-	60%	-	80%	-	100%
			4	Percentage compliance with the MFMA and DORA requirements regarding income management in the municipality.	55	7	MFMA/DORA/Cirl. 48 requirements.	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			5	Percentage compliance with the implementation of an effective cash flow management system.	53	7	0%	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			6	Percentage compliance with the MFMA requirements regarding expenditure management within the municipality.	56	7	MFMA requirements.	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			7	Percentage compliance with the implementation of an effective asset and risk management system.	54	7	MFMA requirements.	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			8	Percentage compliance with the implementation of an effective supply chain management system (SCM) in the municipality.	57	7	SCM Policy / 80%	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			9	Percentage implementation of an effective store function in accordance with the SCM Policy of the municipality.	57	7	12%	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			10	Ensure that outstanding debt for more than 90 days not exceeding 10% of the total debt outstanding. (Sundry Debtors)	53	7	Debtor Register	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
						11	Percentage compliance in achieving and maintaining unqualified financial audit reports.	53 - 58	7	Qualified audit report with matters (2011/12)	01/07/2013 - 30/06/2014	100% Unqualified	100% Unqualified	-	-	1	100%	1
2	Municipal Institutional Development and Transformation.	12	12	Percentage compliance with the approved HR strategy and policies of the municipality within the Department of Finance.	28	6	HR Strategy / 95%	01/07/2013 - 30/06/2014	-	100%	-	100%	-	100%	-	100%	-	100%
			13	Percentage implementation of the approved Performance Management System (PMS) in the Finance Department, aligned to the Integrated Development Plan (IDP) of the District Municipality.	39	6	Approved PMS policy and Regulations.	01/07/2013 - 30/06/2014	-	100%	-	25%	-	50%	-	75%	-	100%
3	Good Governance and Public Participation.	11	14	Percentage implementation of the approved Process Plan for community participation in terms of planning, budgeting, implementation, monitoring and reporting.	47	6	Approved Plan for 2013/14. /100%	01/07/2013 - 30/06/2014	-	100%	-	25%	-	50%	-	75%	-	100%
			15	Percentage implementation of approved support plan for staff morale and motivation applicable to the Department of Finance for the 2013/14 financial year.	49	5	1 / 100%	01/07/2013 - 30/06/2014	1	100%	1	25%	1	50%	1	75%	1	100%
		100					100											

THIS AGREEMENT COVERS THE PERIOD: 01 JULY 2013 - 30 JUNE 2014

DATE SIGNED: 2014

MUNICIPAL MANAGER:

ACTING CHIEF FINANCIAL OFFICER: (A/CFO)