

APPENDIX A:

**PERFORMANCE MANAGEMENT SYSTEM (PMS)**

**PERFORMANCE PLAN for 2014/15 - ACTING DIRECTOR: FINANCE (A/CFO) (Ms. Onneile Moseki)**

APPENDIX A:

**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<br>100              | No. | KPI's  | SDBIP |                      | Weight<br>100                        | Time Frame              | Quantity              |      | 1st Quarter      |      | 2nd Quarter      |      | 3rd Quarter      |      | 4th Quarter |      |
|   |   |                            |     |  |       |                      |                                      |                         | Number<br>Amount      | %    | Number<br>Amount | %    | Number<br>Amount | %    | Number<br>Amount | %    |             |      |
| <b>KPA 1: Municipal Viability and Management (77)</b>                     |   |                            |     |  |       |                      |                                      |                         |                       |      |                  |      |                  |      |                  |      |             |      |
| 1   | Municipal Financial Viability and Management.           | 60                         | 1   | Percentage compliance with the implementation of sound financial practices in FBDM for the 2014/15 financial year.   | 49    | 10                   | MFMA                                 | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 100% | -                | 100% | -                | 100% | -           | 100% |
|   |   |                            | 2   | Percentage compliance with the financial legislative requirements and related guidelines of National Treasury for the 2014/15 financial year.  | 50    | 10                   | Requirements/MFMA                    | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 100% | -                | 100% | -                | 100% | -           | 100% |
|   |   |                            | 3   | Percentage compliance with the requirements for debt and revenue generation in FBDM for the 2014/15 financial year.  | 51    | 10                   | MFMA/DORA/Cir. 48 requirements.      | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 100% | -                | 100% | -                | 100% | -           | 100% |
|   |   |                            | 4   | Percentage compliance with the effective management of Council's financial / cash resources for the 2014/15 financial year.  | 52    | 10                   | 0%                                   | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 100% | -                | 100% | -                | 100% | -           | 100% |
|   |   |                            | 5   | Percentage compliance with the implementation of an effective supply chain management system and (SCM) in the municipality.  | 53    | 10                   | SCM Policy / 100%                    | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 100% | -                | 100% | -                | 100% | -           | 100% |
|   |   |                            | 6   | Percentage support and assistance to local municipalities in the district to enable compliance with the requirements for sound and self-sustained financial management.  | 54    | 10                   | MFMA requirements.                   | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 100% | -                | 100% | -                | 100% | -           | 100% |
| <b>KPA 2: Municipal Institutional Development and Transformation (12)</b> |   |                            |     |  |       |                      |                                      |                         |                       |      |                  |      |                  |      |                  |      |             |      |
| 2   | Municipal Institutional Development and Transformation. | 20                         | 7   | Percentage compliance with the approved HR strategy and policies of the municipality within the Department of Finance for the 2014/15 financial year.  | 23    | 10                   | HR Strategy / 95%                    | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 100% | -                | 100% | -                | 100% | -           | 100% |
|   |   |                            | 8   | Percentage implementation of the approved Performance Management System (PMS) in the Finance Department, aligned to the Integrated Development Plan (IDP) of the District Municipality for the 2014.15 financial year. | 35    | 10                   | Approved PMS policy and Regulations. | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 25%  | -                | 50%  | -                | 75%  | -           | 100% |
| <b>KPA 3: Good Governance and Public Participation (11)</b>               |   |                            |     |  |       |                      |                                      |                         |                       |      |                  |      |                  |      |                  |      |             |      |
| 3   | Good Governance and Public Participation.               | 20                         | 9   | Percentage implementation of the approved Process Plan for community participation in terms of planning, budgeting, implementation, monitoring and reporting for the 2014/15 financial year.                           | 45    | 12                   | Approved Plan for 2014/15 / 100%     | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 25%  | -                | 50%  | -                | 75%  | -           | 100% |
|   |   |                            | 10  | Percentage compliance with the implementation of internal audit control processes applicable to the Department of Finance for the 2014/15 financial year.  | 47    | 8                    | Internal Audit Requirements / 100%   | 01/07/2014 - 30/06/2015 | -                     | 100% | -                | 25%  | -                | 50%  | -                | 75%  | -           | 100% |
|   |   | 100                        |     |  |       | 100                  |                                      |                         |                       |      |                  |      |                  |      |                  |      |             |      |

THIS AGREEMENT COVERS THE PERIOD: 01 JULY 2014 - 30 JUNE 2015

DATE SIGNED: 2014/07/04

MUNICIPAL MANAGER: .....

ACTING CHIEF FINANCIAL OFFICER: (A/CFO) .....