

**PERFORMANCE MANAGEMENT SYSTEM (PMS)**

**PERFORMANCE PLAN for 2015/16 - 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

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	No.	KPI's	SDBIP		Weight	Time Frame	Quantity		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
		100							100	Number Amount	%	Number Amount	%	Number Amount	%	Number Amount	%		
<b>KPA 1: Municipal Viability and Management</b>																			
1	Municipal Financial Viability and Management.	60	1	Percentage compliance with the implementation of sound financial practices in FBDM for the 2015/16 financial year.	53	10	MFMA	01/07/2015 - 30/06/2016	-	100%	-	100%	-	100%	-	100%	-	100%	
			2	Percentage compliance with the financial legislative requirements and related guidelines of National Treasury for the 2015/16 financial year.	54	10	Requirements/MFMA	01/07/2015 - 30/06/2016	-	100%	-	100%	-	100%	-	100%	-	100%	
			3	Percentage compliance with the requirements for debt and revenue generation in FBDM for the 2015/16 financial year.	56	10	MFMA/DORA/Cirl. 48 requirements.	01/07/2015 - 30/06/2016	-	100%	-	100%	-	100%	-	100%	-	100%	
			4	Percentage compliance with the effective management of the municipality's financial / cash resources for the 2015/16 financial year.	57	10	0%	01/07/2015 - 30/06/2016	-	100%	-	100%	-	100%	-	100%	-	100%	
			5	Percentage compliance with the implementation of an effective supply chain management system (SCM) and stores function in the municipality.	55	10	SCM Policy / 100%	01/07/2015 - 30/06/2016	-	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.	58	10	MFMA requirements.	01/07/2015 - 30/06/2016	-	100%	-	100%	-	100%	-	100%	-	100%	
<b>KPA 2: Municipal Institutional Development and Transformation</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 2015/16 financial year.	26	10	HR Strategy / 95%	01/07/2015 - 30/06/2016	-	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.	37	10	Approved PMS policy and Regulations.	01/07/2015 - 30/06/2016	-	100%	-	25%	-	50%	-	75%	-	100%	
<b>KPA 3: Good Governance and Public Participation</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 2015/16 financial year.	46	10	Approved Plan for 2015/16 / 100%	01/07/2015 - 30/06/2016	-	100%	-	25%	-	50%	-	75%	-	100%	
			10	Percentage compliance with the implementation of internal audit control processes applicable to the Department of Finance for the 2015/16 financial year.	48	5	Internal Audit Requirements / 100%	01/07/2015 - 30/06/2016	-	100%	-	25%	-	50%	-	75%	-	100%	
			11	Percentage compliance with the implementation of internal staff motivation and management in FBDM for the 2015/16 financial year.	45	5	Staff interaction ( 10 meetings)	01/07/2015 - 30/06/2016	10	100%	2	25%	5	50%	8	75%	10	100%	
		100					100												

THIS AGREEMENT COVERS THE PERIOD: 01 JULY 2015 - 30 JUNE 2016

DATE SIGNED: 2015/06/26

MUNICIPAL MANAGER: .....

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