



TSWELOPELE

LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

PERFORMANCE PLAN CHIEF FINANCIAL OFFICER TSWELOPELE LOCAL MUNICIPALITY 2023 - 2024

18

1. Purpose

The performance plan defines the Council's expectations of the Chief Financial Officer 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 the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key Responsibilities

The following objects of local government will inform the Chief Financial Officer performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Basic Service Delivery and Infrastructure Development
- 3.3 Local Economic Development
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

Chief Financial Officer

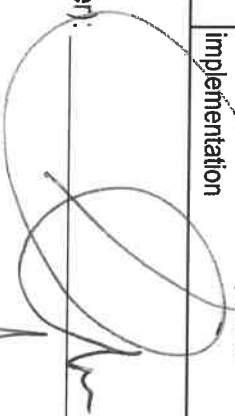
Core Managerial and Occupational Competencies		Weighting	Description/Definition	Comments/Observations	Rating			
Compulsory Core Competency Requirements					1Q	2Q	3Q	4Q
Financial Management	20	Complies and manages budgets, controls cash flow, institutes risk management and administers supply chain management processes in accordance with legal prescripts and generally recognised accounting practices in order to ensure the achievement of the Municipality's strategic objectives.						
People Management and Empowerment	15	Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve the Municipality's Strategic Objectives						
Client Orientation and Customer Focus	15	Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.						



Chief Financial Officer

Core Managerial and Occupational Competencies	Weighting	Description/Definition	Comments/Observations	Rating				
Selected Core Competency Requirements					1 Q	2 Q	3 Q	4 Q
Strategic Capability and Leadership	10	Provides a vision, sets the direction for the administration and inspires others to deliver on the municipality's mandate						
Problem Solving and Analysis	10	Systematically identifies, analyses and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner.						
Programme and Project Management	10	Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.						
Honesty and Integrity	10	Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality.						
Policy conceptualization and implementation	10	Ability to conceptualize policies and ensure policy implementation						

Signed and accepted by (Chief Financial Officer):



Date: 28 June 2023

Signed and accepted by (Municipal Manager) on behalf of the Council:



Date: 28 June 2023

Chief Financial Officer

Key Performance Area

	Weighting	Possible Rating	Rating Achieved			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1 Municipal Transformation and Organisational Development	15	15	0	0	0	0
2 Basic Service Delivery	30	30	0	0	0	0
3 Local Economic Development	10	10	0	0	0	0
4 Municipal Financial Viability and Management	30	30	0	0	0	0
5 Good Governance and Public Participation	15	15				
Total Achieved	100	100	0	0	0	0

Weighted Score	100%	0,00%	0,00%	0,00%	0,00%
	80%	0,00%	0,00%	0,00%	0,00%

Core Competency Requirements

Compulsory	Weighting	Possible Rating	Rating Achieved			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1 Financial Management	20	10	0	0	0	0
2 People Management and Empowerment	15	20	0	0	0	0
3 Client Orientation and Customer Focus	15	20	0	0	0	0
4 Policy conceptualization & implementation	10	10				

Selected						
1 Strategic Capability and Leadership	10	10	0	0	0	0
2 Problem Solving and Analysis	10	10	0	0	0	0
3 Programme and Project Management	10	10	0	0	0	0
4 Honesty and Integrity	10	10	0	0	0	0
Total Achieved	100	100	0	0	0	0

Weighted Score	100%	0,00%	0,00%	0,00%	0,00%
	20%	0,00%	0,00%	0,00%	0,00%

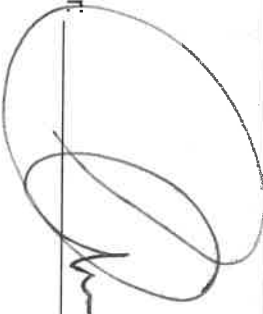


Chief Financial Officer

0,00%	Final Weighted Score Achieved	0,00%	0,00%	0,00%
0,00%	Final Score Achieved	0,00%	0,00%	0,00%


- (a) a score of 130% to 135% is awarded a performance bonus of 6%; and
(b) a score of 136% to 140% is awarded a performance bonus of 8%; and
(c) a score of 141% to 145% is awarded a performance bonus of 10%; and
(d) a score of 146% to 150% is awarded a performance bonus of 12%; and
(e) a score of 151% and above is awarded a performance bonus of 14%

Signature: Chief Financial Officer:



Date: 25 June 2023

Signature: Municipal Manager:



Date: 26 June 2023

DEPARTMENT: FINANCE										
KEY PERFORMANCE AREA 1 - MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT										
OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	SUPPORTING EVIDENCE	ANNUAL TARGETS 2024/2023	COMPARISON WITH 2021/2023 TARGETS	TARGET				WEIGHT
						QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
To enhance responsiveness to citizen's priorities and capabilities of delivery of quality services, quality management and administrative practices	Conduct the departmental meetings	Number of departmental meetings conducted.	Attendance registers and minutes of the departmental meeting.	4 Quarterly departmental meetings	4 Meetings held	1 meeting held	1 meeting held	1 meeting held	1 meeting held	3%
	Capacitate employees in line with the work skills plan and Municipal Budget.	Number of employees capacitated in terms of workplace skills plan and Municipal Budget.	Signed report on capacitation of employees.	5 employees capacitated as per the approved skills programmes by LGSETA and Municipal Training Budget by 30 June 2024.	None	No report for the quarter	No report for the quarter	No report for the quarter	5 employees capacitated as per the approved skills programmes by LGSETA and Municipal Training Budget by 30 June 2024.	2%
	Sign and conclude Performance Agreements (PA) of all departmental staff members	Number of performance agreements signed and concluded.	Signed performance agreements	100% of signed performance agreements for all departmental staff members by 31 December 2023	None	No report for the quarter	100% of signed performance agreements for all departmental staff members by 31 December 2023.	No report for the quarter	No report for the quarter	4%
	Conduct Mid-Year Performance Evaluations for all departmental staff members	Number of quarterly performance evaluations of all departmental staff members	Signed Mid-year performance evaluations	1 signed mid-year performance evaluations of all departmental staff members	None	No report for the quarter	No report for the quarter	Second quarter /Mid-Year evaluations of all departmental staff members	No report for the quarter	4%
	Prepare monthly Performance reports and submit to municipal Manager	Number of performance reports submitted to the municipal manager.	Copies of signed performance reports acknowledged by the municipal manager.	12 signed monthly reports	12 monthly reports	3 performance reports (Jul - Sep)	3 performance reports (Oct - Dec)	3 performance reports (Jan - Mar)	3 performance reports (Apr - Jun)	2%
					TOTAL					15%
DEPARTMENT: FINANCE										
KEY PERFORMANCE AREA 2 - INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY										
OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	SUPPORTING EVIDENCE	ANNUAL TARGETS 2024/2023	COMPARISON WITH 2023/2022 TARGETS	TARGET				WEIGHT
						QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
Maintain and upgrade basic infrastructure at local level	Appropriate funds for repairs and maintenance of infrastructure assets in the 2025/2024 Medium term revenue and expenditure framework.	Funds allocated for repairs and maintenance for 2025/2024 financial year.	Budget extract for the sub-job for repairs and maintenance for 2025/2024 budget approved by council	R2 000 000 allocated for repairs and maintenance for 2025/2024 Financial year in the Medium term revenue and expenditure framework for infrastructure assets.	R2 000 000 allocated for repairs and maintenance for 2024/2023 Financial year in the Medium term revenue and expenditure framework for infrastructure assets.	No report for the quarter	No report for the quarter	No report for the quarter	R8 000 000 allocated for repairs and maintenance for 2025/2024 Financial year in the Medium term revenue and expenditure framework for infrastructure assets.	10%
To ensure free access to clean, quality and sustainable water services to households	Provide registered indigent households with free basic water	% of registered indigent households provided with free basic water.	List of registered indigent households and system generated listing number of households provided with free basic water	100% of registered indigent households provided with free basic water (4260 registered households)	4263 registered households to be provided with free access to water.	100% of registered indigent households provided with free basic water (4260 registered households)	100% of registered indigent households provided with free basic water (4260 registered households)	100% of registered indigent households provided with free basic water (4260 registered households)	100% of registered indigent households provided with free basic water (4260 registered households)	5%




To ensure provision of free sustainable electricity services to indigent household.	Provide registered indigent households with free basic electricity.	% of registered indigent households provided with free basic electricity.	List of registered indigent households and system generated including number of households provided with free basic electricity.	100% of registered indigent households provided with free basic electricity (4919 registered households)	4337 registered households to be provided with free access to Electricity.	100% of registered indigent households provided with free basic electricity (4919 registered households)	100% of registered indigent households provided with free basic electricity (4919 registered households)	100% of registered indigent households provided with free basic electricity (4919 registered households)	100% of registered indigent households provided with free basic electricity (4919 registered households)	5%
To ensure free access to safe and sustainable sanitation services to indigent households.	Provide registered indigent households with free basic sanitation	% of registered indigent households provided with free basic sanitation.	List of registered indigent households and system generated including number of households provided with free basic sanitation.	100% of registered indigent households provided with free basic sanitation (4260 registered households)	4337 registered households to be provided with free access to sanitation.	100% of registered indigent households provided with free basic sanitation (4260 registered households)	100% of registered indigent households provided with free basic sanitation (4260 registered households)	100% of registered indigent households provided with free basic sanitation (4260 registered households)	100% of registered indigent households provided with free basic sanitation (4260 registered households)	5%
To ensure free access to regular and sustainable refuse removal services to indigent household	provide registered indigent households with free basic refuse removal.	% registered indigent households provided with free basic refuse removal.	List of registered indigent households and system generated including number of households provided with free basic refuse removal.	100% registered indigent households provided with free basic refuse removal (4260 registered households)	4337 registered households to be provided with free access to refuse removal.	100% registered indigent households provided with free basic refuse removal (4260 registered households)	100% registered indigent households provided with free basic refuse removal (4260 registered households)	100% registered indigent households provided with free basic refuse removal (4260 registered households)	100% registered indigent households provided with free basic refuse removal (4260 registered households)	5%
					TOTAL	0%	0%	0%	0%	30%



DEPARTMENT : FINANCE										
KEY PERFORMANCE AREA 3 - LOCAL ECONOMIC DEVELOPMENT										
OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	SUPPORTING EVIDENCE	ANNUAL TARGETS 2024/ 2023	COMPARISON WITH 2023/ 2022 TARGETS	TARGET				WEIGHT
Create an environment that promotes development of the local economy and facilitate job creation.	Appropriate funds for local economic development in the 2025/ 2024 Medium term revenue and expenditure framework.	Funds allocated for local economic developments for 2025/ 2024 financial year.	Budget extract for the local economic development sub vote approved by council.	R 100 000 allocated for local economic development for 2025/ 2024 Financial year in the Medium term revenue and expenditure framework	R50 000 allocated for local economic development for 2024/ 2023 Financial year in the Medium term revenue and expenditure framework	No target for the quarter	No target for the quarter	No target for the quarter	R100 000 allocated for local economic development for 2025/ 2024 Financial year in the Medium term revenue and expenditure framework	10%
					TOTAL	0%	0%	0%	0%	10%
DEPARTMENT : FINANCE										
KEY PERFORMANCE AREA 4 - MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT										
OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	SUPPORTING EVIDENCE	ANNUAL TARGETS 2024/ 2023	COMPARISON WITH 2023/ 2022 TARGETS	TARGET				WEIGHT
Review budget related policies and submit to council for approval.	Number of budgeted related policies submitted to council.	Proof of submission of budget related policies to council/ council resolution approving the budget related policies.	10 Budget related policies submitted to the council by 31 May 2024	10 Policies approved with the budget	No target for the quarter	No target for the quarter	No target for the quarter	No target for the quarter	10 Budget related policies submitted to the council by 31 May 2024	1%
	Develop the schedule of budget timelines and IDP process plan and submit to council for approval.	Number of schedules of budget timelines and IDP process plan submitted to council for approval	Proof of submission of budget timelines to council/ council resolution approving the budget timelines and IDP process plan.	1 Schedule of budget timelines and IDP process plan submitted to council for approval by 30 August 2023	Schedule prepared with the Process Plan - Approved August 2022	1 Schedule of budget timelines and IDP process plan submitted to council for approval by 30 August 2023	No target for the quarter	No target for the quarter	No target for the quarter	1%
	Develop the UIF reduction plan and submit to the Municipal Manager and MPAC	Number of developed UIF reduction plan and submitted to the Municipal Manager and MPAC	Proof of submission of the UIF reduction plan to the Municipal Manager and MPAC	1 UIF reduction plan and submitted to the Municipal Manager and MPAC by 30 June 2024	None	No target for the quarter	No target for the quarter	No target for the quarter	1 UIF reduction plan and submitted to the Municipal Manager and MPAC by 30 June 2024	1%
	Compile consolidated municipal budget and submit to council for approval.	Number of municipal budgets submitted to council for approval	Proof of submission of municipal budget to council/ council resolution approving the budget.	1 compiled and consolidated municipal budget submitted to council for approval.	Approved budget	No target for the quarter	No target for the quarter	Draft municipal budget submitted to council for consideration.	1 compiled and consolidated municipal budget submitted to council for approval.	1%
	Compile consolidated municipal adjustment budget and submit to council for approval	Number of municipal adjustment budgets submitted for approval	Proof of submission of adjustment budget to council/ council resolution approving the adjustment budget.	Compiled and consolidated municipal Adjustment budget 28 February 2024	Approved budget	No target for the quarter	No target for the quarter	Compiled and consolidated municipal Adjustment budget 28 February 2024	No target for the quarter	1%

Update municipal indigent register.	% Update of the municipal indigent register.	Signed updated municipal indigent register.	100% update of the municipal indigent register captured to the municipal billing system for implementation in 2025/ 2024	1 Updated register	No target for the quarter	No target for the quarter	No target for the quarter	No target for the quarter	100% update of the municipal indigent register captured to the municipal billing system for implementation in 2025/ 2024	1%
Review of the departmental funding plan and submit to the municipal manager.	Number of reviewed funding plans.	Reviewed funding plan acknowledged by the municipal manager.	1 reviewed funding plan	1 reviewed funding plan	No target for the quarter	No target for the quarter	No target for the quarter	No target for the quarter	1 reviewed funding plan	1%
Develop departmental procurement plans and submit to the Municipal Manager for approval.	Number of developed departmental procurement plan acknowledged by the Municipal manager.	Signed procurement plan acknowledged by the municipal manager	1 developed departmental procurement plan acknowledged by the municipal manager by 30 July 2023	None	1 developed departmental procurement plan acknowledged by the municipal manager by 30 July 2023	No target for the quarter	No target for the quarter	No target for the quarter	No target for the quarter	1%
Reduce the departmental overtime by 10% by 30 June 2024 (2024/ 2023 overtime - 2023/ 2022 overtime) / 2023/ 2022 overtime x 100	% reduction of the departmental overtime	Signed detailed report on percentage overtime reduction with comparisons.	Reduce the departmental overtime by 10% by 30 June 2024 (2024/ 2023 overtime - 2023/ 2022 overtime) / 2023/ 2022 overtime x 100	None	No target for the quarter	No target for the quarter	No target for the quarter	No target for the quarter	Reduce the departmental overtime by 30% by 30 June 2024 (2024/ 2023 overtime - 2023/ 2022 overtime) / 2023/ 2022 overtime x 100	2.0%
Complete the supplementary valuation roll for 2025/2024 financial year	Number of supplementary valuation rolls compiled	Certified supplementary roll.	1 certified supplementary roll by 30 June 2024	Certified municipal supplementary valuation roll.	No target for the quarter	No target for the quarter	No target for the quarter	No target for the quarter	1 certified supplementary valuation roll by 30 June 2024	2%
Issue monthly consumer accounts to all registered consumers of municipal services	% of issuing of monthly consumer accounts to all registered consumers	Poof of issuing of municipal accounts to all registered consumers.	100% of issuing of monthly consumer accounts	100%	100% of issuing of monthly consumer accounts	100% of issuing of monthly consumer accounts	100% of issuing of monthly consumer accounts	100% of issuing of monthly consumer accounts	100% of issuing of monthly consumer accounts	1%
Submit D-forms to NERSA	Number of D-forms submitted to NERSA	Poof of submission of D-forms to NERSA	1 D Forms submitted to NERSA by October 2023	Submitted D-Forms	No target for the quarter	1 D Forms submitted to NERSA by October 2023	No target for the quarter	No target for the quarter	No target for the quarter	1%

To enhance the revenue base of the municipality



improved audit outcome, promote sound financial governance and management

Submit the Financial Management Grant activity plan to National Treasury	Number of financial management grant activity plans submitted to National Treasury.	Proof of submission of FMG activity plan to National Treasury	1 financial management grant activity plan submitted to National Treasury by 31 March 2024.	Submitted FMG to NT	No report for the quarter	No report for the quarter	1 financial management grant activity plan submitted to National Treasury by 31 March 2024.	No report for the quarter	1%
Update conditional grants register.	Number of conditional grants registers updated.	Signed updated conditional grants registers	12 monthly updated conditional grants registers	Register updated monthly	3 monthly updates of the conditional grants registers	3 monthly updates of the conditional grants registers	3 monthly updates of the conditional grants registers	3 monthly updates of the conditional grants registers	1%
Submit MFMA section 71 reports (MSCOA DATA STRINGS) electronically to stakeholders (Provincial and National Treasury)	Number of MFMA section 71 reports (MSCOA DATA STRINGS) submitted to stakeholders (Provincial and National Treasury)	Proof of submission of section 71 reports (MSCOA DATA STRINGS) to provincial and national treasury.	12 Monthly MFMA section 71 reports (MSCOA DATA STRINGS) submitted electronically to stakeholders (Provincial and National Treasury)	Reports submitted monthly	3 Monthly MFMA section 71 reports (MSCOA DATA STRINGS) submitted electronically to stakeholders (Provincial and National Treasury)	3 Monthly MFMA section 71 reports (MSCOA DATA STRINGS) submitted electronically to stakeholders (Provincial and National Treasury)	3 Monthly MFMA section 71 reports (MSCOA DATA STRINGS) submitted electronically to stakeholders (Provincial and National Treasury)	3 Monthly MFMA section 71 reports (MSCOA DATA STRINGS) submitted electronically to stakeholders (Provincial and National Treasury)	1%
Compile municipal Annual financial statement for 2022/2023 financial year	Number of compiled Annual financial statement for 2022/2023 financial year	Signed copy of annual financial statements.	1 Compiled municipal Annual financial statements and signed by the CFO by 30 August 2023	Compiled and signed annual financial statements	Compiled municipal Annual financial statements and signed by the CFO by 30 August 2023	No report for the quarter	No report for the quarter	No report for the quarter	2%
Compile MFMA Section 72 Report and submit to relevant stakeholders.	Number of MFMA section 72 reports submitted to stakeholders.	Proof of submission of section 72 to Mayor, provincial and national treasury.	100% Spending on FMG as per DoRA conditions (June 2024)	Section 72 Report submitted to NT and PT	No report for the quarter	No report for the quarter	Completed section 72 report and submitted to NT and PT	No report for the quarter	2%
Compile schedule C reports to the municipal manager and mayor	Number of schedule C reports compiled and submitted to the municipal manager and mayor.	Signed schedule C and acknowledgement by municipal manager and mayor	1 MFMA section 72 reports submitted to stakeholders by 25 January 2024.	12 Schedule C reports submitted	3 Monthly Schedule C reports prepared and submitted to the Municipal manager and mayor	3 Monthly Schedule C reports prepared and submitted to the Municipal manager and mayor	3 Monthly Schedule C reports prepared and submitted to the Municipal manager and mayor	3 Monthly Schedule C reports prepared and submitted to the Municipal manager and mayor	1%
Update Municipal Asset additions list on the monthly basis.	Number of updated municipal asset additions list.	Signed updated municipal additions list.	12 updated municipal assets additions list	12 Updates conducted	3 Monthly updated municipal assets additions list	3 Monthly updated municipal assets additions list	3 Monthly updated municipal assets additions list	3 Monthly updated municipal assets additions list	1%
Attend to issues raised and proposed corrective measures by the AGSA.	Percentage of issues raised and proposed corrective measures by the AGSA attended to.	Signed updated audit recovery plan report	95% of issues raised and proposed corrective measures by the AGSA attended to	90% of issues attended to.	95% of issues raised and proposed corrective measures by the AGSA attended to	95% of issues raised and proposed corrective measures by the AGSA attended to	95% of issues raised and proposed corrective measures by the AGSA attended to	95% of issues raised and proposed corrective measures by the AGSA attended to	1%

Attend to issues raised and proposed corrective measures by the internal auditors.	Percentage of issues raised and proposed corrective measures by the internal auditors attended to.	Signed updated audit recovery plan report	95% of issues raised and proposed corrective measures by the internal auditors attended to	90% of issues attended to.	95% of issues raised and proposed corrective measures by the internal auditors attended to	95% of issues raised and proposed corrective measures by the internal auditors attended to	95% of issues raised and proposed corrective measures by the internal auditors attended to	95% of issues raised and proposed corrective measures by the internal auditors attended to	1%
Spend financial management grant as per DoRA conditions	Percentage spent on financial management grant as per DoRA conditions	Signed report on the expenditure percentage of the FMG grant.	100% Spending on FMG as per DoRA conditions	100% of FMG spent	15%	35%	60%	100%	1%
Pay creditors within 30 days of the receipt of the invoices	Percentage payment of creditors within 30 days of receipt of the invoices.	Signed report on the percentage payment of creditors.	50% of all creditors paid within 30 days (Monthly)	50% of creditors paid	50% of all creditors paid within 30 days (Monthly)	50% of all creditors paid within 30 days (Monthly)	50% of all creditors paid within 30 days (Monthly)	50% of all creditors paid within 30 days (Monthly)	1%
Submit the VAT returns to SARS	Number of VAT returns submitted to SARS	Proof of submission of VAT returns to SARS	12 monthly VAT returns submitted to SARS	12 Returns submitted to SARS	3 Monthly VAT returns submitted to SARS	3 Monthly VAT returns submitted to SARS	3 Monthly VAT returns submitted to SARS	3 Monthly VAT returns submitted to SARS	1%
Submit EMP 201 forms to SARS	Number of EMP 201 forms submitted to SARS	Proof of submission of EMP 201 forms to SARS	12 Monthly EMP 201 forms submitted to SARS	12 Returns submitted to SARS	3 Monthly EMP 201 forms submitted to SARS	3 Monthly EMP 201 forms submitted to SARS	3 Monthly EMP 201 forms submitted to SARS	3 Monthly EMP 201 forms submitted to SARS	1%
Complete Supply Chain Management implementation reports and submit to the municipal manager.	Number of supply chain management implementation reports compiled and submitted to municipal manager	Signed supply chain implementation reports and acknowledgement by municipal manager.	4 SCM implementation reports submitted to the Municipal Manager (Quarter 4, 1, 2 and 3)	4 SCM implementation reports submitted to MM	1 SCM implementation report (Apr - June)	1 SCM implementation report (Jul - Sep)	1 SCM implementation report (Sep - Dec)	1 SCM implementation report (Jan - Mar)	1%
				TOTAL					30%

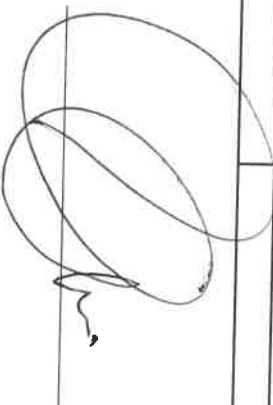


DEPARTMENT: FINANCE										
KEY PERFORMANCE AREA 5 - GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	SUPPORTING EVIDENCE	ANNUAL TARGETS 2024 2023	COMPARISON WITH 2023/ 2022 TARGETS	TARGET				WEIGHT
						QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
To promote and improve effective linkage between the community, stakeholders and the municipality to ensure accountability and responsive governance structures.	Attend public consultation on the 2023/2024 annual budget and IDP	Attendance register for the public consultations.	Attendance register of the public consultations	5 Meetings for public consultation on the 2023/2024 annual Budget and IDP by 31 May 2024	4 meetings	No report for the quarter	No report for the quarter	No report for the quarter	5 meetings held by 31 May 2024	2,5%
	Implement the council resolutions within the prescribed timeframes.	Percentage of council resolution implemented within the required time frame	Report on the implementation of council resolution.	100% of the council resolutions implemented within the required timeframes.	80%	100%	100%	100%	100%	2,0%
	Submission of the updated funding plan to EXCO on a monthly basis	Number of updated funding plans submitted to Exco on a monthly basis	Updated funding plan submitted to Exco	12 Updated funding plans submitted to Exco	None	3 Funding plans submitted to Exco	3 Funding plans submitted to Exco	3 Funding plans submitted to Exco	3 Funding plans submitted to Exco	2,0%
	Conduct the Budget Steering Committee meetings in line with the municipal budget reporting regulations	Number of budget steering committee meetings conducted inline with the Municipal Budget Reporting Regulations	Attendance register of the meetings	5 budget steering committee meetings by 31 May 2024	None	No report for the quarter	No report for the quarter	No report for the quarter	5 budget steering committee meetings by 31 May 2024	2,0%
	Prepare reports on implementation of a compliance checklist pertaining to key legislation requirements for the department	Number of progress reports on the implementation of a compliance checklist.	Signed progress reports on the implementation of the compliance checklist.	4 quarterly reports on the implementation of the compliance checklist.	4 reports	1 quarterly report on the implementation of the compliance checklist	1 quarterly report on the implementation of the compliance checklist	1 quarterly report on the implementation of the compliance checklist	1 quarterly report on the implementation of the compliance checklist	3,0%
	Prepare reports on implementation of the risk management action plans	Number reports on the implementation of the risk management action plans	Signed reports on the implementation of risk management actions.	12 reports on the implementation of the risk management action plans	12 reports	3 monthly reports on the implementation of the risk management action plans.	3 monthly reports on the implementation of the risk management action plans.	3 monthly reports on the implementation of the risk management action plans.	3 monthly reports on the implementation of the risk management action plans.	3,0%
					TOTAL					15%

Chief Financial Officer

Development need	Activity	When	Learning Outcome	Impact
Advanced Diploma in Financial Accounting	Financial Accounting/Management	Jan-24	Excellent financial reporting and management	Improved financial reporting and management

Signature: Chief Financial Officer:



Date: 2 June 2023

Signature: Municipal Manager:



Date: 2 June 2023