

Performance Plan

CHIEF FINANCIAL OFFICER

CC *60*

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

Ref	National KPA	KPI	Unit of Measurement	Baseline	Targets				Weight	Evidence
					Q1	Q2	Q3	Q4		
SDBIP Graph	Municipal Financial Viability and Management	Manage and achieve 70% of the KPI's of the Asset Management division	70% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	70%	70%	70%	70%		Performance dashboard report	
SDBIP Graph	Municipal Financial Viability and Management	Manage and achieve 70% of the KPI's of the Expenditure & Liabilities division	70% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	70%	70%	70%	70%	8	Performance dashboard report	
SDBIP Graph	Municipal Financial Viability and Management	Manage and achieve 70% of the KPI's of the Budgeting, Treasury & Compliance division	70% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	70%	70%	70%	70%	8	Performance dashboard report	

Ref	National KPA	KPI	Unit of Measurement	Baseline	Targets				Weight	Evidence
					Q1	Q2	Q3	Q4		
TL18	Municipal Financial Viability and Management	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2025 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months it takes to cover fixed operating expenditure with available cash	3	0	0	0	3	1	Calculation based on AFS by end of August
TL19	Municipal Financial Viability and Management	Submit the adjustments budget for consideration to Council by 29 February 2025	Adjustment budget submitted to Council by 29 February 2025	1	0	0	1	0	5	Proof of submission to Council
TL20	Municipal Financial Viability and Management	Submit the draft annual budget to Council by 31 March 2025	Draft main budget submitted to Council by 31 March 2025	1	0	0	1	0	5	Proof of submission to Council
TL21	Municipal Financial Viability and Management	Submit the final annual budget for consideration/approval to Council by 31 May 2025	Final main budget submitted to Council by 31 May 2025	1	0	0	0	1	5	Proof of submission to Council

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Annexure A | 2024/2025

Ref	National KPA	KPI	Unit of Measurement	Baseline	Targets				Weight	Evidence
					Q1	Q2	Q3	Q4		
D268	Good Governance and Public Participation	Prepare the mid-year budget and performance report in terms of sec72 of the MFMA and submit to the Mayor by the 25th of January	Report submitted to the Mayor by 25 January	1	0	0	1	0	4	Proof of submission to Executive Mayor
D269	Good Governance and Public Participation	Compile an Audit Action Plan and submit it to the MM by 31 January 2025 to address the issues raised by the AG	Audit Action Plan compiled and approved by the MM by 31 January 2025	1	0	0	1	0	4	Proof of submission of audit action plan to MM
D270	Good Governance and Public Participation	90% of the Audit action plan implemented by 30 June 2024 (Number of actions implemented/total number of actions indicated on the plan)	% of audit action plan implemented	90%	0%	0%	0%	90%	3	Audit action plan progress sheet
D271	Municipal Transformation and Institutional Development	Update the policy register annually with new/revised policies by 31 May 2025	Number of updates	1	0	0	0	1	3	Council resolution
D272	Good Governance and Public Participation	Implement controls/corrective measures for 90% of identified risks in the Risk Register by 30 June to reduce risk areas for Budget and Treasury	Percentage of risks attended to	75%	0%	0%	0%	90%	1	Progress sheet from Risk Officer

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COMPETENCIES

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

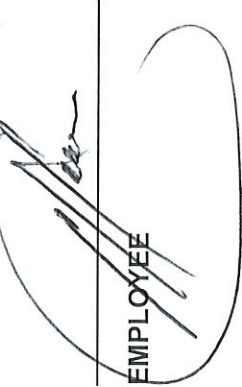
Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.

Competency	Definition	Weight
LEADING COMPETENCIES		
Strategic direction and leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate. It includes: <ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness 	1.67
People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: <ul style="list-style-type: none"> • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management 	1.67
Programme and project management	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes: <ul style="list-style-type: none"> • Program and project planning and implementation • Service delivery management 	1.67

Competency	Definition	Weight
Results and quality focus	Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	1.67
TOTAL		20

Thus, signed at Springbok on this the 17th day of October 2024.

Signed by:



 EMPLOYEE



 MUNICIPAL MANAGER