



ANNEXURE A

PERFORMANCE PLAN

2022/23

CHIEF FINANCIAL OFFICER
Mr Hopolang Ishmael Lebusa

Metsimaholo Local Municipality

This plan defines the Council's expectations of the Chief Financial Officer in accordance with the Chief Financial Officer's 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 set out from time to time in the Municipality's Integrated Development Plan (IDP).

The following Municipal Key Performance Areas, Programmes and Objectives as per the approved IDP and SDBIP will inform the **Chief Financial Officer's** performance against set performance indicators.

KPA no.	Key Performance Area	Weight	Programme/Priority Area
1	Basic Service Delivery and Infrastructure Development	10	➤ Water ➤ Sanitation and Wastewater ➤ Electricity and Energy ➤ Roads and Storm Water ➤ Project Management ➤ Waste Management ➤ Parks and Recreational Facilities ➤ Disaster Management ➤ Fire Services ➤ Traffic Management ➤ By laws enforcement
2	Local Economic Development	10	➤ Local Economic Development ➤ Housing and Human Settlement ➤ Town Planning ➤ Tourism
3	Financial Viability and Management	60	➤ Income/Revenue Management ➤ Budget and Financial Statements ➤ Asset Management ➤ Expenditure Management ➤ Supply chain Management
4	Municipal Transformation and Institutional Development	10	➤ Institutional Development ➤ Human Resources Development ➤ Occupational Health and Safety ➤ Labour Relations ➤ Records Management Services ➤ Legal Services

5	Good Governance and Public Participation	10	➤ Special Programmes ➤ Youth Development ➤ Leadership and Council Oversight ➤ Public Participation ➤ Council Management (Whippery) ➤ Council Support ➤ Integrated Development Planning ➤ Performance Management ➤ Internal Audit ➤ Compliance ➤ Risk Management ➤ Information and Communications and Technology ➤ Communications ➤ Unit Management ➤ Security Management
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KEY PERFORMANCE AREA 3: FINANCIAL MANAGEMENT AND VIABILITY -WEIGHTING 60

PERFORMANCE PLAN FOR 2021/2022 FINANCIAL YEAR													
KPA 3		FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT											
OFFICE/DIRECTORATE		FINANCE											
Priority Area	Key Performance Area	Strategic Objectives	Baseline	Key Performance Indicators	Strategy	Portfolio Of Evidence	Weight	Annual Targets		Quarterly Targets			
								2022/23 Target	Q1	Q2	Q3	Q4	
Income/Revenue Management	Financial Management & Viability	To improve Municipality's financial planning, revenue collection, expenditure and reporting capability		3.1 Revenue enhancement strategy developed, annually reviewed and submitted for council approval	Coordination of Revenue Enhancement	Approved Revenue Enhancement strategy & Council Resolution	60	Develop Revenue Enhancement Strategy and submit it for Council approval by 30 June 2023	Submit Draft Strategy to Strategic Workshop	Submit Draft Strategy to Council for approval	0	0	
				3.2 Review of Indigent Policy and approved by Council	Coordination of the review of Indigent Policy	Approved Indigent Policy & Council Resolution		Review of Indigent Policy and approved by Council by 30 June 2023	0	0	0	Review and approval of the Policy	
Income/Revenue Management	Financial Management & Viability	To improve Municipality's financial planning, revenue collection, expenditure and reporting capability		3.3 % in improved annual consumer debtors revenue collection rate	Coordination of revenue collection	Debt collection report & Schedule C		76% in improved annual consumer debtors revenue collection rate by 30 June 2023	76% in improved annual consumer debtors revenue collection rate	76% in improved annual consumer debtors revenue collection rate	76% in improved annual consumer debtors revenue collection rate	76% in improved annual consumer debtors revenue collection rate	
				3.4 Number of Indigents registered/updated in the Indigent Register..	Coordination of the updating of Indigent Register	Updated Indigent Register		13 000 Indigent Registered by 30 June 2023	Quarterly updating of Indigent Register 11 125 (625)	Quarterly updating of Indigent Register(11 750 (625)	Quarterly updating of Indigent Register 12 375 (625)	Quarterly updating of Indigent Register13 000(625)	

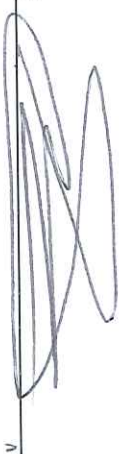
Priority Area	Key Performance Area	Strategic Objectives	Baseline	Key Performance Indicators	Strategy	Portfolio Of Evidence	Weight	Annual Targets	Quarterly Targets				
								2022/23 Target	Q1	Q2	Q3	Q4	
				3.5 Number of Bad Debt (irrecoverable) written off	Facilitation of Bad Debt written off	Debt Management Report		10828 000 Bad Debt (irrecoverable) written off by 30 June 2023	0	0	0	10828 000 Bad Debt (irrecoverable) written off	
Budget & Statements	Financial Management & Viability	To improve Municipality's financial planning, revenue collection, expenditure and reporting capability		3.6 mSCOA compliant Annual Budget prepared and approved by Council	Facilitation and Coordination of compilation of Annual Budget	Approved Budget & Council Resolution		mSCOA compliant Annual Budget prepared and approved by Council by 30 June 2023	Budget Process Plan developed and tabled in Council for approval	0		Draft Budget developed and tabled in Council	Tabling of the Final Budget to Council for approval
				3.7 Number of Section 71 reports compiled and submitted to Treasury within 10 days after as per MFMA	Coordination and facilitation of compilation and submission Section 71 reports and submitted to Treasury	Reports on website Portal (GoMun)		12 Section 71 reports compiled and submitted to Treasury within 10 days after month end as per MFMA by 30 June 2023	3 Section 71 reports compiled and submitted to Treasury within 10 days after as per MFMA	3 Section 71 reports compiled and submitted to Treasury within 10 days after as per MFMA	3 Section 71 reports compiled and submitted to Treasury within 10 days after as per MFMA	3 Section 71 reports compiled and submitted to Treasury within 10 days after as per MFMA	
Budget & Statements	Financial Management & Viability	To improve Municipality's financial planning, revenue collection, expenditure and reporting capability		3.8 Number of Section 72 reports submitted to the Executive Mayor & Treasury by the 25 th of January, submitted to Council on or before the 31 st of January	Coordination and facilitation of submission Section 72 reports	Sign off letter, Council Resolution & Portal		1 Section 72 report submitted to the Executive Mayor & Treasury by the 25 th of January, submitted to Council on or before the 31 st of January by 30 June 2023	0	0	1 Section 72 report submitted to the Executive Mayor & Treasury by the 25 th of January, submitted to Council on or before the	0	

Priority Area	Key Performance Area	Strategic Objectives	Baseline	Key Performance Indicators	Strategy	Portfolio Of Evidence	Weight	Annual Targets	Quarterly Targets			
								2022/23 Target	Q1	Q2	Q3	Q4
				3.9 AFS Complied and submitted to AG by end of August	Coordination of submission of AFS to AG	AFS and proof of submission		AFS Complied and submitted to AG by end of August	AFS Complied and submitted to AG by end of August	0	0	0
											31st of January	
Budget & Statements	Financial Management & Viability	To improve Municipality's financial planning, reverse collection, expenditure and reporting capability		3.10 Audit Action Plan developed and submitted to Council for approval	Coordination and facilitation of development of audit action plan	Approved audit action plan and council resolution		Audit Action Plan developed and submitted to Council for approval by 31 st January 2023	0	0	Audit Action Plan developed and submitted to Council for approval by 31 st January 2023	0
Asset Management (new)	Financial Management & Viability	To improve Municipality's financial planning, reverse collection, expenditure and reporting capability		3.11 Asset Management Policy reviewed and submitted to Council for approval	Facilitation of proper valuation, safeguarding, optimization and disposal of municipal assets	Approved Policy and Council Resolution		Asset Management Policy Reviewed and submitted to Council for approval By 30 June 2023	0	0	0	Asset Management Policy developed and submitted to Council for approval
				3.12 Updating of fixed Asset Register annually	Coordination and Facilitation of updating of fixed Asset Register	Updated fixed Asset Register		Updating of fixed Asset Register by 30 June 2023	0	0	Updating of fixed Asset Register	Updating of fixed Asset Register

Priority Area	Key Performance Area	Strategic Objectives	Baseline	Key Performance Indicators	Strategy	Portfolio Of Evidence	Weight	Annual Targets		Quarterly Targets			
								2022/23	Target	Q1	Q2	Q3	Q4
Expenditure Management	Financial Management & Viability	To improve Municipality's financial planning, reverse collection, expenditure, and reporting capability		3.13 % of creditors paid within 30 days of receipt of the invoice	Facilitation of creditors payment	Expenditure report		100% of creditors paid within 30 days of receipt of the invoice by 30 June 2023	100% of creditors paid within 30 days of receipt of the invoice	100% of creditors paid within 30 days of receipt of the invoice	100% of creditors paid within 30 days of receipt of the invoice	100% of creditors paid within 30 days of receipt of the invoice	100% of creditors paid within 30 days of receipt of the invoice
Supply Chain	Financial Management & Viability	To improve Municipality's financial planning, reverse collection, expenditure and reporting capability		3.14 Supply Chain Policy (SCM) Reviewed and submitted to Council for approval	Coordination of the review of SCM Policy	Approved SCM Policy & Council Resolution		Supply Chain Policy (SCM) Reviewed and submitted to Council for approval by 30 June 2023	0	0	0		Supply Chain Policy (SCM) Reviewed and submitted to Council for approval
				3.15 Number of Procurement Plan compiled and submitted to Treasury	Coordination and Facilitation of the compilation of Procurement Plan	Updated Procurement Plan		1 Procurement Plan compiled Annually by 30 June 2023	1 Procurement Plan compiled and submitted to Treasury	0		0	0
				3.16 % of tenders (>R200 000) awarded within 90 days of advertisement	Acquisition Management	Appointment Letters		100% % of tenders (>R200 000) awarded within 90 days of advertisement	100% of tenders (>R200 000) awarded within 90 days of advertisement	100% of tenders (>R200 000) awarded within 90 days of advertisement	100% of tenders (>R200 000) awarded within 90 days of advertisement	100% of tenders (>R200 000) awarded within 90 days of advertisement	100% of tenders (>R200 000) awarded within 90 days of advertisement

Signed at Sasol Bule on this the _____ day August of 2022.

Signature

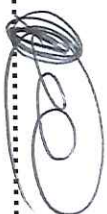


Signed on behalf of Municipality by:

Adv. Leaoa Motlatsi Arnold Mofokeng

(Municipal Manager)

Signature.....



Signed and Accepted by:

Mr Hopolang Ishmael Lebusa

(Chief Financial Officer)