

DIHLABENG LOCAL MUNICIPALITY



**PERFORMANCE PLAN
2012/2013 FINANCIAL YEAR**

OF

**MR. RAYMOND PETER PROVIS
DIRECTOR: FINANCIAL SERVICES**

A handwritten signature in black ink, appearing to read 'R.P. Provis', is located in the top right corner of the page.

1. Purpose

The performance plan defines the Municipal Manager's expectations of the Director Financial Services in accordance with the Director'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 as set out from time to time in the Municipality's Integrated Development Plan.

2. Key responsibilities

The following strategic objectives of local government will inform the Director's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Be responsive to the needs of the local community.
- 2.3 Ensure the provision of services to communities in a sustainable manner.
- 2.4 Promote social and economic development.
- 2.5 Promote a safe and healthy environment.
- 2.6 Encourage the involvement of communities and community organizations in the matters of local government.
- 2.7 Facilitate the culture of public service and accountability amongst staff.
- 2.8 Assign clear responsibilities for the management and co-ordination of administrative units and mechanisms.

The outcomes of meeting the above mentioned strategic objectives include:

- A long and healthy life for all Communities around Dihlabeng
- All people in Dihlabeng are and feel safe
- Decent employment through inclusive economic growth
- Skilled and capable workforce to support an inclusive growth path
- An efficient, competitive and responsive economic infrastructure network
- Vibrant, equitable, sustainable rural communities contributing towards food security
- Sustainable human settlement and improved quality of household life
- Responsive, accountable, effective and efficient local government system
- Protect and enhance our environmental assets and natural resources
- An efficient, effective and development oriented public service and an empowered, fair and inclusive citizenship

DEPARTMENT OF FINANCIAL SERVICES, ECONOMIC DEVELOPMENT AND ENVIRONMENT						
PERFORMANCE INDICATOR	MEASUREMENT	UNIT OF MEASUREMENT	REPORTING PERIOD	ABOVE TARGET	IN TARGET	BELOW TARGET
Unqualified audit report (Financial)			1st	Annual financial statements prepared.		
			2nd	Audit report received from AG with unqualified opinion.		
			3rd	Annual report submitted to Council.		
			4th			
Complete assets registers complying to accounting standards			1st	Updated asset register with provision for accumulated depreciation, residual values and impairment.		
			2nd	Monthly updated asset register.		
			3rd	Monthly updated asset register.		
			4th	Monthly updated asset register.		
Adherence to Supply Chain Management Policy - All deviations reported			1st	Three reports submitted to finance portfolio.		
			2nd	Three reports submitted to finance portfolio.		
			3rd	Three reports submitted to finance portfolio.		
			4th	Three reports submitted to finance portfolio.		
Have all Term Contracts in place			1st	50% term contracts in place.		
			2nd	100% term contracts in place.		
			3rd	Updated term contract list.		
			4th	100% term contracts in place for 2013/14.		
Revenue Enhancement Strategy			1st	Revenue enhancement strategy developed.		
			2nd	Revised revenue enhancement strategy.		
			3rd	Revised revenue enhancement strategy.		

REMAINING BALANCE FOR	OWNING FUNDS	QUARTER	PROJECTED ACTION	ACTION PROGRESS	REASON FOR DEVIATION	SCORE
Adherence to Legislative reporting regime		4th	Revised revenue enhancement strategy.			
		1 st	Three section 71 reports prepared.			
		2 nd	Three section 71 reports prepared. Section 52(d) report prepared.			
		3 rd	Three section 71 reports prepared. Section 72 report prepared.			
Prepare adjust to budget 12/13		4th	Three section 71 reports prepared. Section 52(d) report prepared.			
		1st				
		2nd	Prepare draft adjustment budget.			
		3rd	Approved adjustment budget.			
Prepare 13/14 budget		4th				
		1st				
		2nd				
		3rd	Prepare draft 2013/14 budget			
Collection of money as per the cash flow budget.		4th	Approved 2013/14 budget			
		1 st	Collect R 89 million			
		2 nd	Collect R 78 million			
		3 rd	Collect R 75 million			
Debtors book not to exceed R 400 million		4th	Collect R 81 million			
		1 st	Debtors book not exceeding R-400 million.			

Strategic Objective	Project / Initiative	Quarter	Actual Progress	Reason for Deviation	Score	
Adherence to cash flow management model	Debtors book not exceeding R 400 million.	2nd				
		3rd				
		4th				
		1 st				
	Monthly cash flow management meetings.	2 nd				
		3 rd				
		4th				
		1 st				
	Implementation of supplementary valuation roll	1 st				
		2 nd				
Update the indigent register	Indigent register of 5,750	1 st				
		2 nd				
	Indigent register of 6,000	3 rd				
		4th				
	Youth Access	Updated SCM database with Youth, women and disabled categorised.	1 st			
2 nd						
3 rd						

PERFORMANCE INDICATOR	SANNDI TARGET	UNIT	BIOTARGETED BY	ACTUAL PROGRESS	REASON FOR DEVIATION	SCORE
Supplier rotation		4th				
Adherence to bid process timelines		1 st				
		2 nd	100% compliance to rotation system.			
		3 rd	100% compliance to rotation system.			
		4th	100% compliance to rotation system.			
Adherence to bid process timelines		1 st	Adjudication committee reports available 5 days after receipt of report from evaluation committee.			
		2 nd	Adjudication committee reports available 5 days after receipt of report from evaluation committee.			
		3 rd	Adjudication committee reports available 5 days after receipt of report from evaluation committee.			
		4th	Adjudication committee reports available 5 days after receipt of report from evaluation committee.			

PERFORMANCE PLAN

Director Financial Services

MR. RAYMOND PETER PROVIS

Diblabeng Local Municipality

Performance Plan for Director Financial Services for the period: 31 July 2012 to 30 June 2013

Signed and accepted by the Director Financial Services

Date:

Signed Municipal Manager:

Date:


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31/07/2012

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31/07/2012
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