

PERFORMANCE PLAN

Entered into by and between:
MASILONYANA LOCAL MUNICIPALITY

“Hereinafter referred to as the employer”
Represented by the Municipal Manager

Mr. Mojafele Matlole

And

Mr. Amos Makoe
Chief Financial Officer

“Hereinafter referred to as the employee”

FINANCIAL YEAR: 2024/2025

TOGETHER WE'LL SUCCEED

1. Purpose

The performance plan defines the Council's expectations of the **Chief Financial Officer's** Performance Agreement to which this document is attached and in terms of 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 informs the employee's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities;
- 2.2 Ensure provision of services to communities in a sustainable manner;
- 2.3 Promote social and economic development;
- 2.4 Promote safe and healthy environment; and
- 2.5 Encourage the involvement of communities and community organizations 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 (2006) inform the strategic objectives listed below:

- 3.1 Infrastructure Development and Service Delivery;
- 3.2 Municipal Transformation and Organizational Development;


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- 3.3 Local Economic Development (LED);
- 3.4 Municipal Financial Viability and Management; and
- 3.5 Good Governance and
- 3.6 Public Participation


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POSITION PURPOSE

To ensure effective financial management including revenue, budget, expenditure, supply chain management for financial viability of the municipality as well as ensuring compliance with MFMA and related regulations.

SCORECARD

CHIEF FINANCIAL OFFICER

KPA4:MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

PERFORMANCE INDICATORS AND TARGETS							QUARTERLY TARGETS 2025/2026				
NO	IDP Priority	Outputs	KPIs	Annual Targets	Weighting		Q 1 1 Jul - 30 Sep	Q 2 1 Oct - 31 Dec	Q 3 1 Jan - 31 Mar	Q 4 1 April - 30 Jun	Means of Verification
MFVM-01	Budgeting	Facilitate a process for the compilation and approval of the 2024/25 budget and related MTRF policies in compliance with MFMA	Budget and related MTRF policies for 2024/25 approved by Council in compliance with MFMA requirements	Budget and related MTRF policies for 2024/25 approved before the 31 of May 2025	5	-	-	-	Budgeting process commenced alongside IDP process	Budget and related MTRF policies for 2024/25 approved before the 31 of May 2025	Approved budget
MFVM-02	Budgeting	Prepare and approve budget adjustment in compliance with MFMA requirements	Budget adjustment prepared and approved in compliance with MFMA requirements	Budget adjustment prepared and approved by 28 February 2025	4	-	Budget adjustment prepared and approved by 28 February 2025	-	-	-	Approved budget adjustments

[Signature]
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MFVM-03	Revenue Management	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation	Measures to effectively collect revenue developed and implemented	General Valuation/ Supplementary roll developed and approved	5	-	-	-	General Valuation/ Supplementary roll developed and approved	General Valuation/ Supplementary roll
MFVM-04	Revenue Management	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation		Revenue Enhancement Strategy developed and implemented.	6	Business Planning Finalised	Revenue Enhancement Strategy developed and approved	Implementation targets for this quarter met	Implementation targets for this quarter met	Quarterly Reports on progress/ Project Reports
MFVM-05	Revenue Management	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation		Financial Recovery Plan implemented	6	Financial Recovery Plan targets for this quarter met	Financial Recovery Plan targets for this quarter met	Financial Recovery Plan targets for this quarter met	Financial Recovery Plan targets for this quarter met	Quarterly Reports on progress/ Project Reports
MFVM-06	Revenue Management	Develop and implement measures to effectively collect revenue in		Customer billing data cleansing project implemented.	6	Business Planning Finalised	Data cleansing project commenced	Data cleansing project completed	New bills issued accurate	Quarterly Reports on progress/ Project Reports


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		line with applicable policies and legislation							
MFVM-07	Revenue Management	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation	Smart/ prepayment metering system Businesses implemented	7	Service provider appointed	Smart meters installed and revenue collected	Improved revenue collections	Improved revenue collections	Quarterly Reports on progress/ Project Reports
MFVM-08	Revenue Management	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation	Introduce cost reflective tariffs	5	Tariffs review undertaken and status quo Report developed	Technical assistance secured	Draft tariffs proposed for 2026/27	Final tariffs to form part of 2026/27 budget approved	Quarterly Reports on progress/ Project Reports
MFVM-09	Revenue Management	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation	Indigent Policy developed/ reviewed and Indigent Register updated	3	Indigent Policy reviewed and approved	Indigent Register updated	Indigent Register updated	Indigent Register updated	Updated Indigent Register

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MFVM-10	Revenue Management [†]	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation		Irrecoverable debts written off	3	Debt writes off policy reviewed		Irrecoverable debts written off		
MFVM-11	Revenue Management [†]	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation		Operation Patala implemented	6	Payment levels against targets	Payment levels against targets	Payment levels against targets	Payment levels against targets	
MFVM-12	Revenue Management [†]	Develop and implement measures to effectively collect revenue in line with applicable policies and legislation		Land and other municipal assets that can be used to generate revenue identified	6	Land and other municipal assets that can be used to generate revenue identified	Strategy developed	Land and assets leased or sold to generate revenue	Land and assets leased or sold to generate revenue	
MFVM-13	Revenue Management [†]			Cost containment measures introduced and implemented	6	Cost Containment Policy developed or reviewed	Cost Containment Policy implemented, and savings made	Cost Containment Policy implemented, and savings made	Cost Containment Policy implemented, and savings made	



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MFVM-14	Asset Management	Develop assets register in compliance with GRAP 17 requirements and MFMA regulations	Assets register compliant with GRAP 17 requirements and MFMA regulations developed	Assets register compliant with GRAP 17 requirements and MFMA regulations developed	4	Assets register reviewed and necessary interventions identified			Assets register compliant with GRAP 17 requirements and MFMA regulations developed	
MFVM-15	Expenditure / Financial Management	To put in place proper financial/expenditure management systems compliant with MFMA	Financial/expenditure management systems compliant with MFMA put in place	Challenges with Financial Management System (CCG) resolved including interface with Payday etc	3	Identified challenges with Financial Management System (CCG) resolved				
MFVM-16	Expenditure / Financial Management	To put in place proper financial/expenditure management systems compliant with MFMA		Creditors paid within prescribed time	5	Creditor book analysed	Payment arrangements entered with creditors	Regularisation of payments	Creditors paid within 30 days	
MFVM-17	Supply Chain Management	Introduce measures improve effectiveness and efficiency of SCM system	Measures improve effectiveness and efficiency of SCM system introduced	Capacity of SCM built esp to process SCM processes speedily and strengthen contract management	5	Critical posts filled	Training to SCM and line function departments on contract management provided	Training to SCM and line function departments on contract management provided		
MFVM-18	Reporting	Compile and submit financial reports as per applicable	Financial reports as per applicable legislation esp MFMA	Section 71 reports compiled and submitted in time	5	Section 71 reports compiled and submitted in time monthly	Section 71 reports compiled and submitted in time monthly	Section 71 reports compiled and submitted in time monthly	Section 71 reports compiled and submitted in time monthly	

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		legislation esp MFMA	compiled and submitted						
MFVM-19	Reporting			Section 72 report compiled and submitted in time	3		Section 72 report compiled and submitted in time		
MFVM-20	Reporting			AFS submitted to the AG in time	3				
MFVM-21	Risk Management	Monitor, prevent and act on maladministration, fraud and corruption As per the Risk Register	Measures taken to prevent and act on maladministration, fraud and corruption As per the Risk Register		2	100% of risks and cases identified, prevented processed in line with legislation	100% of risks and cases identified, prevented processed in line with legislation	100% of risks and cases identified, prevented processed in line with legislation	100% of risks and cases identified, prevented processed in line with legislation
MFVM-22	Internal Audit	Implement measures to improve audit outcomes pertaining to the Directorate	Measures taken to improve audit outcomes		2	100% of identified controls and systems put in place	100% of identified controls and systems put in place	100% of identified controls and systems put in place	100% of identified controls and systems put in place
MFVM-23	Internal Audit	Implement measures to improve audit outcomes pertaining to the Directorate				100% of relevant interventions in the Audit Action Plan implemented	100% of relevant interventions in the Audit Action Plan implemented	100% of relevant interventions in the Audit Action Plan implemented	100% of relevant interventions in the Audit Action Plan implemented
Total					100%				



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PERFORMANCE PLAN FOR CHIEF FINANCIAL OFFICER FOR THE PERIOD:
01 JANUARY 2025 to 30 June 2025

Signed and accepted by the Chief Financial Officer



As witnesses: 1. _____



2. _____



Date:

Signed by the Municipal Manager



As witnesses: 1. _____



2. _____



Date: 31 July 2025

PERSONAL DEVELOPMENT PLAN

(To be used for addressing Performance gaps)

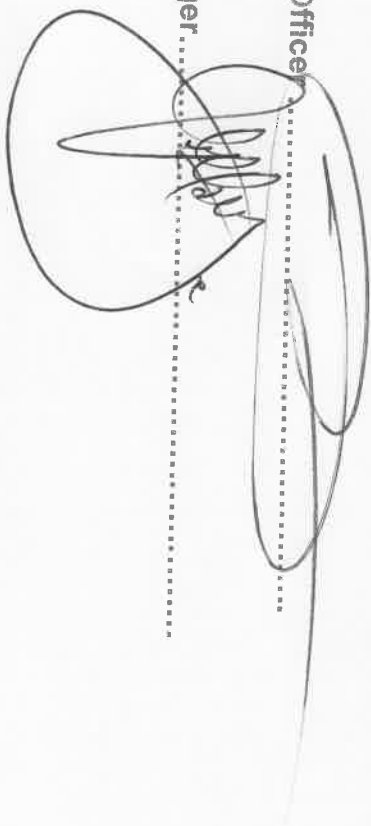
Job Title: Chief Financial Officer

Date:

Skills / Performance Gap(identified at Performance Evaluation)	Outcomes expected	Suggested activity (e.g. training, counseling, additional resources etc.)	Time frames to meet Performance Standards	Comments

Signed by the Chief Financial Officer

Signed by the Municipal Manager



CONSOLIDATED SCORE CARD

ASSESSMENT RATING CALCULATOR

Evaluation Cycle :from (Date)to (Date).....

Name of Director:

Title:

KPA	WEIGHT	RATING	SCORE	CCR	WEIGHT	RATING	SCORE
1				1			
2				2			
3				3			
4				4			
5				5			
6							
80%				20%			100%

Weights

KPA weight = 80%	CCR weight = 20%
KPA score	CCR score
FINAL SCORE	

RECORD OF ASSESSMENT MEETINGS (CONTROL SHEET)

Director's Name:

Job Title:

Date of assessment meeting	Director's views on differences of assessment	Comments of Municipal Manager	Action to be taken if any (feedback to be given to Director)
Q1			
Q2			
Q3			
Q4			
Additional review:			