



**DRAKENSTEIN**  
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA  
Paarl | Wellington | Gouda | Saron | Simondium

## Performance Plan

**CHIEF FINANCIAL OFFICER**

**The Performance Plan sets out:**

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

**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 80% (eighty percent) of the total employee assessment score.

**Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)**

CHIEF FINANCIAL OFFICER												
IDP / Ref No.	KPA >Pre-determined Objective (PDO)	Indicator	Unit of Measurement	Indicator Type	Baseline (Actual 2018/2019)	5 Year Target	2020/2021	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2020/2021)				Weight
								Q1	Q2	Q3	Q4	
<b>DIVISIONAL PERFORMANCE</b>												
D697	KPA 2: Financial Sustainability	Effective management and functional supervision of the Budget, Assets and Financial Reporting Division	Percentage of the Budget, Assets and Financial Reporting Division scorecard achieved	Output	90%	90% per annum	90%	90%	90%	90%	90%	10
D698	KPA 2: Financial Sustainability	Effective management and functional supervision of the Revenue and Expenditure Division	Percentage of Indicators of the Revenue and Expenditure Division scorecard achieved	Output	90%	90% per annum	90%	90%	90%	90%	90%	10

Annexure A 2020/2021

CHIEF FINANCIAL OFFICER												
IDP/ Ref No.	KPA >Pre-determined Objective (PDO)	Indicator	Unit of Measurement	Indicator Type	Baseline (Actual 2018/2019)	5 Year Target	2020/2021	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2020/2021)				Weight
								Q1	Q2	Q3	Q4	
D699	KPA 2: Financial Sustainability	Effective management and functional supervision of the Supply Chain Management Division	Percentage of indicators of the Supply Chain Management Division scorecard achieved	Output	90%	90% per annum	90%	90%	90%	90%	90%	10
D1615	KPA 2: Financial Sustainability	Effective management and functional supervision of the Division	Percentage of indicators of the Financial Technical Advisory Services Scorecard Division achieved	Output	90%	90% per annum	90%	90%	90%	90%	90%	8
D1616	KPA 2: Financial Sustainability	Effective management and functional supervision of the Division	Percentage of indicators of the Strategic Financial Services scorecard Division achieved	Output	90%	90% per annum	90%	90%	90%	90%	90%	3
<b>MANAGERIAL PERFORMANCE</b>												
D709	KPA 3: Institutional Transformation > PDO 23, Processes and Procedures	Compliance with Monitoring and Evaluation results orientated deadlines	Percentage compliance with Monitoring and Evaluation results orientated deadlines measured monthly	Output	90% per annum	90% per annum	90%	90%	90%	90%	90%	8
D760	KPA 2: Financial Sustainability > PDO 13, Capital Expenditure	Actual expenditure on the approved Capital Budget for the Department: Financial Services by 30 June	Percentage of the approved Capital Budget of the Department: Financial Services actually spent by 30 June	Output	90% per annum	90% per annum	90%	N/A	N/A	N/A	90%	5
D761	KPA 2: Financial Sustainability > PDO 10, Revenue Management	Raise/Collect Operating Budget revenue of the Department: Financial Services as per approved budget	Percentage of the Department: Financial Services revenue raised/collected by 30 June	Output	98% per annum	98% per annum	98%	N/A	N/A	N/A	98%	6

CHIEF FINANCIAL OFFICER												
IDP/ Ref No.	KPA >Pre- determined Objective (PDO)	Indicator	Unit of Measurement	Indicator Type	Baseline (Actual 2018/2019)	5 Year Target	2020/2021	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2020/2021)				Weight
								Q1	Q2	Q3	Q4	
TBC	KPA 2: Financial Sustainability> PDO 10. Expenditure and Cost Management	Actual expenditure on the approved discretionary budget of the Department: Financial Services by 30 June	Percentage overspending of operational discretionary budget by 30 June	Output	New KPI	0% per annum	0%	0%	0%	0%	5	
<b>STRATEGIC (TOP LAYER) PERFORMANCE</b>												
TBC	KPA 01: Good Governance> PDO 01. Governance Structures	Effective management of the strategic Top Layer SDBIP Indicators	Percentage of departmental Top Layer SDBIP indicators achieved	Output	New KPI	100% per annum	100%	100%	100%	100%	15	

## Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 <sup>st</sup> Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			2%	
2.2	People management			2%	
2.3	Financial management			2%	
2.4	Change leadership			2%	
2.5	Governance leadership			2%	
2.6	Moral competence			2%	
2.7	Planning and organising			2%	
2.8	Analysis and innovation			2%	
2.9	Knowledge and information management			2%	
2.10	Communication			2%	