PERFORMANCE AGREEMENT: 2019/20

Entered into by and between

NTABANKULU LOCAL MUNICIPALITY
The Employer)

Represented by the Municipal Manager, ***Luleka Nonyongo***

Duly authorized in terms of section 57 (2) (b) of the Municipal System Act, No. 32 of 2000

AND

Xoliswa N. Venn
(The Employee)

INTRODUCTION

1. *As provided in section 57(1) (a) of the Local Government Municipal Systems Act 32 of 2000, the council of Ntabankulu* ***Local Municipality*** *has entered into an employment contract with the* ***Municipal Manager, Luleka Nonyongo*** *for period of 4 years, commencing from* ***03 September 2018*** *and ending on* ***02 September 2023.***

2. *Section 57 (1) (b) of the Local Government Municipal Systems Act read with the contract of employment concluded between the employer and employee and the Municipal performance Regulations for Municipal Managers and managers directly accountable to the municipal manager require that a performance contract be concluded between the parties as herein undertaken.*

3. *The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Municipal Manager reporting to the Honourable Mayor, to a set of actions, outputs and outcomes that will ensure the attainment of both the local government policy goals and the performance objectives of Ntabankulu Local Municipality as enshrined in the Integrated Development Plan.*

4. *This performance contract is entered into between* ***Xoliswa N Venn,*** *the Chief Financial Officer and Ntabankulu Local municipality as represented by the Municipal Manager,* ***Luleka Nonyongo*** *and is based on the adopted Integrated Development plan 2018/2019 to 2021/2022 as reviewed in 2018 and the 2019/2020 Service Delivery Budget Implementation Plan.*

2. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to:

2.1 Comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;

2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);

2.4 Monitor and measure performance against set targeted outputs;

2.5 Use the Performance contract and Performance Plan as the basis for assessing the suitability of the Employee for continued employment and/or to

2.6 Assess whether the Employee has met the performance expectations applicable to his/her job;

2.7 Appropriately reward the Employee in accordance with the Employer's performance management framework in the event of outstanding performance; and

2.8 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved qualitative and quantitative service delivery.

3. COMMENCEMENT AND DURATION

*3.1 Notwithstanding the date of signature hereof this Agreement shall commence from the **01 July 2019** and shall remain in force until the **30th June 2020,** where-after a new Performance contract, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof within 1 month after the commencement of the new financial year.*

3.2 This Agreement shall terminate in its entirety on the termination of the Employee's contract of employment for whatever reason subject to relevant legislative prescripts.

3.3 The contents of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon subject to both parties reaching an agreement.

3.4 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

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4. PERFORMANCE OBJECTIVES

*4.1 The Performance Plan included herein as **Annexure A**, which forms an integral part of this agreement enshrines the following (which are concluded by mutual consensus by parties based on key strategic documents of the Municipality):*

4.2 The overall performance objectives and targets that must be met by the Employee including the performance indicators and weightings;

4.3 The time frames for the achievement of those performance objectives and targets;

4.4 The performance objectives shall in addition be viewed within the context and in lieu of the overall contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM.

5.1 Both parties agree to participate in the performance management system that the Employer has adopted or introduced for the Municipality, Management and Municipal Staff.

5.2 Both parties hereby covenant to consult each other and arrive at a mutual agreement about the specific performance standards to be included in the performance management system.

5.3 The Municipal Manager undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to The Municipal Manager responsibilities) within the local government framework.

5.4 The criterion upon which the performance of the employee is to be evaluated is contained in annexure E and is included herein as an addendum and forms an important part of this contract.

5.5 The Employee must be assessed her performance in terms of the performance indicators(inputs/outputs/outcomes) identified in the attached Performance Plan (Annexure A)and include:

5.5.1 The Key Performance Areas and the Leading and Core Competencies, with a weighting of 80 and 20 respectively are listed herewith as agreed between the employer and employee.

5.5.2 The Key Performance Areas will constitute 80% of the Employee's assessment score, and will contain the following areas of which all of them are compulsory

and weights must be allocated to each of them according to the scale of core and functional responsibilities:

Key Performance Areas (100% of Total)	Weight %
Municipal Institutional Development and organizational Transformation	***10%***
Basic Service Delivery	***10%***
Local Economic Development	***10%***
Municipal Financial Viability and Management	***60%***
Good Governance & Public Participation	***10%***
Total	***100%***

5.5.3 *The table below indicated six leading competencies which comprise of twenty (20) driving competencies that communicate what is expected for effective performance in local government*

5.5.4 *The competency framework further involves six(6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level*

Strategic Direction and Leadership	• *Impact and influence* • *Institutional performance Management* • *Strategic Planning and Management* • *Organisational Awareness*	*20%*
People Management	• *Human Capital Planning and Development* • *Diversity Management* • *Employee Relations Management* • *Negotiation and Dispute Management*	*10%*
Program and Project Management	• *Program and Project Planning and Implementation* • *Service Delivery Management* • *Program and Project Monitoring and Evaluation*	*10%*
Financial Management	• *Budget Planning and Execution* • *Financial Strategy and Delivery* • *Financial Reporting and Monitoring*	*10%*
Change Leadership	• *Change Vision and Strategy* • *Process Design and Improvement*	*10%*

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	• *Change Impact Monitoring and Evaluation*	
Governance Leadership	• *Policy Formulation* • *Risk and Compliance Management* • *Cooperative Governance*	*20%*

Moral Competence	*4%*
Planning and Organising	*3%*
Analysis and Innovation	*3%*
Knowledge and Information Management	*3%*
Communication	*3%*
Results and Quality Focus	*4%*
Total	***20%***

6. EVALUATING PERFORMANCE

6.1. "Annexure E" to this Agreement sets out the standards and procedures for evaluating the employee's performance, intervals for the evaluation of employee's performance and recognition of outstanding performance (awarding of a performance bonus)

*6.2. Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (contained herein as **Annexure B**) as well as the actions agreed to and implementation must take place within set time frames.*

6.3. The Employee's performance will be measured in terms of contributions to the goals and strategies contemplated in the Employer's Integrated Development Plan.

6.4. The annual performance appraisal must involve–

6.4.1. An assessment of the achievement of results as outlined in the performance plan;

6.4.2. An assessment of each Key Performance Area according to the extent to which the Specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed;

6.4.3. A rating on the five-point scale for each Key Performance Area; and

6.4.4. The use of the applicable assessment rating calculator to add the scores and calculate a final Key Performance Area score.

6.5. The core competencies must be assessed–

6.5.1. According to the extent to which the specified standards have been met;
6.5.2. With an indicative rating on the five-point scale for each Criteria; and
6.5.3. By sing the applicable assessment rating calculator to add the scores and calculating a final score.

6.6. An overall rating is calculated by using the applicable assessment rating calculator, which represents the outcome of the performance appraisal.
6.7. Employee performance will be based on the following rating scale for both Key Performance Indicators and core competencies
6.8. The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27(4)(d), (e) and (f) of the Regulations.

Level	***Terminology***	***Description***
5(130%above)	Outstanding performance	Performance far exceeds the standard expected *of* an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the **PA** and Performance plan and maintained this in all areas of responsibility throughout the year.
4(110%-129%)	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and **fully** achieved all others throughout the year.
3(100%)	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2(81%-99%)	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key

Level	Terminology	Description
		performance criteria and indicators as specified in the PA and Performance Plan.
1(80% and below)	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his or her performance agreement must be reviewed during–

Interval	Period	Evaluation deadline
First quarter	*July to September*	*Before end October*
Mid term	*October to December*	*Before end January*
Third quarter	*January to March*	*Before end April*
Annual	*July-June*	*2 months after the issuing of the Audit Report*

8.1 The reviews in the first and third quarter may be verbal if performance is satisfactory.

8.2 The reviews in the second and annual performance must be formal and the employer must keep a record of these reviews and feedback must be based on the Employer's assessment of the Employee's performance.

8.3 The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented or amended, provided that the Employee is consulted before any such change is made.

8.4 The work performance and performance review will not be confined and limited to the performance plan; any incidental work outside the performance plan shall be performed and evaluated accordingly.

9. DEVELOPMENTAL REQUIREMENTS

9.1 The Personal Development Plan (PDP)is attached herein as annexure B and forms an integral part of this agreement for addressing developmental gaps

9.2 Both parties hereby agree to uphold the filling of gaps identified in the PDP

10. OBLIGATIONS OF THE EMPLOYER

The Employer shall –

10.1 Create an enabling environment to facilitate effective performance by the employee;
10.2 Provide access to skills development and capacity building opportunities;
10.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
10.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
10.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/ her to meet the performance objectives and targets established in terms of this agreement.

*11. **EMPLOYEE OBLIGATIONS***

11.1 The employee is obliged to perform her functions to the best of her abilities and shall as far as is practically possible endeavour to meet the standards of performance as set out in this agreement.

11.2 The employee shall act in the good faith and in the best interest of the Municipality at all times

11.3 The employee shall be responsible for the completion or execution of the specific programs identified in her service delivery and budget implementation plans or KPA's within the timeframes agreed upon.

11.4 The employee shall co-operate with the employer in conducting the performance review.

12. EMPLOYER RIGHTS

The employer shall be entitled to:

12.1 Expect the employee to perform as agreed;

12.2 Alter the employee's responsibilities from time to time depending on the operational requirements of the organisation e.g. assign him/her to perform a special project not envisaged in his/her job description or service delivery and budget implementation plan.

12.3 Such circumstances as contemplated above shall be taken into account when the employee's performance is evaluated.

12.4 Take such corrective action or impose such disciplinary action or award such incentives as per policy.

13. EMPLOYEE RIGHTS

13.1 The employee shall be entitled to such co-operation and support as is reasonably required for him/her to perform his/her duties to the standard required of him/her.

13.2 In particular where a Personal Development Plan has identified a need for capacity building or training or other forms of support, the employee shall be entitled to receive same, bearing in mind relevant budgetary and other constraints which may not though be unreasonably withheld.

13.3 The employee shall be entitled to such corrective action remedies and/or incentives as are applicable depending on the outcome of his/her performance reviews.

14 MANAGEMENT OF EVALUATION OUTCOMES

14.1 The following table will be used to determine the payment of performance bonus to performance contract employees:

1. A score of 80% and below: Compulsory performance Counselling
2. A score of 81% -100% no reward
3. A score of 101-129%: no reward
4. A score of 130%-149%: 5% to 9% of the annual total remuneration package
5. A score of 130% & above :10% to 14% of the annual total remuneration package

RANGE	SCORE	% Bonus
[redacted]	164 and above	14
	163	13.705
	162	13.42
	161	13.135
	160	12.85
	159	12.565
	158	12.28
	157	11.995
	156	11.71
	155	11.425
	154	11.14
	153	10.855
	152	10.57
	151	10.285
	150	10

RANGE	SCORE	% Bonus
[redacted]	149	9
	148	8.6
	147	8.4
	146	8.2
	145	8
	144	7.8
	143	7.6
	142	7.4
	141	7.2
	140	7
	139	6.8
	138	6.6
	137	6.4
	136	6.2
	135	6
	134	5.8
	133	5.6
	132	5.4
	131	5.2
	130	5

14.1 In the case of unacceptable performance, the Employer–

14.2 must provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

14.3 May, after appropriate performance counseling and having provided the necessary guidance and support as well as reasonable time for improvement in performance, consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

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15. REWARD FOR PERFORMANCE

15.1 The annual increase will be determined by Council based on the affordability and the stipulations of the Contract of Employment and does not in any way form part of a reward for performance.

15.2 The payment of the reward shall be based on the period under review and results of the performance score as stipulated in annexure A and include the following:

15.2.1 The performance score obtained on marks by using the performance plan;
15.2.2 Where the external factors have a negative influence on the result of the performance, the Municipality may at its discretion decide to grant a reward.
15.2.3 The reward if granted, will be paid annually only after adoption by Council of the Annual Report for that financial year and after finalization of the appraisal;
15.2.4 The final outcome of the performance appraisal will determine the reward;
15.3 The rating scale shall be used for rating including the actual targets set and contained in annexure A.
15.4 The following formula shall be used to allocate the performance bonus after the total score has been calculated:

15.4.1. CALCULATING THE KPA PERFORMANCE

(a) Allocate score per target per KPA

(b) Multiply each score with weight per target and per KPA

(c) Add all scores per KPA and get one actual score per KPA

(d) Add all Actual Score per KPA and get the Overall Score

(e) Multiply Overall score with 33,3, get a performance Score

(f) Convert the Performance Score into a percentage by multiply by 80% and you get the percentage

NB: SAME PRINCIPLE TO THE CCR'S

16. CONSULTATION

16.1. Both parties to this agreement agree to consult each other in the event either party wishes to exercise a duty or function in terms of this agreement.

16.2. ***The employer*** *agrees to inform the* ***employee*** *of the outcome of any decisions taken pursuant to the exercise of powers contemplated in paragraph 16.1, as soon as is practicable to enable the employee to take any necessary action without delay.*

17. CONSEQUENCE OF SUBSTANDARD PERFORMANCE

17.1 Where the employer is at any time during the employee's employment not satisfied with her performance with respect to any matter dealt with in this Agreement, the employer will give notice to the employee to attend a meeting with the Performance Evaluation Committee.

17.2 The employee shall have the opportunity at the meeting to satisfy the employer and the panel of the measures being taken to ensure that the employee's performance becomes satisfactory and any programme, including any dates, for implementing these measures.

17.3 Where there is a dispute or difference as to the performance of the employee under this agreement, the parties will confer with a view to resolving the dispute or difference.

17.4 If at any stage thereafter the employer holds the view that the performance of the employee is not satisfactory, the employer will, subject to compliance with applicable labour legislation, be entitled by notice in writing to the employee to terminate her employment in accordance with the notice period set out in the employee's contract of employment.

17.5 Nothing contained in this Agreement in any way limits the right of the employer to terminate the employee's contract of employment with notice for any other breach by the employee of her obligations to the employer or for any other valid reason in law.

18. DISPUTES

18.1 In the event that the employee is dissatisfied with any decision or action of the employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the employee has achieved the performance objectives and targets established in terms of this Agreement, the employee may meet with the Performance Evaluation Committee with a view to resolving the issue. At the employee's request the evaluating panel will record the outcome of the meeting in writing.

18.2 In the event that the employee remains dissatisfied with the outcome of that meeting, he/she may raise the issue in writing with the employer (municipal council) by requesting that the issue be placed on the agenda of an appropriate meeting of Council. The Council will determine a process for resolving the issue, which will involve at least providing the employee with an opportunity to state his/ her case orally or in writing. At the employee's request the Council will record its decision on the issue in writing. The decision of the Council on the issue will be made within 2 (two) weeks of the issue being raised, or as soon thereafter as possible, and will be final.

18.3 The parties hereby agree that "final" shall not limit a dissatisfied party to invoke any provisions in his/her disposal within labour and any other relevant laws.

19. GENERAL

19.1 The contents of the Agreement and the outcome of any review conducted, will not be confidential, and may be made available to the public by the employer, where appropriate.

19.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

20. ATTESTATION

The parties hereby agree having read, understood and received a copy of this agreement which contents are hereby accepted in all entireties.

Thus done and signed at Ntabankulu on this 19TH *of* JULY *2019*

AS WITNESSES:

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L. Nonyongo
Municipal Manager

AS WITNESSES:

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XN Venn
Chief Financial Officer

PERFORMANCE PLAN

DIRECTORATE: BUDGET & TREASURY **FINANCIAL YEAR 2019/2020**

Employee Name	**Xoliswa N Venn**	**Authorised Supervisor: Name**	**Luleka Nonyongo**
Employee Job Title	**Chief Financial Officer**	**Supervisor Job Title**	**Municipal Manager**
Employee Number		**5330 Supervisor's Employee Number**	**5333**
Employee Signature	.....	**Supervisor's Signature**	.....
Date	19/07/2019	**Date**	19/07/2019

KPI PERFORMANCE AREA	PRIORITY AREA	IDP OBJECTIVE	IDP OBJECTIVE Number	IDP Strategies	Indicators			Baseline	Annual Target & Time Frame	1st Quarter July-Sept 2018	POE	2nd Quarter 2018/2019	POE	3rd Quarter 2018/2019	POE	4th Quarter 2018/2019	POE	Measurement Source	Total Weight 100%
					Input	Output	Outcome												
BASIC SERVICE DELIVERY	Development Planning	To solicit additional funding for infrastructure development by June 2022		Development of a business plan for the projects identified as key in the Ntabankulu Local Municipality	Facilitation of meetings for identification of projects, engagements with potential funders	Business plan	No of potential funders approached interms of communication in a form of a formal letter or a business plan.	Key identified projects that require funding	Develop one bankable business plan to solicit additional funding for infrastructure development by June 2019.	Identification of critical projects through needs analysis and community based plans	Needs analysis report and prioritised project list	Draft bankable business plan	Draft bankable business plan	Receive Comments from the prospective funder	Correspondece	no target	N/A	Quarterly progress reports on developed bankable business plan	10%
INSTITUTIONAL DEVELOPMENT & ORGANISATIONAL TRANSFROMATION	Municipal Records	Ensure an accountable administration by adhering to legislative prescripts & policies by 2022.	IDOT04	Filing of Municipal information according to National Archives Act	Filing of Municipal information according to National Archives Act	Filing registerrs and schedules	Filing Report	Registry Procedure Manual & File Plan	Monthly Sorting, catagorising and classifying information as per A20 catergory conducted by June 2019.	Monthly sorting and classification of files	Sorting register	Monthly sorting and classification of files	Sorting register	Monthly Sorting & Classification Municipal documents	Sorting register	monthly Sorting & Classification Municipal documents	Sorting register	Reports on sorted and classified documents	5%
	Customer Care	Create a condusive environment through the implementation of organisational values and corporate principles for delivery of quality services by June 2022.	IDOT03	Conduct Customer Satisfaction surveys in all Municipal wards(17)Manually and elecronically.	Customer care survey questionaires and personnel ,vehicle.	Number of wards in which to conduct surveys.	Improved Customer satisfaction .	Adopted Customer care policy and customer care Charter . Customer care survey were conducted in all 17 wards.	Customer satisfaction Surveys conducted in17 municipal wards by June 2019.	Customer care surveys conducted in 4 wards	Quarterly Survey report	Customer care surveys conducted in 3 wards	Quarterly Survey report	Customer care surveys conducted in 5 wards	Quarterly Survey report	Conduct customer care surveys in 5 wards	Quarterly Survey report	Annual surveys report	5%
LOCAL ECONOMIC DEVELOPMENT	LED/ SMME	To Provide support to 4 local Businesses for manufacturing and value adding initiatives by June 2022	LED 05.	To Facilitate the development of feasibility study and Business plan and Provision of equipment that will provide conducive environment for business enterprise operate	Funding, Training Plan, Needs analysis report	Number of Capacitated and developed SMME's and cooperatives on product development	Trained/Empowered SMME	N/A	Monitored beneficiation of local SMME at 30% of the total SOM awards	1. Consolidated awards register for the awards above R30 000 2. Prepared the report on local beneficiation versus external service providers	1. Awards register 2. Report on local beneficiation	1. Consolidated awards register for the awards above R30 000 2. Prepared the report on local beneficiation versus external service providers	1. Awards register 2. Report on local beneficiation	1. Consolidated awards register for the awards above R30 000 2. Prepared the report on local beneficiation versus external service providers	1. Awards register 2. Report on local beneficiation	1. Consolidated awards register for the awards above R30 000 2. Prepared the report on local beneficiation versus external service providers	1. Awards register 2. Report on local beneficiation	NIL	5.00%
		To create Job opportunities through EPWP by June 2022	LED 07	Identify EPWP projects through implemenation of EPWP Policy	EPWP Policy and Ministerial Determination	122 FTE's created	Created job opportunities	122 FTE's created. R1,231m incentive grant received	4 EPWP Budget and Treasury Interns appointed	Paid three monthly Budget and Treasury EPWP interns	1. Attendance register 2. Bank statement	Paid three monthly Budget and Treasury EPWP interns	1. Attendance register 2. Bank statement	Paid three monthly Budget and Treasury EPWP interns	1. Attendance register 2. Bank statement	Paid three monthly Budget and Treasury EPWP interns	1. Attendance register 2. Bank statement	Quarterly reports	5.00%
FINANCIAL VIABILITY	Revenue Management and enhancement	To increase revenue to 150% of R33 882 543 by June 2022	FV 01	To review and implement the revenue enhancement strategy by June 2022	1. To request Inputs from the directorates on the review of Revenue Enhancement Strategy. Consolidation of inputs from the directorates. 2. Valuation Rolls, Debtors lists and Approved Tariffs	1.Implement Revenue Enhancement Strategy 2. Billing of customers, reminders for non-payment. Receipts of acquired services	1. Increased Revenue collection 2.Age analysis,Cash receipts journal.	Increased own revenue by collecting 30% (R13 440 720) by June 2018	Increased own revenue by collecting 30% (R13 771 437) by June 2019	7.5% (R3 442 859) collected on own revenue	CRI	15% (R6 885 719) collected on own revenue	CRI	22.5% (R10 328 578) collected on own revenue	CRI	30% (13 771 437) collected on own revenue	CRI	Quarterly report on revenue collected	3.00%
		Achieving 100% billing for all services(rates, refuse, rentals and traffic fines) through maintenance of an effective billing system and database by June 2022	FV 01	To review and implement the revenue enhancement strategy by June 2022	Debtors statements and Billing report	Percentage of billed customers as per the valuation roll	1. Improved Revenue collection rate.	90% billed and updated on billing system	100% billed customers as per the valuation roll by June 2020	100% billed customers for three months period as per the valuation roll Agreed owner information on the financial system to deeds information	Reconciliation of Billing report and valuation roll Quarterly deeds verification report.	100% billed customers for three months period as per the valuation roll Agreed owner information on the financial system to deeds information.	Reconciliation of Billing report and valuation roll Quarterly deeds verification report.	100% billed customers for three months period as per the valuation roll Agreed owner information on the financial system to deeds information.	Reconciliation of Billing report and valuation roll Quarterly deeds verification report.	100% billed customers for three months period as per the valuation roll Agreed owner information on the financial system to deeds information.	Reconciliation of Billing report and valuation roll Quarterly deeds verification report.	quarterly report on customers billed	3.00%
		Develop and Implement General and supplementary valuation rolls by June 2022	FV01	To review and implement the revenue enhancement strategy by June 2022	Project plans for the valuation rolls	Developed supplementary valuation roll.	Approved Valuation rolls	General Valuation Roll and Supplementary Valuation Roll 1.	Developed supplementary valuation roll version 1 by June 2020	N/A	N/A	Collected data to inform supplementary valuation roll.	Report on Data collected	Developed draft supplementary valuation roll version 2.	Draft supplementary valuation roll version 2.	Approved and certified final Supplementary Valuation Roll version 2.	1.Council resolution 2. Valuation certificate 3. Supplementary Valuation Roll version 2	Monthly system generated billing report	3.00%
	Budget Preparation	To ensure compliance with municipal budget processes by June 2022	FV03		Obtain grant schedules and Inputs from the Directorates	Prepare the draft budget and original budget.	Adopted 2018/19 Adjustment budget, Adopted 2019/2020 Draft Budget and Adopted 2019/2020 Original Budget.	Approved annual budget 2017/18	Adjustment budget as per mScoa adopted by January 2019, 2019/20 Draft Budget as per mSCOA adopted by March 2019, and 2019/20 Original Budget adopted by May 2019	1. Integrated the captured Approved Budget as per the mScoa format. 2. Circulated system generated budget to all directorates. 3. Prepared and submitted Pre-Audit returns to PT and NT.	1. System Generated budget Report 2. Proof of distribution. 3. Pre-Audit returns. 4. Proof of submission to PT and NT.	1. Prepared and submitted AFS Audit Returns to PT & NT.	1. AFS Audit returns 2. Proof of submission to PT and NT.	1. Adopted 2018/2019 mScoa Budget Adjustment 2. Submitted adjustment budget returns to PT and NT 3. 2019/2020 mScoa Draft Budget prepared and submitted to the Council for approval.	1. Adopted 2018/2019 Budget Adjustment 2. Council Resolution 3. Adjustment budget 4. Proof of submission of budget returns to PT & NT 5. Draft Budget returns 6. 2019/2020 Draft Budget	1. Prepared and Adopted 2019/2020 final m SCOA Budget 2. Submitted annual budget returns to PT and NT	1. Adopted 2019/2020 Annual Budget 2. Council Resolution 3. Proof of submission of budget returns to PT & NT 4. Annual Budget returns	Draft budgets	3.00%

Expenditure Management	Implementation of effective, efficient processes and systems of managing Municipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure control including procedures for approval and authorisation	Obtain source documents internally and externally	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Quarterly expenditure report Creditors age analysis	Annual year expenditure report	Produced four quarterly expenditure report indicating the financial spending by 30th June 2019	3 monthly expenditure report prepared and circulated to all directorate within ten working days after the end of each month	Proof of circulation to Directorate 2. Monthly expenditure report	3 monthly expenditure report prepared and circulated to all directorate within ten working days after the end of each month	Proof of circulation to Directorates 2. Monthly expenditure report	3 monthly expenditure report prepared and circulated to all directorate within ten working days after the end of each month	Proof of circulation to Directorates 2. Monthly expenditure report	3 monthly expenditure report prepared and circulated to all directorate within ten working days after the end of each month	Proof of circulation to Directorates 2. Monthly expenditure report	Quarterly expenditure reports	2.50%
	Implementation of effective, efficient processes and systems of managing Municipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure controls including procedures for approval and authorisation	Internal and external Source documents(Supplier invoices, third party schedules, payroll inputs from Corporate services)	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with MFMA section 65	Annual year expenditure report	1. Produced four quarterly expenditure reports indicating the financial spending and payables by 30th June 2020	100% Paid creditors within 30 days of receipt of invoice.	Creditors Age Analysis	Paid creditors within 30 days of receipt of invoice.	Creditors Age Analysis	Paid creditors within 30 days of receipt of invoice.	Creditors Age Analysis	Paid creditors within 30 days of receipt of invoice.	Creditors Age Analysis	Quarterly expenditure report	2.50%
	Implementation of effective, efficient processes and systems of managing Municipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure controls including procedures for approval and authorisation	Internal and external Source documents(Supplier invoices, third party schedules, payroll inputs from Corporate services)	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with MFMA section 65	Annual year expenditure report	1. Produced four quarterly expenditure reports indicating the financial spending and payables by 30th June 2020	Paid Staff and Councillors salaries on the 25th of each month	Salary Reports Bank statement	Paid Staff and Councillors salaries on the 25th of each month	Salary Reports Bank statement	Paid Staff and Councillors salaries on the 25th of each month	Salary Reports Bank statement	Paid Staff and Councillors salaries on the 25th of each month	Salary Reports Bank statement	Quarterly expenditure report	3.00%
	Implementation of effective and efficient processes and systems of managing Municipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure controls including procedures for approval and authorisation	Internal and external Source documents(Supplier invoices, third party schedules, payroll inputs from Corporate services)	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with MFMA section 65	Annual year expenditure report	1. Produced four quarterly expenditure reports indicating the financial spending and payables by 30th June 2020	1. Produced 3 monthly expenditure reports prepared and circulated to all directorate within ten working days after the end of each month 2. Reviewed expenditure made after year end and identified accruals and payables as at	1. Proof of circulation to Directorate 2. Monthly expenditure report 3. List of accruals and payables.	3 monthly expenditure report prepared and circulated to all directorate within ten working days after the end of each month	1. Proof of circulation to Directorates 2. Monthly expenditure report	3 monthly expenditure reports prepared and circulated to all directorates within ten working days after the end of each month	1. Proof of circulation to Directorates 2. Monthly expenditure report	3 monthly expenditure report prepared and circulated to all directorate within ten working days after the end of each month	1. Proof of circulation to Directorates 2. Monthly expenditure report	Quarterly expenditure report	2.50%
	Implementation of effective and efficient processes and systems of managing Municipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure controls including procedures for approval and authorisation	Internal and external Source documents(Supplier invoices, third party schedules, payroll inputs from Corporate services)	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with MFMA section 65	Annual year expenditure report	1. Produced four quarterly expenditure reports indicating the financial spending and payables by 30th June 2020	Paid 3rd parties by the 7th day of each month	Bank Statement	Paid 3rd parties by the 7th day of each month	Bank Statement	Paid 3rd parties by the 7th day of each month	Bank Statement 3rd party schedule .	Paid 3rd parties by the 7th day of each month	Bank Statement 3rd party schedule	Quarterly expenditure report	2.50%
Supply Chain Management	To review and implement Supply Chain Management Policy by June 2022	FV05	Review and implement procedures in line with scm policy and MFMA circulars	Centralised supplier database; Supply Chain Management policy; Standard infrastructure procurement and delivery management (SIPDM)	Registered suppliers to the municipality's supplier database.	Updated 2018/2019 supplier database	2018/2019 updated supplier database	1. Updated and maintained supplier database by June 2020	1. Captured applications received from prospective service providers to the supplier data base. 2. Intergrated Centralised Supplier Database with the municipal financial system.	1. Report on suppliers registered on data base and number of applications received within the quarter. 2. CSD intergation report.	Captured applications received from prospective service providers to the supplier data base	1. Report on suppliers registered on data base and number of applications received within the quarter.	Captured applications received from prospective service providers to the supplier data base	1. Report on suppliers registered on data base and number of applications received within the quarter.	1.Captured applications received from prospective service providers to the supplier data base 2. Invited prospective service providers to update and register on the supplier database	1. Report on suppliers registered on data base and number of applications received within the quarter 2. Published advert	Monthly report on updated supplier data base	3.00%
Supply Chain Management	To review and implement Supply Chain Management Policy by June 2022	FV06	Review and implement procedures in line with scm policy and MFMA circulars	Deviation letters, appointment letters and irregular expenditure.	Submit deviation, appointment letters and irregular expenditure to Treasury and to the Council.	Updated SCM implementation report	2016/2017 SCM implementation report submitted to Treasury and Council.	Submitted reports on deviations and irregular expenditure(SCM Implementation report) to council and Treasury within 30 days after the end of each quarter by June 2019	Submitted reports (fourth quarter 2017/2018) on deviations and irregular expenditure (SCM implementation) to the Council and Treasury	Reports on deviations and irregular expenditure (SCM implementation) to Treasury & Council. 2. Proof of submission to Treasury and Council	Submitted report (first quarter 2018/2019) on deviations and irregular expenditure (SCM implementation) to the Council and Treasury	Reports on deviations and irregular expenditure (SCM implementation) to Treasury & Council. 2. Proof of submission to Treasury and Council	Submitted report (Second quarter 2018/2019) on deviations and irregular expenditure (SCM implementation) to the Council for the	Reports on deviations and irregular expenditure to Treasury (SCM implementation) & Council. 2. Proof of submission to Treasury and Council	Submitted report (Third quarter 2018/2019) on deviations and irregular expenditure (SCM implementation) to the Council for the	Reports on deviations and irregular expenditure (SCM implementation) to Treasury & Council. 2. Proof of submission to Treasury and Council	Quarterly report on deviation and irregular expenditure (SCM implementation)	3.00%
				Procurement plans from directorates.	Number of procurement plans developed.	Efficiently managed institutional procurement processes.	2018/2019 procurement plan	Developed and implemented institutional procurement plan by June 2020	1.Updated and implemented procurement plan. 2. Circulated progress report on the implementation of procurement plan.	1.Progress report on the implentation of procurement plan 2. Proof of circulation of progress report to directorate.	1.Updated and implemented procurement plan. 2. Circulated progress report on the implementation of procurement plan.	1.Progress report on the implentation of procurement plan 2. Proof of circulation of progress report to directorate.	1. Updated and implemented procurement plan. 2. Circulated progress report on the implementation of procurement plan. 3. Reviewed 2019/2020 procurement plan in line with the SDBIP turnaround,	1.Progress report on the implentation of procurement plan 2. Proof of circulation of progress report to directorate. 3. Reviewed 2019/2020 procurement plan. 4. Draft 2020/2021 procurement plan.	1.Updated and implemenaed procurement plan. 2. Circulated progress report on the implementation of procurement plan. 3. Approved 2020/2021 procurement plan by council.	1.Progress report on the implentation of procurement plan 2. Proof of circulation of progress report to directorate. 3. Council resolution.	Developed procurement plan and quaterly implentation report	3.00%
	To review and implement Supply Chain Management Policy by June 2022	FV06	Review and implement procedures in line with scm policy and MFMA circulars	Award register	Develop contract register as per award register	Updated contract register	updated 2017/2018 contract register	Updated and maintained contract register by June 2019	Updated and maintained 2018/2019 contract register	Updated Contract register	Updated and maintained 2018/2019 contract register	Updated Contract register	Updated and maintained 2018/2019 contract register	Updated Contract register	Updated and maintained 2018/2019 contract register	Updated Contract register	Monthly updated contract register	3.00%

	Asset Management	To manage, safeguard and maintain all assets of the Municipality in line with the legislative prescript and accounting standards by June 2022	FV06	Efficient management of municipal fleet	Approved transport requisitions forms from directorates, trip authorities, fuel slips and bank statements; fleet management policy.	Number of fleet management reports prepared	Efficiently managed municipal Fleet	2018/2019 Fleet Management Reports	Produced Fleet management and maintenance reports by June 2020.	1. Facilitate the acquisition of municipal vehicles. 2. Facilitate the municipal vehicle licensing and registration. 3. Reconcile fuel slips to bank statements. 4. Report on vehicle fuel consumption	1. Produced quarterly report on fleet management and maintenance (fuel consumed for the three months; repairs and maintenance of municipal fleet for three months) 2. Initiated the procurement process	1. Fleet Management report (fuel consumption per vehicle and repairs & maintenance per vehicle 2. Fleet reconciliation 3. Requisition for the procurement of vehicles	1. Produced quarterly report on fleet management and maintenance (fuel consumed for the three months; repairs and maintenance of municipal fleet for three months) 2. Procured thre	1. Fleet Management report (fuel consumption per vehicle and repairs & maintenance per vehicle 2. Fleet reconciliation. 3. Proof of fleet repayment. 3.Invoices on procured vehicles	1. Produced quarterly report on fleet management and maintenance (fuel consumed for the three months; repairs and maintenance of municipal fleet for three months)	1. Fleet Management report on fuel consumption and repairs & maintenance per vehicle. 2. Fleet reconciliation.	Produced quarterly report on fleet management and maintenance of municipal fleet (fuel consumed for the three months and maintenance of municipal fleet for three months)	Monthly Reports on Fleet Management	3.00%
		To manage, safeguard and maintain all assets of the Municipality in line with the legislative prescript and accounting standards by June 2022	FV02	Provision of Insurance for all Municipal Assets	Fixed asset register Asset additions to be insured.	Submit list of newly acquired assets to the insurers	Safeguarded municipal assets	2018/2019 insurance report	Updated insurance report of municipal assets by June 2020	Quarterly updated insurance report for the municipal assets	Report on additional insured assets	Quarterly updated insurance report for the municipal assets	Report on additional insured assets	Quarterly updated insurance report for the municipal assets	Report on additional insured assets	Quarterly updated insurance report for the municipal assets	Report on additional insured assets	Monthly reports on insured assets	3.00%
		To manage, safeguard and maintain all assets of the Municipality in line with the legislative prescript and accounting standards by June 2022	FV07	Maintenance of GRAP compliant Asset register	Asset additions, assets physical verification sheets	Updated asset register with additions, disposals, depreciation and impairments.	Grap compliant asset register.	2017/2018 Asset Register	Updated and maintained GRAP compliant asset register by June 2019	Updated asset register for the quarter	1 List of additions 2. updated asset register	Performed physical verification and updated asset register for the year.	1 list of additions 2. updated asset register 3. signed asset verification form	Updated asset register for the quarter	1 list of additions 2. updated asset register	Performed physical verification and updated asset register for the year.	1 list of additions 2. updated asset register 3. signed asset verification form	Quarterly reports on asset management	5.00%
	Financial Reporting	To ensure compliance to MFMA calendar in terms of reporting by June 2022	FV08	Preparation and submission of Annual Financial Statements in compliance with MFMA and GRAP standards	Trial balance, Lead schedule and Audit file,	Prepared annual financial statements	Submitted GRAP compliant AFS	Audited Annual Financial Statements 2016/2017	Developed and submitted Grap compliant 2017/2018 Annual Financial Statement by June 2019	1. Developed and submitted Grap compliant 2017/2018 Annual Financial Statements to Auditor General by 31 August 2018.	1. Annual financial statements 2. Proof of submission of AFS to AG	1. Submit Adjusted Annual Financial Statements.	1. Adjusted Annual Financial Statements.	1. Developed AFS process plan 2. Developed half year financial statements	1. Process plan 2. half financial statements	1. Developed AFS process plan 2. Developed nine months financial statements	1. Process plan 2. Nine months financial statements	Audited AFS ,proof of submission to AG and NT	4.00%
				Performance of 6-year reconciliations within seven working days	Trial balance, Lead schedule and Audit file,	Prepare annual financial statements	Submitted GRAP compliant AFS	Signed Monthly reconciliation	Reconciled control accounts (Payroll, creditor, debtor, assets, petty cash, VAT, grants, investments and bank within seven working days by June 2019	Three months reconciliations for all control accounts(Payroll suspense account, bank reconciliation, debtors and creditors, investment and asset reconciliation n) within seven working days of the following month	Signed reconciliations	Three months reconciliations for all control accounts(Payroll suspense account, bank reconciliation, debtors, creditors, investment and asset reconciliations) within seven working days of the following month	Signed reconciliations	Three months reconciliations for all control accounts(Payroll suspense account, bank reconciliation, debtors, creditors, investment and asset reconciliations) within seven working days of the following month	Signed reconciliations	Three months reconciliations for all control accounts(Payroll suspense account, bank reconciliation, debtors, creditors, investment and asset reconciliations) within seven working days of the following month	Signed reconciliations	Reconciled control accounts	3.00%
				Preparation and submission of section ,66, 71, 52 72 reports	Control accounts, age analysis, bank statements, VIP report	Prepare monthly reconciliations within seven working days after the end of each month	Reconciled control accounts to source documents	Section 71, 72 , 52, 66 ,72 reports submitted to PT and NT	Prepared Section 71, 52, 66 ,72 reports submitted to Council by June 2018	1.Three monthly MFMA section 66, section 71 & C-Schedule report prepared and submitted to PT & NT 3. Fourth quarter MFMA Section 52 report prepared and submitted to Council and Treasury	1. Proof of submission to PT & NT for section 66, 571 and C-Schedule report 2.Signed and submitted S52 to Council and Treasury 3. Proof of submission	1.Three monthly MFMA section , s71 & C-Schedule report prepared and submitted to PT & NT within ten working days	1. Proof of submission to PT & NT for S71 and C-Schedule report	1.Three monthly, s71 & C-Schedule reports prepared and submitted to PT & NT within ten working days. 4. MFMA Section 72 report prepared and submitted to the Council, PT& NT	1. Proof of submission to PT & NT for S71 and C-Schedule report 2.Signed and submitted MFMA S72 report submitted to the Council, PT, &NT 4. Proof of submission for MFMA S72 report	1.Three monthly section 71 & C-Schedule report prepared and submitted to PT & NT 3. MFMA fourth quarter Section 52D prepared and submitted to Council, PT & NT	1. Proof of submission to PT & NT for s66, S71 and C-Schedule report 3.Signed and submitted mfma S52 to Council, Treasury 4. Proof of submission of mfma S52D	Monthly, Quarterly and mid-term reports	3.00%
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PMS	To monitor, measure and evaluate institutional and individual performance by June 2022	GG 05	Monitor,evaluate and measure performance	PMS policy, Performance evaluations schedules	Signed performance agreements for directors, Managers, Officers.	Number signed performance agreements for directors, Managers and Officers	Mid-term Performance evaluation reports for 2017/2018 (Individual & Institutional)	Coordinated analysis of institutional performance (monthly, quarterly, midterm and annually) by June 2019	Institutional 4th quarter performance evaluation repots for 2017/2018	Council resolution for adoption of the 4th quarter 2017/2018 institutional performance reports and institutional 4th Quarter Performance Report	Institutional 1st quarter performance evaluation reports for 2018/2019	Council resolution for adoption of the 1st quarter institutional 2018/2019 performance reports and Institutional 1st Quarter	Institutional Midterm performance evaluation reports for 2018/2019	Council resolution for adoption of the Midterm performance institutional report 2018/2019 & Midterm performance reports 2018/2019	Institutional 3rd Quarter performance report 2018/2019	Council resolution for adoption of the 3rd quarter performance report 2018/2019 & 3rd quarter performance reports 2018/2019	Quarterly performance evaluation reports	2.50%
	Compliance with Legislation	To ensure compliance with Municipal legislative prescripts, policies, by-laws and sector plans by June 2022	GG 06	Manage performance of Service Providers	Approved SDBIP 2018/2019 and National Treasury Annual report 2016/2017	Draft annual report 2016/2017	Adopted Annual Report 2016/2017	Existing contracts signed with service providers	Monitored service provider's performance in line with the set deliverables as per signed SLA within the Municipality by June 2019	Reports on performance of Service Providers	Quarterly reports	Reports on performance of Service Providers	Quarterly reports	Reports on performance of Service Providers	Quarterly reports	Reports on performance of Service Providers	Quarterly reports	Quarterly performance reports	2.50%
	Risk Management	To ensure clean and accountable administration by June 2022	GG 07	Development, implement and review of strategic and operational risk register	Litigations	Updated litigation register	Number of resolved and unresolved litigations by and against the Municipality	Strategic risk registers, Departmental risk registers and 62,5% mitigated risks by 2017/2018.	Developed strategic risk, operational risk register and mitigate risk by 80% by June 2019	Approved strategic risk register and operational risk register 2018/2019 and 20% mitigated risk	Updated strategic Risk Register and operational risk register 2018/2019 and Risk Register Report	40% mitigated risk	Updated Risk register report	60% mitigated risk	Updated Risk register report	80% mitigated risk	Updated Risk register report	Quarterly risk management reports	2.50%
	Audit			Development and implementation of Audit action plan	Strategic Risk and Operational Risk registers	Quarterly risk management report	No of mitigated risks	2017/2018 Audit Action Plan	90% audit findings reduced by June 2020	n/a	n/a	n/a	n/a	Addressed audit findings by 30%	Progress report on audit action plan	Addressed audit findings by 60%	Progress report on audit action plan	Audit report	5.00%

NTABANKULU LOCAL MUNICIPALITY

BUDGET & TREASURY OFFICE FINAL SDBIP 2019/2020

Supported KPA	Priority Area	IDP Objectives	IDP Objective number	IDP Strategies	Indicator			KPI Number	Baseline on the date of review (May 2019)	Annual Target	Activities	2019/2020 Quarter 1 target (July-September)	POE	2019/2020 Quarter 2 target (October-December)	POE	2019/2020 Quarter 3 target (January - March)	POE	2019/2020 Quarter 4 target (April - June)	POE	Measurement Source & Frequency	Budget Amount	Funding Source	Custodian
					Input	Output	Outcome																
FINANCIAL VIABILITY	Revenue Management and enhancement	To increase revenue to R78 150 000 by June 2022	FV 01	1. To review and implement the revenue enhancement strategy by June 2022	1. Inputs from the directorates on the review of Revenue Enhancement Strategy. 2. Billing reports 3. Valuation Rolls, Debtors lists and Approved Tariffs 4. Property rates Act. 5. Approved credit control and dept collection policy.	Amount of own revenue collected	1. Improved Revenue collection rate.	4.1.1	Approved Revenue enhancement strategy, Age Analysis and Cash receipt journal	Increased own revenue by collecting (R15 000 000) by June 2020	1. Upload General valuation on the system per catergory. 2. Assign approved tariffs per catergory on the system. 3. Review Cash receipt Journal against Bank Statement, Deposits slips and the general ledger. 4. Delivery of Statements to Customers. 5. Billing of Interest on outstanding debts within 7 days.	R3 750 000 collected on own revenue	CRJ	7 500 000 collected on own revenue	CRJ	11 250 000 growth on revenue generated	Cash receipt Journal and Age Analysis Quarterly revenue report	15 000 000 growth on revenue generated	Cash receipt Journal and Age Analysis Quarterly revenue report	Monthly pre-billing and post- billing reports; General and supplementary valuation roll; Cash receipt journal.	R 15,000,000.00	NLM	CFO
				2. Achieving 100% billing for all services(rates, refuse, rentals and traffic fines) through maintenance of an effective billing system and database by June 2022	Debtors statements and Billing report	Percentage of billed customers as per the valuation roll	1. Improved Revenue collection rate.	4.1.2	90% billed and updated on billing system	100% billed customers as per the valuation roll by June 2020	1. Capturing of General valuation on the system per catergory 2. Assign approved tariffs per catergory on the system. 3. Pre- billing of customers per Valuation Roll 4. Reconcile pre- valuation report to General valuation roll and Supplimentary Valuation Roll and correct reconciling items.	100% billed customers for three months period as per the valuation roll Agreed owner information on the finanical system to deeds information	Reconciliation of Billing report and valuation roll Quarterly deeds verification report.	100% billed customers for three months period as per the valuation roll Agreed owner information on the finanical system to deeds information.	Reconciliation of Billing report and valuation roll Quarterly deeds verification report.	100% billed customers for three months period as per the valuation roll Agreed owner information on the finanical system to deeds information.	Reconciliation of Billing report and valuation roll Quarterly deeds verification report.	100% billed customers for three months period as per the valuation roll Agreed owner information on the finanical system to deeds information.	Reconciliation of Billing report and valuation roll Quarterly deeds verification report.	quartely report on customers billed	NIL	N/A	CFO
				4. Develop and implement General and supplementary valuation rolls by June 2022	Project plans for the valuation rolls	Developed suplementary valuation roll.	Approved Valuation rolls	4.1.3	General Valuation Roll and Supplementary Valuation Roll 1.	Developed supplementary valuation roll version 1 by June 2020	1. Maintain a file of all objections lodged and prepare Objections register. 2. Request information from town planning and building control to inform the supplementary valuation.	N/A	N/A	Collected data to inform supplementary valuation roll.	Report on Data collected	Developed draft supplementary valuation roll version 2.	Draft supplementary valuation roll version 2.	Approved and certified final Supplementary Valuation Roll version 2.	1.Council resolution 2. Valuation certificate 3. Supplementary Valuation Roll version 2	Monthly system generated billing report	R 700,000.00	E/S	CFO

	Budget Preparation	To ensure compliance with municipal budget processes by June 2022	FV03	Timeous preparation of annual budget and adjustment budget in compliance with the mSCOA and MFMA requirements	Grant schedules; Inputs from the Directorates; NT circulars;	Approved 2019/2020 Draft, final budget and adjustment budget for 2019/2020	Prevention of unauthorised expenditure	4.3.1	Approved final and adjustment budget 2018/2019	2019/20 Annual budget adopted by 31 May 2019 and Adjustment budget adopted by January 2020	1. Consolidate budget inputs from the directorates. 2. Develop draft budget. 3. Capture budget to the financial system. 4. Agree data strings to A and B schedules. 5. Submit draft, annual and adjustment budget to council for approval. 6. Submit approved draft, annual and adjustment budget to	1. Integrated the captured Approved Budget as per the mScoa format. 2. Circulated system generated budget to all directorates. 3. Prepared and submitted Pre-Audit returns to PT and NT.	1. System Generated budget Report 2. Proof of distribution. 3. Pre-Audit returns. 4. Proof of submission to PT and NT.	1. Prepared and submitted AFS Audit Returns to PT & NT.	1. AFS Audit returns 2. Proof of submission to PT and NT.	1. Adopted 2018/2019 mScoa and GRAP complaint Budget Adjustment 2. Submitted adjustment budget returns to PT and NT 3. Adopted GRAP and mSCOA compliant 2019/2020 draft Budget by March 2019	1. Adopted 2018/2019 Budget Adjustment 2. Council Resolution 3. Proof of submission of budget returns to PT & NT-adjustment budget 4. Draft Budget returns 5. 2019/2020 Draft Budget	1. Adopted GRAP and MSCOA complaint 2019/20 Original Budget by May 2019 2. Submitted draft budget returns to PT and NT	1. Adopted 2019/2020 Annual Budget 2. Council Resolution 3. Proof of submission of draft budget returns to PT & NT 4. Draft Budget returns	Draft; adjustment and final budgets	R 2,040,000	FMG and E/S	CFO
										Monthly monitoring of budget versus actual.	1. Monthly comparison and analysis of budget versus actual. 2. Process viraments on the approved budget in the financial system.	Prepared quarterly register for unauthorised expenditure	Unauthorised expenditutre register.	Prepared quarterly register for unauthorised expenditure	Unauthorised expenditure register.	Prepared quarterly register for unauthorised expenditure	Unauthorised expenditure register.	Prepared quarterly register for unauthorised expenditure	Unauthorised expenditure register.	Unauthorised expenditure register	Rnil	N/A	CFO
		Implementation of effective and efficient processes and systems of managing Muncipal finances by June 2022	FV04	To ensure improved project management	Three year capital plan, electrification plan and MIG Business plan.	Allocation letter and Expenditure reports	100% capital budget expenditure	4.5.1	MIG and INEP Approved Budget	100% expenditure reported	1.Appointment of Bid Committee Members 2.Appointment Consultants 3.Appointment of Contractors 4. Grant management and reporting	1. Appointment of Bid Committees 2. Appointment of Contractors 3. Grants Expenditure reports	Report on appointed bid committees and awarded Contractors. 3. Report on Grants Management	Grants monitoring and management	Grants Expenditure reports	Grants monitoring and management	Grants Expenditure reports	Grants monitoring and management	Grants Expenditure reports	Project monitoring reports and 100% capital expenditure for 2019/20projects	NIL	MIG& INEP	CFO
	Expenditure Management	Implementation of effective and efficient processes and systems of managing Muncipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure controls including procedures for approval and authorisation	Internal and external Source documents(Supplier invoices, third party schedules, payroll inputs from Corporate services)	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with MFMA section 65	4.4.2	Annual year expenditure report	1. Produced four quarterly expenditure reports indicating the financial spending and payables by 30th June 2020	1. Raise expenditure per expenditure vote on the GL 2.Analyse expenditure per vote to identify misallocations. 3. Distribution of monthly expenditure reports to directorates. 4. Payment of creditors, third parties and salaries. 5. Identify accruals and cosolidate the list as at year end. 6. Review all payments made after year end to eliminate misclassificatio ns.	1. Produced 3 monthly expenditure reports prepared and circulated to all directorate within ten working days after the end of each month 2. Reviewed expenditure made after year end and identified accruals and payables as at year end.	1. Proof of circulation to Directorate 2. Monthly expenditure report 3. List of accruals and payables.	3 monthly expenditure report prepared and circulated to all directorate within ten working days after the end of each month	1. Proof of circulation to Directorates 2. Monthly expenditure report	3 monthly expenditure reports prepared and circulated to all directorates within ten working days after the end of each month	1. Proof of circulation to Directorates 2. Monthly expenditure report	3 monthly expenditure report prepared and circulated to all directorate within ten working days after the end of each month	1. Proof of circulation to Directorates 2. Monthly expenditure report	Quarterly expenditure report	R 0.00	Equitable Share	CFO
	Expenditure Management	Implementation of effective and efficient processes and systems of managing Muncipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure controls including procedures for approval and authorisation	Internal and external Source documents(Supplier invoices, third party schedules, payroll inputs from Corporate services)	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with MFMA section 65	4.4.1	Annual year expenditure report	1. Produced four quarterly expenditure reports indicating the financial spending and payables by 30th June 2020		100% Paid creditors within 30 days of receipt of invoice.	Creditors Age Analysis	Paid creditors within 30 days of receipt of invoice.	Creditors Age Analysis	Paid creditors within 30 days of receipt of invoice.	Creditors Age Analysis	Paid creditors within 30 days of receipt of invoice.	Creditors Age Analysis	Quarterly expenditure report	R 0		

	Expenditure Management	Implementation of effective and efficient processes and systems of managing Muncipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure controls including procedures for approval and authorisation	Internal and external Source documents(Supplier invoices, third party schedules, payroll inputs from Corporate services)	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with MFMA section 65	4.4.1	Annual year expenditure report	1. Produced four quarterly expenditure reports indicating the financial spending and payables by 30th June 2020		Paid Staff and Councillors salaries on the 25th of each month	Salary Reports Bank statement	Paid Staff and Councillors salaries on the 25th of each month	Salary Reports Bank statement	Paid Staff and Councillors salaries on the 25th of each month	Salary Reports Bank statement	Paid Staff and Councillors salaries on the 25th of each month	Salary Reports Bank statement	Quarterly expenditure report	R 0		
	Expenditure Management	Implementation of effective and efficient processes and systems of managing Muncipal finances by June 2022	FV04	Strenghthen the effectiveness of expenditure controls including procedures for approval and authorisation	Internal and external Source documents(Supplier invoices, third party schedules, payroll inputs from Corporate services)	Payment of creditors within thirty days of receipt of invoice. Payment of salaries on 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with MFMA section 65	4.4.1	Annual year expenditure report	1. Produced four quarterly expenditure reports indicating the financial spending and payables by 30th June 2020		Paid 3rd parties by the 7th day of each month	Bank Statement	Paid 3rd parties by the 7th day of each month	Bank Statement	Paid 3rd parties by the 7th day of each month	Bank Statement 3rd party schedule	Paid 3rd parties by the 7th day of each month	Bank Statement 3rd party schedule	Quarterly expenditure report	R 0		
	Supply Chain Management	To review and implement Supply Chain Management Policy by June 2022	FV05	Review and implement procedures in line with scm policy and MFMA circulars	Centralised supplier database; Supply Chain Management policy; Standard Infrastructure procurement and delivery management (SIPDM)	Registered suppliers to the municipality's supplier database.	Updated 2018/2019 supplier database	4.5.1	2018/2019 updated suppleir database	1. Updated and maintained supplier database by June 2020	1. Invite the suppliers to register on Municipal database. 2. Capture of database forms into the financial sysytem. 3. Intergrate Centralised Supplier Database with the municipal financial system.	1. Captured applications received from prospective service providers to the supplier data base. 2. Integrated Centralised Supplier Database with the municipal financial system.	1. Report on suppliers registered on data base and number of applications received within the quarter. 2. CSD Intergation report.	Captured applications received from prospective service providers to the supplier data base	1. Report on suppliers registered on data base and number of applications received within the quarter.	Captured applications received from prospective service providers to the supplier data base	1. Report on suppliers registered on data base and number of applications received within the quarter.	1.Captured applications received from prospective service providers to the supplier data base 2. Invited prospective service providers to update and register on the supplier database	1. Report on suppliers registered on data base and number of applications received within the quarter 2. Publised advert	Monthly report on updated suppleir data base	R 230,000.00	Equitable Share	CFO
	Supply Chain Management	To review and implement Supply Chain Management Policy by June 2022	FV06		Deviation report, and Register for irregular expenditure	Number of submitted Supply chain management implemention report to Treasury and to the Council.	Compliance with chapter 11 of the MFMA	4.5.2	2018/2019 deviations and irregular expenditure report submitted to Trasury and Council.	Submission of reports on deviations and irregular expenditure to council and Treasury within 30 days after the end of each quarter by June 2020	1. Monthly Consolidation the deviation and irregular expenditure report 2. Consolidate the supply chain management report 3. Submission of the supply chain report to Treasury and to the Council through MFMA section 52d, 72 report.	Submitted reports (fourth quarter 2018/2019) on deviations and irregular expenditure (SCM implementation) to the Council and Treasury	1. Reports on deviations and irregular expenditure (SCM implementation) to Treasury & Council. 2. Proof of submission to Treasury and Council	Submitted report (first quarter 2019/2020) on deviations and irregular expenditure (SCM implementation) to the Council and Treasury	Reports on deviations and irregular expenditure (SCM Implementation) to Treasury & Council. 2. Proof of submission to Treasury and Council	Submitted report (second quarter 2019/2020) on deviations and irregular expenditure (SCM implementation) to the Council	Reports on deviations and irregular expenditure to Treasury (SCM implementation) & Council. 2. Proof of submission to Treasury and Council	Submitted report (Third quarter 2019/2020) on deviations and irregular expenditure (SCM Implementation) to the Council	Reports on deviations and irregular expenditure (SCM implementation) to Treasury & Council. 2. Proof of submission to Treasury and Council	Quarterly report on deviation and irregular expenditure	NIL	N/A	CFO

					Procurement plans from directorates.	Number of procurement plans developed.	Efficiently managed institutional procurement processes.	4.5.3	2018/2019 procurement plan	Developed and implemented institutional procurement plan by June 2020	1. Consolidate procurement plans received from directorates. 2. Distribute the consolidated procurement plan to the directorates. 3. report on progress of procurement on a monthly basis.	1.Updated and implemented procurement plan. 2. Circulated progress report on the implementation of procurement plan.	1.Progress report on the implentation of procurement plan 2. Proof of circulation of progress report to directorate.	1.Updated and implemented procurement plan. 2. Circulated progress report on the implementation of procurement plan.	1.Progress report on the implentation of procurement plan 2. Proof of circulation of progress report to directorate.	1. Updated and implemented procurement plan. 2. Circulated progress report on the implementati on of procurement plan. 3. Reviewed 2019/2020 procurement plan in line with the SDBIP turnaround. 4. Developed draft 2020/2021 procurement	1.Progress report on the implentation of procurement plan 2. Proof of circulation of progress report to directorate. 2. Reviewed 2019/2020 procurement plan. 4. Draft 2020/2021 procurement plan.	1.Updated and implemented procurement plan. 2. Circulated progress report on the implementation of procurement plan. 3. Approved 2020/2021 procurement plan by council.	1.Progress report on the implentation of procurement plan 2. Proof of circulation of progress report to directorate. 3. Council resolution.	Developed procurement plan and quaterly implentation report	Nil	N/A	CFO
					Award register	Number of contracts awarded.	Updated contract register	4.5.4	updated 2018/2019 contract register	Updated and maintained contract register by June 2020	1. Update the contract register with contracts awarded for the month.	Updated and maintained 2019/2020 contract register	Updated Contract register	Updated and maintained 2019/2020 contract register	Updated Contract register	Updated and maintained 2019/2020 contract register	Updated Contract register	Updated and maintained 2019/2020 contract register	Updated Contract register	Monthly updated contract register	Nil	N/A	CFO
				Efficient management of municipal fleet	Approved tramport requisitions forms from directorates, trip authorities, fuel slips and bank statement; fleet management policy.	Number of fleet management reports prepared	Efficiently managed municipal Fleet	4.7.3	2018/2019 Fleet Management Reports	Produced Fleet management and maintenance reports by June 2020.	1. Facilitate for the acquisition of municipal vehicles. 2. Facilitate the municipal vehicle licensing and registration. 3. Reconcile fuel slips to bank statements. 4. Report on vehicle fuel consumption 5. Report on repairs and maintenance of municipal fleet. 6. Facilitate the disposal of municipal fleet. 7. Consolidate	1. Produced quarterly report on fleet management and maintenance (fuel consumed for the three months; repairs and maintenance of municipal fleet for three months) 2. Initiated the procurment process of municipal vehicles.	1. Fleet Management report (fuel consumption per vehicle and repairs & maintenance per vehicle 2. Fleet reconciliation 3. Requisition for the procurment of vehicles	1. Produced quarterly report on fleet management and maintenance (fuel consumed for the three months; repairs and maintenance of municipal fleet for three months) 2. Procured thre municipal vehicles.	1. Fleet Management report (fuel consumption per vehicle and repairs & maintenance per vehicle 2. Fleet reconciliation. 3. Proof of fleet repayment. 3.Invoices on procured vehicles	1. Produced quarterly report on fleet management and maintenance (fuel consumed for the three months; repairs and maintenance of municipal fleet for three months)	1. Fleet Management report on fuel consumption and repairs & maintenance per vehicle. 2. Fleet reconciliation	Produced quarterly report on fleet management and maintenance of municipal fleet (fuel consumed for the three months and maintenance of municipal fleet for three months)	1. Fleet Management report on fuel consumption and repairs & maintenance per vehicle 2. Fleet reconciliation	Monthly Reports on fleet Management	R 3,700,000	Equitable Share	CFO
	LED/ SMME	To Provide support to 4 Local Businesses for manufactuting and value adding initiatives by June 2022	LED 03.	To Facilitate the development of feasibility study and Business plan and Provision of equipment that will provide conducive environment for business enterprise	Funding, Training Plan, Needs analysis report	Number of Capacitated and developed SMMEs and cooperatives on product development	Trained/Empowered SMME	3.3.1	N/A	Monitored beneficiation of local SMME at 30% of the total SCM awards	1. Monthly consolidation of all awards above R30 000 2. Report on awards benefited by local versus external service providers	1. Consolidated awards register for the awards above R30 000 2. Prepared the report on local beneficiation versus external service providers	1. Awards register 2. Report on local beneficiation	1. Consolidated awards register for the awards above R30 000 2. Prepared the report on local beneficiation versus external service providers	1. Awards register 2. Report on local beneficiation	1. Consolidated awards register for the awards above R30 000 2. Prepared the report on local beneficiation versus external service	1. Awards register 2. Report on local beneficiation	1. Consolidated awards register for the awards above R30 000 2. Prepared the report on local beneficiation versus external service providers	1. Awards register 2. Report on local beneficiation	Nil	N/A	n/a	CFO

	Asset Management	To manage, safeguard and maintain all assets of the Municipality in line with the legislative prescripts and accounting standards by June 2022	FV07	Provision of insurance for all Municipal Assets	Fixed asset register Asset additions to be insured.	Submit list of newly acquired assets to the insurers	Safeguarded municipal assets	4.7.1	2018/2019 Insurance report	Updated insurance report of municipal assets by June 2020	1. Facilitate the insuring of the newly acquired assets. 2. Submit claims for lost and damaged assets. 3. Make follow ups from the Insurance company on claims submitted. 4. Consolidate the insurance report	Quarterly updated insurance report for the municipal assets	Report on additional insured assets	Quarterly updated insurance report for the municipal assets	Report on additional insured assets	Quarterly updated insurance report for the municipal assets	Report on additional insured assets	Quarterly updated insurance report for the municipal assets	Report on additional insured assets	Monthly reports on insured assets	R 0	Equitable Share	CFO
				Maintenance of GRAP compliant Asset register	Asset additions, assets physical verification sheets	Updated asset register with additions, disposals, depreciation and impairments.	Grap compliant asset register.	4.7.2	2018/2019 Asset Register	Updated and maintained GRAP compliant asset register by June 2020	1. Barcoding of newly acquired assets. 2. Compile a comprehensive list of additions to assets. 3. Incorporate new additions to the fixed asset register. 4. Account for depreciation, amortisation and impairment of assets. 5. Confirm existence and completeness of fixed assets. 6. Account for fair value of investment	Updated asset register for the quarter	1 List of additions 2. Updated fixed asset register	1. Performed physical verification of movable assets. 2. Updated fixed asset register for the quarter.	1 List of additions 2. Updated fixed asset register. 3. Approved asset verification forms.	Updated fixed asset register for the quarter	1 List of additions 2. Updated fixed asset register	1. Performed physical verification 2. Updated fixed asset register for the year.	1 List of additions. 2. Updated fixed asset register. 3. Approved asset verification forms.	Monthly reports on asset management	R 35,000,000	Equitable Share	CFO
					Inventory register; Stock count sheets	Updated inventory register with the results of inventory stock count	Updated Inventory Register	4.5.5	2018/2019 Inventory Register	Maintained and updated inventory register by June 2020	1. Perform stock take. 2. Update inventory register. 3. Identify stock re-order levels.	1. Quarterly performed stock take. 2. Updated inventory register for the quarter. 3. Identify stock re-order levels and notify the relevant departments.	1. Stock count sheets 2. Quarterly Inventory Register. 3. Report on stock re-order levels.	1. Quarterly performed stock take. 2. Updated inventory register for the quarter. 3. Identify stock re-order levels and notify the relevant departments.	1. Stock count sheets 2. Quarterly Inventory Register. 3. Report on stock re-order levels.	1. Quarterly performed stock take. 2. Updated inventory register for the quarter. 3. Identify stock re-order levels and notify the relevant	1. Stock count sheets 2. Quarterly Inventory Register. 3. Report on stock re-order levels.	1. Quarterly performed stock take. 2. Updated inventory register for the quarter. 3. Identify stock re-order levels and notify the relevant departments.	1. Stock count sheets 2. Quarterly Inventory Register. 3. Report on stock re-order levels.	Monthly inventory register	Nil	N/A	CFO
	Financial Reporting	To ensure compliance with MFMA calendar in terms of reporting by June 2022	FV08	Performance of in-year reconciliations within seven working days	Control accounts, age analysis, bank statements, VIP report; Fixed asset register; General ledger	Prepared monthly reconciliations within seven working days after the end of each month	Reconciled control accounts to source documents	4.8.1	2018/2019 Reconciled control accounts	Reconciled control accounts (Payroll, creditors, debtors, assets, petty cash, VAT, grants, investments and cash and cash equivalents within seven working days by June 2020	1. Reconcile general ledger to the VIP report. 2. Reconcile general ledger creditors age analysis. 3. Reconcile general ledger debtors age analysis. 4. Reconcile fixed asset register to general ledger to the fixed asset register 7. Reconcile general ledger to the petty cash vouchers 5. Reconcile general ledger to VAT 201.	Prepared three monthly reconciliations for all control accounts (Payroll, creditors, debtors, assets, petty cash, VAT, grants, investments and cash and cash equivalents) within seven working days of the following month.	Signed reconciliations	Prepared three monthly reconciliations for all control accounts (Payroll, creditors, debtors, assets, petty cash, VAT, grants, investments and cash and cash equivalents) within seven working days of the following month.	Signed reconciliations	Prepared three monthly reconciliations for all control accounts (Payroll, creditors, debtors, assets, petty cash, VAT, grants, investments and cash and cash equivalents) within seven working days of the following month.	Signed reconciliations	Prepared three monthly reconciliations for all control accounts (Payroll, creditors, debtors, assets, petty cash, VAT, grants, investments and cash and cash equivalents) within seven working days of the following month.	Signed reconciliations	Monthly signed reconciliations	Nil	N/a	CFO

				Preparation and submission of Annual Financial Statements in compliance with MFMA and GRAP standards	Trial balance, Lead schedule and Audit file,	Prepared annual financial statements	Submitted GRAP compliant AFS	4.8.2	Audited Annual Financial Statements 2018/2019	1. Developed and submited Grap compliant 2018/2019 Annual Financial Statement by 31 2. August 2019. Developed 2019/2020 interim financial statements.	1. Develop financial statements process plan. 2. Perform all year end procedures. 3.Reconcile General Ledger to the source documents. 4. Map Trial balance to caseware system. 5. Prepare financial statements. 6. Develop audit file checklist. 7. Compile the audit file. 8. Submit annual	1. Developed and submited Grap compliant 2018/2019 Annual Financial Statement by 31 August 2019. Submitted annal financial statement to Treasury by 30 September 2019____	1. Annual financial statements 2. Proof of submission of AFS to AG 3. Proof of submission of AFS to Treasury.	1. Submit Adjusted Annual Financial Statements to AG by November 2019.	1. Adjusted Annual Financial Statements. ____	1. Developed FS process plan. 2. Developed half year financial statements.	1. Process plan 2. Half financial statements	1. Developed AFS process plan 2. Developed nine months financial statements	1. Process plan 2. Nine months financial statements	AFS ,proof of submission to AG and Teasury	R 2,055,000	E/S and FMG	CFO
				Preparation and submission of section ,66, 71, 52d 72 and A,B & C Schedule reports	General ledger Supply chain management report	Preparation and submission of section ,66, 71, 52d 72 reports	Submitted MFMA section 71, 52d, 66 ,72 reports	4.8.3	Section 71, 72 , 52d, 66 reports submitted to PT and NT	Prepared Section 71, 52d, 66 ,72 and C- Schedule reports and submitted to Council by June 2020	1. Confirm the completeness and accuracy of the general ledger. 2. Prepare section 66, 71, 52d, 72 and C- Schedule, reports for submission to the Municipal Manager, Mayor and to the Treasury.	1.Three monthly MFMA section 66, section 71 & C- Schedule report prepared and submitted to PT & NT 3. Fourth quarter MFMA Section 52 report prepared and submitted to Council and Treasury	1. Proof of submission to PT & NT for section 66, 571 and C- Schedule report 2.Signed and submitted S52 to Council and Treasury 3. Proof of submission	1.Three monthly MFMA section , s71 & C- Schedule report prepared and submitted to PT & NT within ten working days	1. Proof of submission to PT & NT for S71 and C- Schedule report	1.Three monthly, MFMA s71, 66 & C- Schedule reports prepared and submitted to PT & NT within ten working days. 4. MFMA Section 72 report prepared and submitted to the Council, PT& NT	1. Proof of submission to PT & NT OF MFMA S71, 66 and C Schedule report 2. Signed and submitted MFMA S72 report submitted to the Council, PT, &NT 4. Proof of submission for MFMA S72 report	1.Three monthly MFMA section 71, 66 & C- Schedule report prepared and submitted to PT & NT 2. MFMA fourth quarter Section 52D prepared and submitted to Council, PT & NT	1. Proof of submission to PT & NT for s66, S7L and C- Schedule report 3.Signed and submitted mfma S52 to Council, Treasury 4. Proof of submission of mfma S52D	Monthly, Quartely and mid-term reports	Nil	N/A	CFO
	Audit	To provide clean and accountable governance structures by June 2022	GG06	Cordinate development and implementation of Audit action plan	2017/2018 Management and audit report, terms of reference for operation clean audit committee, 2017/2018 audit action plan	Number of reduced auditor general and internal audit findings	Clean and aaccountable governance	5.6.2	2017/2018 Audit Action Plan	90% audit findings reduced by June 2020	1. Develop audit action plan. 2. Monitor progress on the implementation of audit action plan. 3. Llase with internal auditors with regards to audit action plan implementation.	n/a	n/a	n/a	n/a	Addressed audit findings by 30%	Progress report on audit action plan	Addressed audit findings by 60%	Progress report on audit action plan	Audit report	R3,000,000.00	Equitable Share	Chief Financial Officer
Good Governance	Risk	To provide quality service delivery through mitigation and reduction of strategic risks by June 2022	GG07	Cordinate development, and review of strategic and operational risk registers	Risk management policy, strategic risk register and operational risk registor	Number of reduced risks	Improved service delivery	5.7.1	2018/2019 strategic risk registers, operational risk registers and 42% mitigated risks by midterm 2018/2019	80% mitigated risks by June 2020	1. Develop the strategic and operational risk 2. monthly consolidation of progress report	20% mitigated risks	Risk Implementation progress report and risk register	40% mitigated risks	Risk Implementation progress report and risk register ____	60% mitigated risks	Risk Implementation progress report and risk register	80% mitigated risks	Risk Implementation progress report and risk register	Consolidated Quarterly report on implementation of Risks.	NIL	N/A	Chief Financial Officer
GG	Compliance with legislation	To adhere to the legislative prescripts that guide Municipal planning and perfomance by June 2022.	GG. 08	Manage performance of Service Providers	Signed SLA's, MOU's, SCM policy and appointment letters	Number of perfomance reports	Improved perfomance of Service Providers	5.8.3	Signed SLAs	Evaluated service provider's performance as per signed SLA within the directorate by June 2020	1. Review service level agreements. 2. Monthly monitoring of performance of service providers.	1. Reviewed service level agreements. 2. Produced quarterly service providers report in regard to set deliverables as per signed SLA within the directorate	1. Report on reviewed service level agreements 2. Three monthly Service providers performance report	Produced quarterly service providers report in regard to set deliverables as per signed SLA within the directorate	Three monthly Service providers performance report	Produced quarterly service providers report in regard to set deliverables as per signed SLA within the directorate	Three monthly Service providers performance report	Produced quarterly service providers report in regard to set deliverables as per signed SLA within the directorate	Three monthly Service providers performance report	Monthly performance evaluation reports	NIL	N/A	CFO

GG	Compliance with legislation	To adhere to the legislative prescripts that guid Municipal planning and perfomance by June 2022.	GG 08	Develop, review and cordinate implementation of policies, sector plans and by-laws	Policies, by laws and sector plans	Number of policies, sector plans and by-laws	Clean and aaccountable governance	5.8.1	Approved Budget related policies 2018/2019	Twenty budget related policies reviewed by 30 June 2019	1. Reviewed budget related policies	N/A	N/A	N/A	N/A	Developed and reviewed 2019/2020 draft Budget and Treasury Related Policies:- • Supply chain management policy • Cost containment • Standard infrastructure procurement delivery management policy • Credit control and debt collection policy • Property rates policy	1. Council resolution - 2019/2021 draft Budget Related Policies. 2. Council resolution - 2019/2020 Final Budget Related Policies.	Developed and reviewed 2019/2020 final Budget and Treasury Related Policies:- • Supply chain management policy • Cost containment • Standard infrastructure procurement delivery management policy • Credit control and debt collection policy • Property rates policy • Tariff policy • Tariff by-law • Petty cash	1. Council resolution - 2019/2021 final Budget Related Policies. 2. Council resolution - 2019/2020 Final Budget Related Policies.	Final Budget related policies	nil	nil	CFO
	GG	To improve Municipal perfoamnce towards achieveing service delivery objectives	GG 05	Monitor, evaluate and measure perfomance	PMS policy, IDP/PMS process plan, PMS procedure manual	Number of institutional perfomance evaluation reports and individual perfomance evaluation reports	Improved institutional and individual perfomance	5.5.2	2017/2018 institutional annual performance & institutional mid term perfomance evulation reports for 2018/2019	2020/2021 institutional scorecard and 2019/2020 individual perfomance evaluation reports by June 2020	Cordinate development of the institutional scorecard 2020/2021 2. Consolidate, analyse the Directorates quartely perfomance reports 3. Cordinate the sitting of the individual perfomance evaluations 4. Submission of quartely perfomance reports to IDP and PMS	4th quarter Departmental perfomance 2018/2019 submitted to IDP and PMS	4th quarter perfomance report, attendance registers	First quarter Departmental perfomance 2018/2019 submitted to IDP and PMS	First quarter perfomance report, attendance registers	Second quarter Departmental perfomance 2018/2019 submitted to IDP and PMS	Second quarter perfomance report, attendance registers	Third quarter Departmental perfomance 2018/2019 submitted to IDP and PMS	Third quarter perfomance report, attendance registers	Quartely reports	nil	nil	CFO
LED	Job Creation	To create job opportunities through EPWP by June 2022	LED 07	Identify EPWP projects through implementation of EPWP Policy	EPWP Policy and Ministerial Determination	122 FTE's created	Created job opportunities	3.7.1	122 FTE's created. R1,231m incentive grant received	4 EPWP Budget and Treasury Interns appointed	1. monthly payments of EPWP Interns	Paid three monthly Budget and Treasury EPWP Interns	1. Attendance register 2. Bank statement	Paid three monthly Budget and Treasury EPWP Interns	1. Attendance register 2. Bank statement	Paid three monthly Budget and Treasury EPWP Interns	1. Attendance register 2. Bank statement	Paid three monthly Budget and Treasury EPWP Interns	1. Attendance register 2. Bank statement	Quartely reports	nil	nil	CFO

CORE COMPETENCY REQUIREMENTS

DIRECTORATE: BUDGET & TREASURY **FINANCIAL YEAR 2019/2020**

Employee Name	Xoliswa N Venn	Authorised Supervisor: Name	Luleka Nonyongo
Employee Job Title	Chief Financial officer	Supervisor Job Title	Municipal Manager
Employee Number	5330	Supervisor's Employee Number	5333
Employee Signature	.....	Supervisor's Signature	.....
Date	.....	Date	.....

MPETENCIES WITH 20 DRIVING COMPETENCIES THAT COMMUNICATE WHAT IS EXPECTED FOR EFFECTIVE PERFORMANCE IN LOCAL GO		
LEADING COMPETENCIES	**DRIVING COMPETENCIES**	**WEIGHT 100%**
Strategic Direction and Leadership	Impact and influence	
	Institutional performance Management	
	Strategic Planning and Management	
	Organisational Awareness	
People Management	Human Capital Planning and Development	30%
	Diversity Management	
	Employee Relations Management	
	Negotiation and Dispute Management	10%
Program and Project Management	Program and Project Planning and Implementation	
	Service Delivery Management	
	Program and Project Monitoring and Evaluation	10%
Financial Management	Budget Planning and Execution	
	Financial Strategy and Delivery	
	Financial Reporting and Monitoring	10%
Change Leadership	Change Vision and Strategy	
	Process Design and Improvement	
	Change Impact Monitoring and Evaluation	10%
Governance Leadership	Policy Formulation	
	Risk and Compliance Management	
	Cooperative Governance	10%
CORE COMPETENCIES (Drivers to ensure execution of Leading competencies are at optimal level)		
	Moral Competence	4%
	Planning and Organising	3%
	Analysis and Innovation	4%
	Knowledge and Information Management	3%
	Communication	2%
	Results and Quality Focus	4%

PERSONAL DEVELOPMENT PLAN:

NAME & SURNAME: XOLISWA N. VENN

This plan must be completed and reviewed during the planning phase of Employee Performance Management Cycle (July). The purpose is to provide opportunity for the Employee and the immediate supervisor to identify incumbent's strength, skills and competency gap. To complete this plan you need to know and understand your Department objectives, your customer's (internal and external), requirements and your key performance Indicators. The information provided should be considered in relation to the critical nature of the current position and your future career goals.

KPA CONFIRMATION	COMPETENCY IDENTIFICATION	DEVELOPMENT ACTION PLAN		TIME FRAMES	
Key Performance areas/outputs	**Competencies/Skills required to achieve KPA`s performance outputs**	**Proposed Solutions (short term)**	**Proposed Solutions (Long term)**	**Start**	**End**
FINANCIAL VIABILITY-MSCOA BUDGETING AND COSTING	ADVANCED EXCELL AND COSTING MODULE	SHORT COURSE ON ADVANCED EXCELL		01/09/2019	30/09/2019
FINANCIAL VIABILITY-CASEWARE AFS PREPARATION	CASEWARE SOFTWARE, TRAINING ON CASEWARE	ON-JOB TRAINING ON CASEWARE SOFTWARE FOR AFS IMPLEMENTATION	ON-GOING TRAINING ON CASEWARE UPDATES	01/10/2019	30/11/2019
FINANCIAL VIABILITY-LONG-TERM FINANCIAL PLANNING	POST GRADUATE DEGREE IN FINANCIAL MANAGEMENT		POST GRADUATE DEGREE IN BUSINESS/FINANCIAL MANAGEMENT	15/01/2020	30/12/2022

.....

Signature (incumbent)

19/07/2019

Date

.....

Signature (Supervisor)

19/07/2019

Date