

FINANCIAL SERVICES DEPARTMENT SDBIP TURNAROUND 2021/2022																			
Supported KPA	Priority Area	IDP Objectives	IDP Objective number	IDP Strategies	Indicator	KPI Number	Baseline on the date of review (30 June 2020)	Annual Target	Activities	2021/2022 Quarter 3 target (January - March)	POE	2021/2022 Quarter 4 target (April - June)	POE	Measurement Source & Frequency	Budget Amount	Funding Source	Custodian		
FINANCIAL VIABILITY	Revenue Management and enhancement	To increase own revenue collection to a cumulative total of R73 000 000 by 30 June 2024	FV 01	1. To review and implement the revenue enhancement strategy by June 2024	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 debt collection policy. 6. Approved bylaws.	Amount of own revenue collected.	Improved revenue collection rate.	4.1.1	An amount of R27 660 992.37 was collected as at 30 June 2021 (Property Rates R10 294 189.96; Refuse R149 971.02; Interest on Investments R984 000.89 ; Other revenue R16 232 830.50)	Increased own revenue by collecting R19 430 000 by 30 June 2022	1. Upload General valuation on the system per category. 2. Assign approved tariffs per category 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. 6. Gazetting of By- laws. 7. Reconcile Government customers age analysis to the general ledger and issue invoices.	R15 000 000 collected on own revenue by 31 March 2022.	1. Cash receipt Journal and Age Analysis 2. Section 52d report	R19 430 000 collected on own revenue by 30 June 2022	1. Cash receipt Journal and Age Analysis 2. Section 52d report	Quarterly report on revenue collected	R 349 000,00	NLM	CFO
FINANCIAL VIABILITY				2. Achieving 100% billing for all services (rates, refuse, rentals and traffic fines) through maintenance of an effective billing system and database by June 2024	Valuation roll Debtors statements and Billing report	Percentage of billed customers as per the valuation roll	Improved Revenue collection rate	4.1.2	100% billed customers and updated on billing systems at 30 June 2020	100% billed customers as per the valuation roll . ticket books and lease register by 30th June 2022	1. Capturing of General valuation on the system per category 2. Assign approved tariffs per category on the system. 3. Pre- billing of customers per Valuation Roll 4. Reconcile pre- valuation report to General valuation roll and Supplementary Valuation Roll and correct reconciling items. 5. Review Cash receipt Journal against Bank Statement, Deposits slips and the systems. 6. Delivery of Statements to Customers 7. Billing of interest on outstanding debts within 7 days. 8. Reconcile valuation to Deeds information and follow up on discrepancies 9. Reconcile Pre-billing report to Post billing Report. 10. Update customer information on the system with contact details. 11. Compare Lease register to pre-billing report for all Rental Billings. 12. Maintain a file of Lease agreements as per lease register. 13. Where lease agreements have expired, liaise with legal services for renewals or	100% billed customers for three months period as per the valuation roll, ticket books and lease register	Reconciliation of Billing report and valuation roll, ticket books and lease register	100% billed customers for three months period as per the valuation roll, ticket books and lease register	Reconciliation of Billing report and valuation roll, ticket books and lease register	Quarterly report on customers billed	NIL	N/A	CFO
FINANCIAL VIABILITY				3. Develop and implement General and supplementary valuation rolls by 30 June 2024	1. Deeds information per property 2. Land use management plan 3. Public works asset register	Updated valuation roll	1. Increased revenue base	4.1.3	General Valuation Roll and Supplementary Valuation Roll version 3.	Developed supplementary valuation roll version 4 by 30 June 2022	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.	Publicised draft valuation roll for objections by 31 March 2022.	1. Objections register 2. Advert for objections	1. Developed final supplementary valuation roll version 4 by 30 June 2022. 2. Gazetted Resolution to levy rates	1. Council resolution 2. Valuation certificate 3. Final Supplementary Valuation Roll version 4 4. Gazetted Resolution to levy rates	Quarterly reports on valuation data collected	R 220 000,00	E/S	CFO
FINANCIAL VIABILITY	Budget Preparation	To ensure compliance with municipal budget processes by June 2024	FV04	Timeous preparation of annual budget and adjustment budget in compliance with the mSCOA and MFMA requirements	Grant schedules; inputs from the Directorates; NT circulars; Dora	Approved Annual budgets from 2022/23 up to 2024/25	Credible Budget aligned to service delivery objectives.	4.4.1	Q1. The system generated budget was circulated to all directorates in August & September. The quarterly data strings for the quarter 01 - 04 were prepared and submitted to PT and NT. 1st Adjustment Budget was adopted by the Council on the 29 September 2020. Q2: Prepared and submitted quarterly data strings. Q3: The 2020/21 Adjustment budget was approved on the 26 February 2021. The 2021/22 Draft Budget was approved on the 26 March 2021. Q4: The 2021/22 Annual Budget was approved by Council on the 28 May 2021. The 3rd Adjustment Budget was	1. 2021/2022 Adjustment Budget adopted by 28 February 2022. 2. 22/2023 Adopted draft Budget bt 31 March 2022. 3. 2022/2023 Annual budget adopted by 31 May 2022. 4. Circulated system generated budget to all directorates by 30 September 2021. 5. Prepared and submitted quarterly data strings to PT and NT.	1. Consolidate budget inputs from the directorates. 2. Prepare adjustment budget. 3. Develop draft budget. 4. Capture budget to the financial system. 5. Agree data strings to A and B schedules. 6. Submit draft, annual and adjustment budget to council for approval. 7. Submit approved draft, annual and adjustment budget to Treasury. 8. Circulation of system generated budget to all directorates	1. Adopted 2021/2022 mSCOA and GRAP complaint Budget Adjustment by 28 February 2022. 2. Submitted adjustment budget data strings to PT and NT by 30 March 2022. 3. Adopted GRAP and mSCOA compliant 2022/2023 Draft Budget by March 2022	1. Adopted 2021/2022 Budget Adjustment 2. Council Resolution 3. Proof of submission of budget data strings to PT & NT- adjustment budget 4. Draft Budget data strings 5. 2022/2023 Draft Budget	1. Adopted GRAP and MSCOA 2022/2023 Original Budget by 31 May 2022 2. Submitted draft budget data strings to PT and NT by 30 June 2022	1. Adopted 2022/2023 Original Budget 2. Council Resolution 3. Proof of submission of draft budget data strings to PT & NT	Draft; adjustment and final budgets	R 1 903 540	FMG and E/S	CFO
FINANCIAL VIABILITY					Approved adjustment budgets from 2021/22 up to 2023/24				Monthly monitoring of budget versus actual by 30 June 2022.	1. Monthly comparison and analysis of budget versus actual. 2. Process variations on the approved budget in the financial system.	Prepared third quarter register for Budget versus Actual expenditure by 31 March 2022.	Budget vs Actual expenditure register.	Prepared fourth quarter register for Budget versus Actual expenditure by 30 June 2022.	Budget vs Actual expenditure register.		NIL	N/A	CFO	

FINANCIAL VIABILITY	Expenditure Management	Implementation of effective and efficient processes and systems of managing Municipal finances by 30 June 2024	FV05	Strengthen 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 Valid Invoice. Payment of salaries by 25th day of each month. Third party payments within seven working days after the end of the month	Compliance with Section 65 and 66 of MFMA. Improved cash-flows for Municipal service providers leading to improved service delivery	4.5.1	2020/2021 Annual expenditure report	Produced 12 monthly expenditure reports indicating the financial spending (employees, Councillors, third parties and suppliers) and payables by 30th June 2022	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 within 30 days of receiving a valid tax invoice, third parties and salaries. 5. Identify accruals and consolidate the list as at year end. 6. Review all payments made after year end to eliminate misclassifications.	1. Produced 3 monthly expenditure reports prepared and circulated to all directorates within ten working days after the end of each month 2. Monthly expenditure report	1. Proof of circulation to Directorate 2. Monthly expenditure report	Produced 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	R 1 745 632	E/S	CFO
FINANCIAL VIABILITY												100% Paid creditors within 30 days of receipt of valid invoice.	Creditors Age Analysis Invoice Register	100% Paid creditors within 30 days of receipt of valid invoice.	Creditors Age Analysis Invoice Register				
												Paid Staff and Councillors salaries by the 25th of each month	Salary Reports Bank statement	Paid Staff and Councillors salaries by the 25th of each month	Salary Reports 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				
FINANCIAL VIABILITY	Supply Chain Management	To review and Implement Supply Chain Management Policy by 30 June 2024	FV06	Review and implement procedures in line with SCM policy and MFMA circulars and regulations	Centralised supplier database, SCM policy and regulations circulars and MFMA circulars and regulations	Number of submitted Supply chain management implementation report through (Section 52(d) reports to the Council and Treasury.	Compliance with Chapter 11 of MFMA. Strengthened accountability on Municipal procurement processes.	4.6.1	Q1: The 4th Quarter Deviation and Irregular expenditure report was submitted to Council and Treasury for 2019/20. Q2: Section 52d for 1st Quarter 2021 reports including deviations and irregular expenditure were submitted to Provincial Treasury and to Council. Q3: Section 72 report including deviations and irregular expenditure were submitted to Provincial Treasury and to Council. Q4: Section 52d for 3rd Quarter 2021 reports including deviations and irregular expenditure were submitted to Provincial Treasury and to	Submission of section 52d and section 72 reports which includes deviations and irregular expenditure to council and Treasury within 30 days after the end of each quarter by 30 June 2022	1. Monthly Consolidation of deviation and irregular expenditure register 2. Consolidate the supply chain management report through s52d and s72 reports 3. Submission of the supply chain management report to Treasury and to the Council through MFMA section 52d, 72 report.	Submitted report (second quarter 2021/2022) on deviations and irregular expenditure (SCM implementation) to the Council through section 72 Report. Reports on deviations and irregular expenditure to Treasury (SCM implementation) & Council. 2. Proof of submission to Treasury and Council	Submitted report (Third quarter 2021/2022) on deviations and irregular expenditure (SCM implementation) to the Council through section 52(d) Report	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) to the Council through section 52(d) Report	R200 000	N/A	CFO	
FINANCIAL VIABILITY					Procurement plans from directorates.	Number of procurement plans developed.	Efficiently managed institutional procurement processes.	4.6.2	2020/21 Annual procurement plan	Developed, reviewed and implemented institutional procurement plan by 30 June 2022	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. Implemented the approved procurement plan by 31 March 2022. 2. Updated procurement plan and circulated progress report on the implementation of the procurement plan to all directorates by 31 March 2022. 3. Reviewed 2021/22 procurement plan in line with the SDBIP turnaround. 4. Developed draft 2022/2023 procurement plan. 5. Approved 2021/2022 turnaround procurement plan by council. 6. Develop a Draft 2022/2023 procurement plan	1. Progress report on the implementation of procurement plan 2. Proof of circulation of progress report to directorate. 2. Reviewed 2020/2021 procurement plan. 4. Draft 2021/2022 procurement plan.	1. Implemented the approved procurement plan by 30 June 2022. 2. Updated procurement plan and circulated progress report on the implementation of the procurement plan to all directorates by 30 June 2022. 3. Approved 2022/2023 procurement plan by council.	1. Progress report on the implementation of procurement plan 2. Proof of circulation of progress report to directorate. 3. Council resolution.	Developed procurement plan and quarterly implementation report	NIL	N/A	CFO
FINANCIAL VIABILITY					1. Register for awards 2. Supplier ledger 3. Payment vouchers 4. Bank Statement 5. MFMA and Regulations	Number of contracts, quotations and commitment registers developed.	Adequately managed contracts.	4.6.3	Contracts and commitment registers were updated with the addition of new contracts.	Updated and maintained contract, quotations (R0 - R30 000) and commitment registers by 30 June 2022	1. Update the register with contracts awarded for the month.	Updated and maintained contract, commitments and quotations (R0 - R30 000,00) registers by 31 March 2022.	Contracts Register Commitments Register Quotations	Updated and maintained contract, commitments and quotations (R0 - R30 000,00) registers by 30 June 2022	Contracts Register Commitments Register Quotations	Monthly updated contract quotations and commitment register developed	NIL	N/A	CFO

FINANCIAL VIABILITY		To manage, safeguard and maintain all assets of the Municipality in line with the legislative prescript and accounting standards by June 2024	FV07	Efficient management of municipal fleet	Approved transport requisition forms from directorates, trip authorities, fuel slips and bank statement; fleet management policy.	Number of fleet management reports prepared	Efficiently managed municipal Fleet	4.7.1	2020/2021 fleet management report	Produced 12 monthly fleet management reports on fuel consumption, maintenance and repairs by 30 June 2022	<ol style="list-style-type: none"> 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 repairs and maintenance of municipal fleet. 5. Report on vehicle fuel consumption 6. Facilitate the disposal of municipal fleet. 7. Consolidate the fleet management report. 8. Develop fleet incident report per month for each vehicle reported. 	<ol style="list-style-type: none"> 1. Produced quarterly report on fleet management and maintenance (fuel consumed for the three months; repairs and maintenance of municipal fleet for three months) by 31 March 2022. 2. Fleet reconciliation. 	<ol style="list-style-type: none"> 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) by 30 June 2022.	<ol style="list-style-type: none"> 1. Fleet Management report on fuel consumption and repairs & maintenance per vehicle 2. Fleet reconciliation 	3 Monthly Reports on Fleet Management	R 1 700 000	Equitable Share	CFO
				Procurement of Municipal fleet	Approved requisition and appointment letters Fleet Management Policy, Budget and the Transversal Contract with the Provincial Treasury.	Number of procured and disposed municipal vehicles.	Adequately allocated and managed fleet to improve service delivery.	4.7.2	The vehicles have not been disposed as the auctioneering services were advertised, closed, evaluated and the final appointment was done on the last day of the quarter. The auction will then happen in the first quarter of 2021/2022. Auctioneer has been appointed and the auction will be done in the first quarter.	Coordinate acquisition of 2 municipal motor vehicles by 30 June 2022.	<ol style="list-style-type: none"> 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 the fleet management report. 8. Develop fleet incident report per month for each vehicle reported. 	NA	N/A	Acquisition process for two Political office bearers vehicles completed	Requisition request.	Number of vehicles procured and disposed.	NIL	Equitable Share	CFO
LED	LED/ SMME	To Provide support to 7 Local Businesses for manufacturing and value adding initiatives by June 2024	LED 02	Facilitate the provision of machinery and equipment, advocacy for biased policies towards local SMME's, Provision of Capacity building and incubation programmes for the development	LED Strategy, SMME Development Policy, Database SMME's Needs analysis	Created conducive environment for business prosperity	Empowered and sustainable SMME businesses for sustainable jobs.	3.2.4	68 % of all the procurement was done to local SMMEs. Consolidated reports for all quarters have been prepared.	Monitored beneficiation of local SMME at 30% of the total SCM awards by 30 June 2022.	<ol style="list-style-type: none"> 1. Monthly consolidation of all awards above R30 000 2. Report on awards benefited by local versus external service providers 		<ol style="list-style-type: none"> 1. Contracts register 2. Report on local beneficiation 	<ol style="list-style-type: none"> 1. Consolidated Contracts register for the awards above R30 000 by 30 June 2022. 2. Prepared the report on local beneficiation versus external service providers by 30 June 2022. 	<ol style="list-style-type: none"> 1. Contracts register 2. Report on local beneficiation 	Quarterly reports	N/A	n/a	CFO
FINANCIAL VIABILITY	Asset Management	To manage, safeguard and maintain all assets of the Municipality in line with the legislative prescripts and accounting standards by June 2024	FV07	Provision of insurance for all Municipal Assets	Fixed asset register Asset additions to be insured.	Policy schedule of insured Municipal Assets	Safeguarded municipal assets	4.7.3	2020/2021 Insurance report	Insured all the Municipal assets and Updated insurance report with all newly acquired assets by 30 June 2022	<ol style="list-style-type: none"> 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 	Insured all assets purchased during the quarter and updated the insurance report with additional insured assets by 31 March 2022	<ol style="list-style-type: none"> 1. Report on additional insured assets 2. Confirmation of cover from the Insurer 	Insured all assets purchased during the quarter and updated the insurance report with additional insured assets by 30 June 2022	<ol style="list-style-type: none"> 1. Report on additional insured assets 2. Confirmation of cover from the Insurer 	Monthly reports on insured assets	R 1 300 000	Equitable Share	CFO
FINANCIAL VIABILITY				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.	4.7.4	2021 Fixed Asset Register	Updated and maintained GRAP compliant asset register by 30 June 2022	<ol style="list-style-type: none"> 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 property. 7. Account for disposal and write-off of fixed assets. 	Updated asset register with movements for the quarter ended 31 March 2022.	<ol style="list-style-type: none"> 1. List of additions 2. Updated fixed asset register 	<ol style="list-style-type: none"> 1. Performed physical verification of assets. 2. Updated asset register with movements for the quarter ended 30 June 2022. 	<ol style="list-style-type: none"> 1. List of additions. 2. Updated fixed asset register. 3. Approved asset verification forms. 	Monthly reports on asset management	R 29 017 262	Equitable Share	CFO
FINANCIAL VIABILITY				Inventory register; Stock count sheets Inventory Issue Forms Invoices	Updated inventory register with the results of inventory stock count	GRAP compliant Inventory Register	GRAP compliant Inventory Register	4.7.5	Stock take for the year ended 30 June 2021 has been performed and inventory register has been updated with the results of the stock count. Annual inventory report has also been prepared.	Maintained and updated inventory register by 30 June 2022	<ol style="list-style-type: none"> 1. Perform stock take. 2. Update inventory register. 3. Identify stock re-order levels. 	<ol style="list-style-type: none"> 1. Quarterly performed stock take. 2. Updated Inventory register for the quarter. 	<ol style="list-style-type: none"> 1. Stock count sheets 2. Quarterly Inventory Register. 3. Quarterly inventory report 	<ol style="list-style-type: none"> 1. Quarterly performed stock take. 2. Updated Inventory register for the quarter. 3. Quarterly inventory report 	<ol style="list-style-type: none"> 1. Stock count sheets 2. Quarterly Inventory Register. 3. Quarterly inventory report 	Monthly inventory register	NIL	N/A	CFO

FINANCIAL VIABILITY	Financial Reporting	To ensure compliance with MFMA calendar in terms of reporting by June 2024	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	Accurate records tabled to internal and external stakeholders	4.8.1	2021 Reconciled control accounts	Reconciled control accounts (Payroll, creditors, debtors, Inventory, assets, VAT, grants, investments and cash and cash equivalents) within Ten working days after month end by 30 June 2022	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. 6. Reconcile general ledger to the bank statements. (for grants, investments, petty cash and cash & cash equivalents) .	Prepared three monthly reconciliations for all control accounts (Payroll, creditors, inventory, assets, VAT, grants, investments and cash and cash equivalents) within ten working days of the following month.	Signed reconciliations	Prepared three monthly reconciliations for all control accounts (Payroll, creditors, debtors, VAT, grants, investments and cash and cash equivalents) within ten working days of the following month.	Signed reconciliations	Monthly signed reconciliations		N/A	CFO
FINANCIAL VIABILITY				Preparation and submission of Annual Financial Statements in compliance with MFMA and standards of GRAP	General Ledger, Trial balance, Lead schedules and Audit file	Prepared GRAP Compliant annual financial statements	Municipal Audit report published for internal and external stakeholders	4.8.2	The AFS were prepared and tabled to Audit Committee and Council. The Annual Financial statements were developed and submitted to AG, PT & NT on the 31st of October 2020 as per the exemption gazette issued by on the 05 October 2020. 9 months Financial Statement Process Plan was developed . 9 months financial statements were developed and submitted to the Internal Audit unit and Audit Committee thereafter for final review.	1. Developed and submitted GRAP compliant 2020/2021 Annual Financial Statements by 31 August 2021. 2.Developed 2021/2022 nine months financial statements by 31 May 2022. Develop 2021/2022 AFS Process plan by 30 June 2022	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 financial statements to the Auditor General SA. 9. Submit annual financial statements to Treasury.	1. Developed Process Plan for 2021/2022 9 months AFS	9 Month AFS Process Plan	1. Developed 2021/2022 nine months financial statements by 31 May 2022. 2. Developed AFS process plan by 30 June 2022.	1. 2021/2022 Nine months financial statements 2. AFS Process plan for 2021/22 Financial Year	Audited AFS ,proof of submission to AG and Treasury	R 1 300 000	E/S and FMG	CFO
FINANCIAL VIABILITY				Preparation and submission of section ,66, 71, 52(d) 72 and A,B & C Schedule reports	General ledger, Supply chain, Fleet, Asset Management Report, Litigations Register	Preparation and submission of section ,66, 71, 52(d) 72 reports and A,B and C Schedule Report	Improved accountability and effective communication	4.8.3	Section 71, 72, 52d reports submitted to PT and NT reports submitted to PT and NT	Prepared Section 71, 52d, 66, 72 and C- Schedule reports and submitted to Council, PT, and NT by 30 June 2022	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 71 report prepared and submitted to the office of the MM within 10 working days from the end of each month. 2. MFMA Section 72 report prepared and submitted to the Council, PT & NT	1. Proof of submission to the MM's office for section 71 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 report prepared and submitted to the office of the MM within 10 working days from the end of each month. 2. MFMA Third quarter Section 52D prepared and submitted to Council, PT & NT	1. Proof of submission to the MM's office for section 71 report 3. Signed and submitted mfma S52 to Council, Treasury 4. Proof of submission of mfma S52D	Monthly, Quarterly and mid-term reports	N/A	CFO	
GOOD GOVERNANCE	Audit	To provide clean and accountable governance structures by June 2024	GG06	Coordinate development and implementation of Audit action plan	2019/2020 AG Management and audit report, terms of reference for operation clean audit committee, 2019/2020 audit action plan	Number of reports on reduced auditor general and internal audit findings	Clean and accountable governance	5.6.2	The 2018/19 audit finding were reduced by 90% and 50% audit findings were reduced for 2019/20 . Internal Audit report will confirm the reduction of findings.	90% of 2019/2020 and 60% of 2020/2021 audit findings reduced by June 2022	1. Develop Directorate audit action plan 2. Implementation of the plan with activities . 3. Compile audit action plan report.	75% reduced Auditor General findings for 2019/2020 30% reduced Auditor General findings for 2020/2021	Progress report on Implementation of Audit Action Plan	90% reduced Auditor General findings for 2019/2020 60% reduced Auditor General findings for 2020/2021	Progress report on Implementation of Audit Action Plan	Monthly and Quarterly Reports	R 4 000 000,00	Equitable Share	Chief Financial Officer
GOOD GOVERNANCE	Risk	To provide quality service delivery through mitigation and reduction of strategic risks by June 2024	GG07	Coordinate development, and review of strategic and operational risk registers	Risk management policy, strategic risk register and operational risk register	Number of reduced risks	Improved service delivery	5.7.1	2020/2021 strategic risk registers, operational risk registers and 80% mitigated risks by June 2021.	2022/2023 operational risk registers and Covid 19 risks and 80% of 2021/2022 mitigated risks by June 2022	1. Develop Directorate risk register 2. Implementation of the risk plan with activities to mitigate risks. 3. Compile risk report.	60% of 2021/2022 mitigated risk	Risk management Report and risk register	80% of 2021/2022 mitigated risk Developed 2022/2023 operational risk register and COVID 19 risks.	Risk management Report and risk register	Monthly and Quarterly Reports		N/A	Chief Financial Officer
GOOD GOVERNANCE	Compliance with legislation	To ensure adherence to the legislative prescripts that guide municipal planning and performance by June 2024	GG 08	Manage performance of service providers	Signed SLA's, MOU's, SCM Policy and Appoinmet letters	Number of Service Provider Performance reports.	Improved performance of Service providers.	5.8.4	All service provides were monitored in line with the approved SLA's. All sections were encouraged to ensure that monthly monitoring reports are developed and signed by both service providers and the Municipality.	Monthly monitored performance of service providers by June 2022.	1. Review service level agreements. 2. Monthly monitoring of performance of service providers.	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		N/A	CFO

GOOD GOVERNANCE			GG 08	Developing, reviewing and coordinating implementation of policies, sector plans and by-laws	Budget, institutional Calendar, policies, by-laws and sector plans	Number of Sector plans, By laws and policies review sessions co-ordinated	Clean and accountable governance	5.8.1	Approved Budget related policies, 2020/2021	Twenty One budget related policies and by laws reviewed by 30 June 2022	1. Reviewed budget related policies	Developed and reviewed 2022/23 draft Budget and Treasury Related Policies: <ul style="list-style-type: none"> • Supply chain management policy • Cost containment • Credit control and debt collection policy Property rates policy • Tariff policy • Tariff by-law • Bad Debts write off policy •Political Office bearers policy • Cash and investment policy • Asset management policy • Fleet management policy • Budget policy • Unauthorised, irregular, fruitless and wasteful 	1. Council resolution - 2022/23 draft Budget Related Policies.	Developed and reviewed 2022/23 Final Budget and Treasury Related Policies:- <ul style="list-style-type: none"> • Supply chain management policy • Cost containment • Credit control and debt collection policy • Property rates policy • Tariff policy • Tariff by-law • Bad Debts write off policy •Political Office bearers policy • Cash and investment policy • Asset management 	1. Council resolution - 2022/23 final Budget Related Policies.	Final Budget related policies, by laws and strategies	nil	N/A	CFO
GOOD GOVERNANCE	PMS	To improve Municipal performance towards achieving service delivery objectives by June 2024	GG 05	Monitor, evaluate and measure performance	PMS policy, IDP/PMS process plan, PMS procedure manual	Number of institutional performance evaluation reports and individual performance evaluation reports	Improved institutional and individual performance	5.5.1	2020/2021 BTO annual performance & BTO mid term performance evaluation reports for 2021/2022	2021/2022 signed Performance agreements for Managers and Officers and individual Performance assessment by June 2022	1. Co-ordinate development of the BTO scorecard for 2021/2022 2. Coordinate the sitting of the individual performance evaluations 3. Submission of quarterly performance reports to IDP and PMS	2021/2022 Second quarter individual performance evaluation report for Managers and Officers Reviewed Performance Plans 2021/2022 for Managers and Officers	1. Second quarter performance report. 2. Attendance registers 3. Reviewed Performance Plans 2021/2022 for Managers and Officers	2021/2022 Third quarter individual performance evaluation report for Managers and Officers	1. Third quarter performance report. 2. Attendance registers	Quarterly performance evaluations reports	nil	nil	CFO
LED	Job Creation	To create job opportunities through EPWP by June 2024	LED 05	Identify EPWP projects through implementation of EPWP Policy	EPWP Policy and Ministerial Determination	Number of job opportunities created	Reduction of unemployment levels.	3.5.1	The were 6 EPWP interns for other months and were 5 in June 2021. On-job training was conducted throughout the year ofr all EPWP Employees.	Conducted on job training of 5 EPWP interns by June 2022	1. monthly payments of EPWP interns 2. Monitoring of EPWP interns	On-job training of 5 EPWP interns by 31. March 2022.	1. Attendance register 2. Monitoring report	On-job training of 5 EPWP interns by 30 June 2022.	1. Attendance register 2. Monitoring report	Monthly and quarterly reports	R252 000,00	nil	CFO