

NTABANKUL LOCAL MUNICIPALITY																				
MANAGEMENT SERVICES DRAFT SDBIP 2022/2023																				
DEPARTMENTAL VISION: A department that provides leadership, direction through effective strategies and advice on compliance with all Acts governing the Municipality																				
Supported KPA	Priority Area	IDP Objectives	IDP Objective number	IDP Strategies	Indicator	KPI Number	Baseline	Annual Target	Activities	2022/2023 Quarter 1 target (July - September)	POE	2022/2023 Quarter 2 target (October -December)	POE	Achieved /Not Achieved	Comment for achievement	Reason for non achievement	Corrective measure	Expenditure		
					Input	Output	Outcome													
Good Governance & Public Participation	Public Participation	To maximise effective participation of stakeholders in the affairs of governance by June 2027	GG 01	Coordinate Cluster meetings	IGR Terms of Reference IGR Forum IGR Resolutions Register	12 cluster meetings coordinated	Improved participation of community and Stakeholders	5.1.1	12 cluster meetings coordinated for the financial year 2021/2022	Coordinated 16 cluster meetings by June 2023	Coordinate sitting of cluster meetings	Four Coordinated Cluster Meetings	Agenda Proof of Attendance Draft Minutes	Four Coordinated Cluster meetings	Agenda Proof of Attendance Draft Minutes	Not achieved	NA	Q1:- Three Clusters sat: Socio Economic Cluster sat on the 21th of September 2022. Good governance sat on the 22th of September 2022. Basic Service Delivery cluster Sat on the 29th of September 2022. Institutional Development and Financial Viability Cluster was scheduled to sit on the 22 September 2022, invites were sent on time to all participants. The cluster did not sit due to non availability and non confirmation of participants of the cluster (Councillors & Sector Departments). Q2:- Three Clusters sat: Socio Economic Cluster sat on the 23 November 2022. Institutional and Financial Viability sat on the 24th November 2022. Service Delivery Cluster sat on the 28th November 2022. Good Governance Cluster did not	Continuous engagement of participating stakeholders to participate during the IGR Cluster meeting with emphasis on its importance for integration of programmes and projects to enhance planning and provision of Services to the community, further all councillors participating in the clusters should be made aware of the importance of the cluster and this shall be escalated to the Executive Committee.	
Good Governance & Public Participation	Public Participation			Coordinate IDP/IGR Representative Forum meetings	IGR Terms of Reference IGR Forum IGR Resolutions Register	4 IDP/IGR Representative meetings coordinated	Improved participation of community and Stakeholders	5.1.2	4 IDP/IGR Forum meetings coordinated for the financial year 2021/2022	Coordinated 4 IDP/IGR Representative meetings by June 2023	Facilitate IDP/IGR Representative Forum Monitor implementation of IDP/IGR Representative forum resolutions	One IDP Representative forum/IGR Meeting Coordinated	Agenda Proof of Attendance Draft Minutes Resolution register	One IDP Representative forum/IGR Meeting Coordinated	Agenda Proof of Attendance Draft Minutes Resolution register	Achieved	Q1:- The IDP Representative forum/IGR was advertised on the 16th of September 2022 by Ikhwezi Publishers. All invitations were issued for all stakeholders of the forum. The IDP Representative forum/IGR Meeting was convened on the 28th of September 2022 at 10h00 at the Ntabankulu Town Hall. Q2:- The IDP Representative forum/IGR was	NA		

				Coordinate IDP & Budget Outreach programs conducted by June 2023	IDP Process Plan, Situational analysis Service Delivery Reports	Ward based plans, Draft IDP 2 IDP outreach programs conducted	Effective Service Delivery	5.1.3	Two IDP Outreach program conducted	Two IDP & Budget outreach programs conducted by June 2023	Develop Concept Document for IDP & Budget Outreach programs Coordinate sitting of the IDP Technical Committee Coordinate IDP & Budget Outreach Program Consolidate IDP/Budget Outreach report Consolidate Ward Based Plans	Developed Concept Document for the IDP & Budget Outreach Program	Approved Concept document	One IDP Outreach program conducted to all wards	IDP & Budget outreach report, 19 Ward Based plans & Proof of attendance	Achieved	Q1:- The concept document for the IDP & Budget outreach programme was developed and approved by the Municipal manager, presented to the IDP & Budget Technical Committee convened on the 25th October 2022. Q2:- IDP & Budget Outreach Program was advertised on the 4th	NA			
Good Governance	Strategic Planning - IDP	To enhance service Delivery through development, review and implementation of 2022-2027 IDP, by June 2027	GG 04	Coordinate development, review, adoption and implementation of the IDP	IDP Process Plan, Situational analysis & Ward based plans, Sector Plans	2022/2027 adopted IDP	Effective Service Delivery	5.4.1	Adopted 2021/2022 IDP	Coordinated development, review, adoption and implementation of the IDP	Develop IDP Process Plan Coordinate Update of the Situational	Adopted IDP Process Plan 2023/2024	Council resolution for the adopted IDP process plan	updated situational analysis coordinated	Updated situational analysis	Achieved	Q1:- The IDP Process Plan 2023/2024 was developed, presented to the IDP	NA			
Good Governance	PMS	To improve municipal performance management systems towards achieving service delivery objectives by June 2027	GG05	Coordinate signing of performance contracts and agreements by directors, managers and officers	PMS policy, IDP/PMS Process Plan, Performance contracts and agreements for financial year 2021/2022, Service Delivery & Budget Implementation Plan 2021/2022	6 signed performance agreements for directors, Managers and Officers	Improved Institutional and individual performance	5.5.1	2021/2022 signed performance agreements of Directors, Managers and Approved PMS policy	Coordinated signing of performance agreements 2022/2023 for Section 54A & 56/57 Managers by June 2023	Coordinate signing of performance agreements Submission of Performance contracts to Cogta Coordinate review of performance plans in line with reviewed SDBIP	Performance Agreements for 2022/2023 signed by Municipal Manager and all Directors	Signed Performance agreements Proof of submission to Cogta	No target	NA	Achieved	Performance Agreements for 2022/2023 have been signed by Municipal Manager and all Directors, submitted to Council on the 15th June 2022 with Council Resolution SCM/9/22/007. 1.1 for approval and were submitted to CoGTA on the 15th June 2022.	NA			
				Coordinate monitoring, evaluation and measure performance	PMS policy, IDP/PMS Process Plan, Service Delivery & Budget Implementation Plan 2021/2022	5 Institutional Performance Evaluation reports and Individual Performance evaluation reports	Improved Institutional and individual performance	5.5.2	2020/2021 Audited with oversight institutional performance Report, 2021/2022 1st quarter institutional performance & Mid-term Individual Performance evaluation reports for 2020/2021 & Midyear performance evaluation report 2021/2022	Coordinated development of 2023/2024, review of 2022/2023 institutional scorecard and individual performance evaluations for annual 2021/2022 and midyear 2022/2023 for Section 54A & 56/57 by June 2023	Coordinate development of the Institutional Scorecard 2023/2024 Consolidate, analyse institutional quarterly performance reports Advertisement of 2022/2023 mid-term institutional performance Coordinate sittings of the individual performance evaluations for Municipal	4th Quarter Institutional performance 2021/2022 submitted to Council	4th Quarter Performance report 2021/2022 Council resolution for adoption of the 4th Quarter performance report	1st Quarter Institutional performance 2022/2023 submitted to Council	1st Quarter Institutional performance 2022/2023 Council resolution for adoption of the 1st Quarter performance report	Achieved	Q1:- 4th Quarter Institutional performance 2021/2022 submitted to Council on the 28th July 2022 with the Council Resolution Extract No: OCM/1/23/007. 2.1 Q2:- 1st Quarter Institutional Performance 2022/2023 was submitted to Council on the 31st October 2022 with the Council Resolution Extract No:-	NA			

				Coordinate Preparation of the annual report in line with MFMA and Circular 63.	Approved SDBIP 2021/2022 and Audited Annual report with Oversight 2020/2021, Midterm performance report 2021/2022	Adopted Annual Report 2021/2022 with Oversight	Improved accountability to Council, public,AGSA, Treasury & Cogta	5.5.3	Adopted 2020/2021 Audited annual report with Oversight	Coordinated Preparation of the annual report 2021/2022 in line with MFMA and Circular 63.	Coordinate management sittings for consolidation of the draft Annual Report 2021/2022 Prepare draft Annual Report for submission to Internal Audit, Audit Committee, Executive Committee, Council, AGSA and MPAC Attend to AGSA RFI's and COAF's on AOPO Prepare adverts of the draft and final	Draft Annual Report 2021/2022 submitted to Council, AGSA, MPAC, Cogta,legislature ,PT & NT	Council resolution for noting of the draft annual report Proof of submission to AGSA, MPAC, Cogta, legislature, PT & NT	Final Audited Annual Report 2021/2022 adopted by Council	Council resolution for adoption of the final Audited Annual report Proof of submission to AGSA,Cogta,legislature PT & NT Advert of the annual report	Not achieved	NA	Q1- The Draft Annual Report 2021/2022 was submitted to council for approval on the 30th of August 2022 with the Council Resolution Extract No: SCM/1/23/007.1 Furthermore the Draft Annual Report was submitted to AGSA on the 31 August 2022, to MPAC , CoGTA ,Legislature, PT & NT on the 31st August 2022. Q2- The final audited annual report 2021/2022 was not submitted to Council due to the extension of time from AGSA to 15 December 2022. Audit of predetermined objectives was completed on time but other areas were not finalised.	The final audited annual report 2021/2022 will be submitted to Council on the 24th January 2023	
Good Governance	Audit	To enhance and sustain clean and accountable governance structures by June 2027	GG 05	Conduct periodic audits as per the risk based internal audit plan on matters relating to governance processes, risk management and internal controls.	Approved Risk based Internal Audit Plan, Internal Audit Charter, Internal Audit Methodology	20 Internal Audit Reports produced	Clean and Accountable Governance	5.5.7	2021/2022 risk based Internal audit plan, 2021/2022 Internal Audit charter, 2021/2022 Internal Audit Methodology and 20 internal audit reports	2023/2024 Risk based Internal audit plan developed, 2023/2024 reviewed internal audit charter and 20 audit reports produced by June 2023	Facilitate approval of risk based internal audit plan, internal audit charter and review of audit methodology by the audit committee Prepare engagement letter for the execution of planned audits Execute the planned audits and prepare audit reports for presentation to the management and the audit committee	5 audits conducted as per approved internal audit plan	Signed internal audit reports	5 audits conducted as per approved internal audit plan	Signed internal audit reports	Achieved	Q1--06 Internal Audit Reports were produced in the first quarters per the approved risk based internal audit plan and 01 Ad-hoc Review. These reports were presented to Audit and Performance Committee Meetings on that were held on the 20 July 2022 and 26 August 2022. 04 Audit Reports were reported in the Audit and Performance	NA	NA	
				Coordinate audit committee sittings as per MFMA section 166	Audit committee charter, Audit committee work plan and institutional calendar	05 Audit Committee meetings Coordinated	Clean and Accountable Governance	5.5.5	3 Audit Committee meetings convened as at mid year 2021/2022.	Coordinated 5 Audit Committee sittings by June 2023	Coordinate review and approval of the audit committee charter by the audit committee and Council Coordinate sitting of audit committees	Coordinated 2 audit committee meeting	Invitations, Agenda, Draft Minutes, Proof of attendance	Coordinated 1 audit committee meeting	Invitations, Agenda, Draft Minutes, Proof of attendance	Achieved	Q1- 2 Audit and Performance Committee Meeting were convened in the first quarter as follows 01 Ordinary Audit and Performance Committee Meeting conducted on the 20 July 2022. 01 Special Audit and Performance Committee Meeting conducted on the 26 August 2022. Q2:- 1 Audit	NA	NA	

				Coordinate and monitor the implementation of audit committee resolutions	Audit Committee resolution register	02 reports produced for implementation Audit Committee Resolutions	Clean and Accountable Governance	5.5.6	2 reports produced on implementation of audit committee resolutions as at mid year 2021/2022	Coordinated and monitored implementation of quarterly audit committee resolutions by June 2023	Prepare and distribute audit committee resolution register to management Coordinate monitoring and reporting on the implementation of audit committee resolutions	Coordinate and monitor the implementation of audit committee resolutions taken as at September 2022	Progress report on implementation of Audit committee resolutions	Coordinate and monitor the implementation of audit committee resolutions taken as at December 2022	Progress report on implementation of Audit committee resolutions	Achieved	Q1:- 01 Report on implementation of Audit and Performance Committee resolutions has been produced with resolutions taken by the Audit and Performance Committee as at 26 August 2022. Q2:- 01 Report on implementation of Audit and Performance Committee resolutions has been produced with resolutions taken by the Audit and	NA	NA	
Good Governance	Audit			Coordinate development, implementation and monitoring of Audit action plan	2020/2021 AG Management and audit report, terms of reference for operation clean audit committee, operation clean audit committee, 2020/2021 audit action plan	90% of 2020/21 and 60% of 2021/2022 Audit findings reduced	Clean and accountable governance	5.5.8	2020/2021 AG management report, audit report and Approved 2020/2021 audit action plan.	Coordinated development, monitoring and reduce 90% of 2020/21 and 60% of 2021/2022 Audit findings by June 2023.	Coordinate development of audit action plan and submit to council for approval Coordinate sittings of the operation clean audit committee Consolidate the progress on implementation of audit action plan and PDEs for submission to internal audit Coordinate monitoring of implementation	90% reduced Auditor General findings for 2020/2021	Progress report on implementation of Audit Action Plan	No target	N/A	Achieved	Q1:- 100% AG findings reduced . There was only one finding relating to Consequence Management in the Management Services Department. The finding was resolved .			
Good Governance	Risk	To provide quality service delivery through mitigation and reduction of strategic and operational risks by June 2027	GG 06	Coordinate development, review and monitoring of strategic, fraud and operational risk registers	Risk management policy, Fraud and anticorruption prevention policy, strategic, fraud and operational risk registers	80% of mitigated risks	Improved service delivery	5.6.1	2021/2022 strategic risk registers, fraud risk register, operational risk registers and 46% strategic risks, 27% fraud risks, 51% operational risks mitigated as at mid year 2021/2022.	2023/2024 Strategic and fraud risk register developed and 2023/2024 management services operational risk register developed and 80% of 2022/2023 mitigated risks by June 2023	Coordinate risk assessment workshop for development of strategic risk register Consolidate draft strategic risk register for submission to audit committee, EXCO and Council for approval Coordinate development of operational risk registers by all directorates Monitor mitigation of Strategic, fraud	20% of 2022/2023 mitigated risk	Risk management Report and risk register	40% of 2022/2023 mitigated risk	Risk management Report and risk register	Achieved	Q1:- Strategic, fraud risk register and Management Services Operational risk register were monitored , 35% of Strategic, 38% of fraud and 37% of Operational risks have been mitigated as at first quarter 2022/2023. Q2:- Strategic, fraud risk register and Management Services Operational risk register were monitored , % of Strategic, %	NA	NA	

				Coordinate sitting of risk management committee		4 Risk Management committee meeting coordinated	Clean and accountable governance	5.6.2	2 Risk Management Committee convened as at midyear 2021/2022	Coordinated 4 sitting of risk management committee by June 2023	Coordinate review and approval of the risk management committee terms of reference by the Risk Management Committee Coordinate review and approval of the risk management committee charter and plan Coordinate sitting of risk management committees Prepare and	Coordinate 1 Risk committee meeting	Invitations, Agenda, Draft Minutes, Proof of attendance	Coordinate 1 Risk committee meeting	Invitations, Agenda, Draft Minutes, Proof of attendance	Achieved	Q1- 01 Ordinary Risk Management Committee Meeting was convened on the 15 July 2022. Q2- 01 Ordinary Risk Management Committee Meeting was convened on the 17 October 2022.	NA	NA	
	Investigations	To investigate allegation of financial misconduct and monitor institution of disciplinary proceedings by June 2027	GG 07	Conduct an independent preliminary or full investigation in terms of the Regulations	Approved Terms of Reference Financial Misconduct Board	02 meetings of financial misconduct board convened	Effective implementation of consequence management	5.7.1	08 Matters report	Coordinated two Financial Misconduct Board sitting by June 2023	Coordinate sitting of Financial misconduct board Coordinate Collection of relevant supporting documentation or evidence required by the committee Coordinate submission of reports to council	No target	N/A	No target	N/A	NA	N/A	NA	NA	
Good Governance	Oversight	To strengthen the oversight functioning of the Executive Council by June 2027	GG 09	Coordinate section 50 committee sittings to adhere to the legislative prescripts.	Delegation Framework Rules of order Institutional calendar	5 of Section 50 Committees coordinated	Clean and accountable governance	5.9.1	Three Special and Two ordinary Section 50 committees meetings coordinated	Coordinated five ordinary sittings of section 50 committee by June 2023 Prepare notices and coordinate sittings of the EXCO Coordinate submission of EXCO reports Review EXCO minutes	Coordinated Two executive committee sitting	Notice, proof of attendance & draft minutes	Coordinated one executive committee sitting	Notice, proof of attendance & draft minutes	Achieved	Q1- There were three Exco meetings held during the first quarter. Two Ordinary Council meetings were held on the 21st of July 2022 and 06th of September 2022. One Special Council meeting held on the 26th of August 2022. Q2- There were three Exco meetings held during the second quarter. One Ordinary Council meeting held on the 21st	NA	NA		

Oversight			Coordinate development, monitoring and report on implementation of council resolutions	Council Resolution Register Rules of Order	4 reports on implementation of resolutions	Improved Accountability to Council & public	5.9.2	2 quarterly progress reports on implementation of Council Resolutions for the financial year 2021/2022	Coordinated development, monitoring and report on implementation of council resolutions in four ordinary council meetings by June 2023	Prepare and distribute Council resolution register to management	Coordinate development, monitoring and report on implementation of council resolutions taken as at 30 June 2022	Progress report on implementation of Council resolutions	Coordinate development, monitoring, and report on implementation of council resolutions taken as at 30 September 2022	Progress report on implementation of Council resolutions	Achieved	Q1:- The implementation of Council Resolutions as at 30 June 2022 was monitored, a report developed and submitted to council on the 28th July 2022. Q2:- The implementation of Council Resolutions as at 30 September 2022 was monitored, a report developed and submitted to council on the 31 October 2022.	NA	NA	
			Coordinate development, adoption and implementation of Institutional calendar	Institutional calendar IDP, Budget & PMS Process Plan MPAC Workplan	Institutional Calendar approved 4 Reports on implementation of Institutional calendar	Effective functioning of committees	5.9.3	2021/2022 institutional calendar and 7 progress reports produced	Coordinated development, adoption and produce 4 reports on implementation of Institutional calendar by June 2023	Coordinate development of Institutional Calendar Coordinate monitoring of sittings in the institutional calendar and report on a quarterly basis	Monitored implementation of institutional calendar	Progress report on implementation of institutional calendar	Monitored implementation of institutional calendar	Progress report on implementation of institutional calendar	Achieved	Q1:- The implementation of the Institutional Calendar was monitored for the month of July, August and September 2022. Q2:- The implementation of the Institutional Calendar was monitored for the month of October, November and December 2022.	NA	NA	
	To strengthen internal controls, systems and procedures in line with municipal legislative prescripts to achieve clean governance and maximise service delivery by June 2027	GG 12	Coordinate and report on implementation of Back to Basics	Back to basic action plan Municipal Planning & Reporting Documents	Number of Back to basic reports developed	Improved municipal performance	5.12.1	Back to basics action plan 2015/2016 and 2 quarterly back to basics reports as per action plan	Coordinated the implementation of back to basics on a quarterly basis as per action plan coordinated by June 2023	Distribute reporting template to relevant units. Consolidate report for the institution Submit Report to National and provincial Cogta	Coordinated the implementation of back to basics as per action plan for quarter 4 of 2021/2022	Quarterly Progress Report and proof of submission to COGTA	Coordinated the implementation of back to basics as per action plan for quarter 1 of 2022/2023	Quarterly Progress Report and proof of submission to COGTA	Achieved	Q1:- The implementation of the Back to Basics as at 30 June 2022 was done, template was consolidated and submitted to Cogta Provincial and National. Q2:- The implementation of the Back to Basics as at 30 September 2022 was done, template was consolidated and submitted to Cogta Provincial and National.	NA	NA	

				Coordinate application of research procedures for effective policy analysis	Municipal Policies Municipal By-Laws IDP Situational Analysis	1 research report developed	Improved policy best practice	5.12.2	Reviewed policies 2022/2023 Research Proposal	Coordinated research analysis on the effectiveness of Human Resource management policies by June 2023	Compile research proposal Submit proposal to the relevant directorate Analyse data Compile report and circulate to relevant departments	Research proposal developed and submitted to HR department	approved research proposal and proof of submission	Collect and analyse data	Data collection and analysis report	Achieved	Q1:- Research proposal was developed, approved by the Municipal Manager and submitted to HR department Q2:- Research proposal was developed, approved by the Municipal Manager and submitted to HR department	NA	NA	
				Coordinate monitoring, evaluation and measure performance of Service of Service Providers	Signed SLA's, MOU's, SCM policy and Appointment letters.	Number of Service provider performance reports	Improved Service Delivery	5.12.3	Existing contracts signed with service providers	Monthly monitored performance of Department's Service Providers in line with contract register as per set deliverables by June 2023	Facilitate availability of service level agreements for the appointed service providers Consolidate report on performance of service provider in line with the approved SLA. Submit report on monitored performance of service providers to BTO	Monthly monitored performance of Service Providers in line with contract register as per set deliverables	Monthly Progress Report	Monthly monitored performance of Service Providers in line with contract register as per set deliverables	Monthly Progress Report	Achieved	Q1:- Performance of the Co-sourced Internal Audit Services ARMS was monitored for the months July, August and September 2022. The set deliverables have been met. Q2:- Performance of the Co-sourced Internal Audit Services ARMS was monitored for the months October, November and December 2022. The set deliverables have been met.	NA	NA	
LED	Job creation	To create job opportunities through EPWP by June 2027	LED 07	Identify EPWP projects through implementation of EPWP Policy	EPWP Policy and Ministerial Determination	2 job opportunities created	Reduction of unemployment	3.7.1	2 job opportunities created for the financial year 2020/2021	Two Job opportunities Created by June 2023	Facilitate Appointment of beneficiaries Reporting on monthly, quarterly and Yearly	Two Job opportunities Created and monitored EPWP beneficiaries	Monitoring Report on Jobs created	Monitored EPWP beneficiaries	Monitoring Report on Jobs created	Achieved	Q1:- Two Job opportunities were created with effect from 01 July 2022 and EPWP beneficiaries were monitored and Stipend was paid on a monthly basis. Q2: Two EPWP beneficiaries were monitored and Stipend was paid on a monthly basis.	NA	NA	