



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr. Madoda Khathide (Full Name)

In his/her capacity as: *City Manager (Supervisor)*

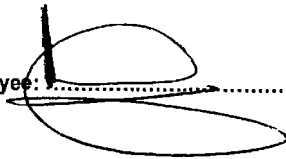
AND

Mrs Nelisiwe Ngcobo (Full Name)

As the *CHIEF FINANCIAL OFFICER (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2021 to 30 June 2022

Following completion of this form, it must be forwarded to the Section:
Human Resource Management.

Signatures: Employee:  Date: 02/07/21 Supervisor: Date:



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Non-Section 57 (1) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this plan, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2021 to 30 June 2022**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number	:	1207170
Management level	:	Level 2
Component	:	Budget and Treasury
Unit	:	Budget and Treasury
Location	:	Head Office – Professor Nyembezi Building
Occupational classification	:	Senior Management (Section 56)
Designation	:	Chief Financial Officer



4. JOB PURPOSE

The purpose of the **Chief Financial Officer's** job should be in line with the Municipality's priorities as identified in the *2021 – 2022 Service Delivery Budget and Implementation Plan*. The purpose of the **Chief Financial Officer** is to assist the **City Manager** in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of **Municipal Budget and Treasury**, through the implementation of *policies, strategies, projects and processes* that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

The jobholder is the **Chief Financial Officer** and has the responsibility for **Municipal Budget and Treasury**. The incumbent will provide continuous *Management* and other relevant information to the **City Manager** in the Municipality's delivery of services.

5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ Provides leadership in determining and implementation of organisational financial strategies
- ⇒ Ensures long term financial viability
- ⇒ Consolidates the overall financial plan
- ⇒ Maximises financial planning and risk management
- ⇒ Ensures effective and efficient financial oversight
- ⇒ Develops and implements cost management strategies through effective accounting controls and financial management techniques
- ⇒ Sets parameters for cash flow management and operations of the finance personnel
- ⇒ Ensures financial data integrity: accuracy and reliability
- ⇒ Ensures quality budget formulations and effective budget execution
- ⇒ Implementation of mSCOA
- ⇒ Implementation of SAP

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

The Jobholder shall report to the Supervisor on all parts of this plan. He/She shall:

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance plan undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original plan is minimised.
- ⇒ Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.



- ⇒ Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance plan measures.

In turn the supervisor shall:

- ⇒ Meet to provide feedback on performance and to identify areas for development at least four times a year.
- ⇒ Create an enabling environment to facilitate effective performance by the Jobholder.
- ⇒ Facilitate access to skills development and capacity building opportunities.
- ⇒ Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK

Performance will be assessed according to the information contained in the Workplan.

- 7.1 The Key Performance Areas (KPA)s and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.
- 7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPA)s within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPA)s are outlined in the attached work plan. KPA)s should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

NB: KPA)s should preferably not exceed five (5).

Key Performance Areas (KPA)s	Weight
1. WORKPLAN 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	40%
2. WORKPLAN 2: MUNICIPAL FINANCIAL VIABILITY	40%
3. WORKPLAN 3: BASIC SERVICE DELIVERY	10%
4. WORKPLAN 4: PERFORMANCE MANAGEMENT	10%
TOTAL	100%

NOTE: WEIGHTING OF KPA)s MUST TOTAL 100%

- 7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMC)s marked here-



8. PERFORMANCE ASSESSMENT

The assessment of an Employee shall be based on his performance in relation to the KPAs and CMCs and performance indicators, as set out in this PERFORMANCE PLAN and attached WORKPLAN. The performance of the employee in respect of all individual KPAs and all individual

KPAs and CMCs will be assessed using a 5-point rating scale, i.e.:

- ⇒ 5 = OUTSTANDING PERFORMANCE
- ⇒ 4 = PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS
- ⇒ 3 = FULLY EFFECTIVE
- ⇒ 2 = PERFORMANCE NOT FULLY EFFECTIVE
- ⇒ 1 = UNACCEPTABLE PERFORMANCE

The total KPAs and the total CMCs scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5-point assessment scale.

Employees: KPAs shall contribute 80% and CMCs 20% of the final assessment

9. FEEDBACK

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer's assessment of the Employee's performance in relation to the KPAs and GAFs and standards outlined in this performance plan and taking into account the Employee's self-assessment.

10. DEVELOPMENTAL REQUIREMENTS

- 10.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

ANNUAL PERFORMANCE ASSESSMENT 2020/2021	AUGUST/SEPTEMBER 2021
QUARTER 1 – 2021/2022 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2021
QUARTER 2 – 2021/2022 FINANCIAL YEAR	FEBRUARY 2022
QUARTER 3 – 2021/2022 FINANCIAL YEAR (ORAL)	APRIL/MAY 2022

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.



12. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *The Mayor: Msunduzi Municipality*
- ⇒ If this mediation fails, the internal grievance rules will apply.

13. AMENDMENT OF AGREEMENT

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

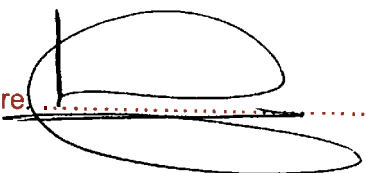
14. The following are annexures of this individual annual performance agreement for the 2021/22 financial year:

- ANNEXURE A: CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS**
- ANNEXURE B: FINANCIAL DECLARATION FORM**
- ANNEXURE C: PERSONAL DEVELOPMENT PLAN**
- ANNEXURE D: INDIVIDUAL WORKPLAN**

15. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: *N. Ngobo*

Signature:  Date:

AND

Name of Supervisor:

Signature: Date:



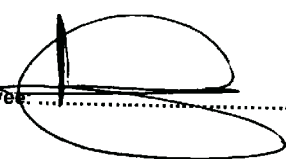
ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee:  Date: Supervisor: Date:



SCHEDULE 2

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule “partner” means a person who permanently lives with another person in a manner as if married.

2. General conduct

A staff member of a municipality must at all times—

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner; (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality’s integrated development plan, and as far as possible within the ambit of the staff member’s job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member’s individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

4. Personal gain

(1) A staff member of a municipality may not—

- (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or



(b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—

(a) be a party to a contract for—

(i) the provision of goods or services to the municipality; or

(ii) the performance of any work for the municipality otherwise than as a staff member; (b) obtain a financial interest in any business of the municipality; or

(c) be engaged in any business, trade or profession other than the work of the municipality.

5. Disclosure of benefits

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

6. Unauthorised disclosure of information

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

(2) For the purpose of this item "privileged or confidential information" includes any information—

(a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;

(b) discussed in closed session by the council or a committee of the council; (c)

disclosure of which would violate a person's right to privacy; or

(d) declared to be privileged, confidential or secret in terms of any law.

(3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. Undue influence

A staff member of a municipality may not—

(a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion,



privilege, advantage or benefit, or for a family member, friend or associate;

(b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or

(c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. Rewards, gifts and favours

(1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;

(b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or

(d) doing or not doing anything within that staff member's powers or duties.

(2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. Council property

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

10. Payment of arrears

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

11. Participation in elections

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

12. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.



14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14A. Disciplinary steps

(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.

(2) Such other disciplinary steps may include—

- (a) suspension without pay for no longer than three months; (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.

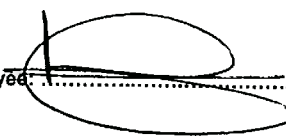


ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee  Date: 07/07/21 Supervisor: Date:



**FINANCIAL DISCLOSURE
FORM**

I, the undersigned (surname and initials) Ngezobo MN of

Box 2344, Stanger, 4450 (Postal address) and

8 Varpon Crescent, Blythedale B. (Residential address)

employed as CRO at the Mesunguzi

Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions)

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
N/A			

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
Pmkw Properties	Property	None

3. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
N/A		



Council sanction confirmed:

Signature of Mayor: _____

Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
N/A			

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
N/A		

6. Gifts and hospitality from a source other than a family member

See information sheet: Note (6)

Description	Value	Source

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
2 Montrose Ave	1400		R1,444
8 Tarpon Creek	947		R310 000



SIGNATURE OF EMPLOYEE: _____

[Handwritten signature]

DATE: 2/07/2021

PLACE: Masunduzi

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer _____

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer _____

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer _____

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true."

The signature/mark of the deponent is affixed to the declaration in my presence.

EX OFFICIO COMMISSIONER OF OATHS
ZAHIR LUTCHMAN, CLERK 1 (Technical)
333 Church Street, Pietermaritzburg, 3201
REPUBLIC OF SOUTH AFRICA
DATE: 02/07/2021
Z Lutchman

Commissioner of Oath /Justice of the Peace

Full first names and surname: ZAHIR LUTCHMAN (Block letters)

Designation (rank): _____ Ex Officio Republic of South Africa

Street address of institution: 333 CHURCH STREET

Date: 02 JULY 2021

Place: PIETERMARITZBURG

CONTENTS NOTED: MAYOR _____

DATE: _____



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:



- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12-month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr. Madoda Khathide (Full Name)

In his/her capacity as: *City Manager* (Supervisor)

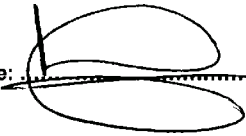
AND

Mrs. Nelisiwe Ngcobo (Full Name)

As the *CHIEF FINANCIAL OFFICER* (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2021 to 30 June 2022

Following completion of this form, it must be forwarded to the Section:
Human Resource Development.

Signatures: Employee:  Date: 02/07/21 Supervisor: Date:



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	MRS NELISIWE NGCOBO
JOB TITLE:	CHIEF FINANCIAL OFFICER
SUPERVISOR	CITY MANAGER
UNIT	BUDGET AND TREASURY
COMPONENT:	BUDGET AND TREASURY

PURPOSE: To enable the Supervisor and the employee to identify skills development requirements and as a result agree on the steps taken to address those developmental gaps

1. What are the competencies required for this job (refer to competency profile of job description)?

MBA
 B. degree
 MEMA

2. What competencies from the above list, does the job holder already possess?

B. Com
 MBA
 MEMA

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)

None

4. Actions/Training interventions to address the gaps/needs

N/A



5. Indicate the competencies required for future career progression/development

Advance Accounting for Board Members & Directors
 Certify accountant

6. Actions/Training interventions to address future progression

Busy with applications

7. Comments/Remarks of the Incumbent

Support from MM to implement turnaround strategies to improve financial health

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

Impact of Development on work (After 3 – 6 Months)	
Employee	Supervisor/Manager



AGREED UPON:

Signature: _____

Supervisor: _____

Date: _____

Signature:  _____

Incumbent: _____

Date: _____

Date of next review: _____



ANNEXURE D

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**

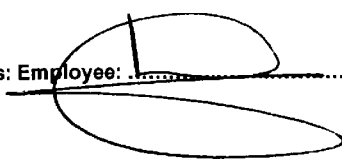


EMPLOYEE NUMBER:	1207170
SURNAME & INITIALS:	NGCOBO, N
DESIGNATION:	CHIEF FINANCIAL OFFICER
COMPONENT:	BUDGET AND TREASURY
UNIT:	BUDGET AND TREASURY
MANAGEMENT LEVEL:	LEVEL 2
OCCUPATIONAL CLASSIFICATION:	SENIOR MANAGEMENT (SECTION 56)
LOCATION:	PROFESSOR NYEMBEZI BUILDING


This performance workplan has been agreed between the parties hereunder and shall be revised and assessed during the 1st Quarter (Orally), 2nd Quarter (Written), 3rd Quarter (Orally) and Annual Quarter (Written)

Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)

EMPLOYEE:	<u>Neliswa Ngcobo</u>
DATE:	<u>02/07/2021</u>
SUPERVISOR:	_____
DATE:	_____

Signatures: Employee:  Date: Supervisor: Date:

INDEX	IDP REFERENCE	OF REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D2	EXP 01	NKPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AT DEVELOPMENT	Expenditure Management	Monthly reports on Frutless and Wasteful expenditure	12 x monthly reports on Frutless and Wasteful Expenditure prepared submitted to SMC by the 30th of June 2021	12 x monthly reports on Frutless and Wasteful Expenditure for 21/22 FY prepared submitted to SMC	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC	12 x Monthly reports on Frutless and Wasteful Expenditure for 21/22 FY prepared submitted to SMC by the 30th of June 2022	Number of monthly reports on Frutless and Wasteful Expenditure for 21/22 FY prepared submitted to SMC	3 x Monthly reports on Frutless and Wasteful Expenditure for 21/22 FY prepared submitted to SMC by the 10th of September 2021	6 x Monthly reports on Frutless and Wasteful Expenditure for 21/22 FY prepared submitted to SMC by the 10th of December 2021	9 x Monthly reports on Frutless and Wasteful Expenditure for 21/22 FY prepared submitted to SMC by the 10th of March 2022	12 x monthly reports on Frutless and Wasteful Expenditure for 21/22 FY prepared submitted to SMC by the 10th of June 2022
D	D2	EXP 02	NKPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AT DEVELOPMENT	Expenditure Management	Monthly reports on suppliers not paid within 30 days	Monthly reports on suppliers not paid within 30 days for 2020/21	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of June 2022	Number of Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC	3 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of September 2021	6 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of December 2021	9 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of March 2022	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of June 2022
D	D2	EXP 03	NKPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AT DEVELOPMENT	Expenditure Management	Payment of council creditors within 30 days from date of receipt of invoice by the creditors department	90 % of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	90% of all creditors must be paid within 30 day	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2022	% of all creditors paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of September 2021	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of December 2021	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the March 2022	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of June 2022
D	A2	EXP 04	NKPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AT DEVELOPMENT	Expenditure Management	Annual Review of Procedures Manual (Payment of Creditors & Payroll Manual)	Procedures are reviewed once a year.	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval	Date Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval	N/A	N/A	N/A	N/A	N/A
A	A2	A & LM01	NKPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AT DEVELOPMENT	Increase Institutional capacity and promote transformation	Policy review	Asset Management Policy reviewed and submitted to SMC for approval by the 31st of March 2022.	Asset Management Policy for the 2022/2022 Financial Year reviewed and submitted to Council for approval by Council	Asset Management Policy for the 2022/2022 Financial Year reviewed	Asset Management Policy for the 2022/2022 Financial Year reviewed and submitted to SMC for approval by Council by the 31st of March 2022	Date of approval by Council	N/A	N/A	N/A	N/A
A	A2	A & LM02	NKPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AT DEVELOPMENT	Increase Institutional capacity and promote transformation	Review Useful Lives of Assets at year end.	1 x report prepared and submitted to SMC on the 30th of June 2022.	1 x report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC.	1 x report on the review of all Council assets	1 x report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022.	Date report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC.	N/A	N/A	N/A	N/A
A	A2	A & LM03	NKPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AT DEVELOPMENT	Increase Institutional capacity and promote transformation	Valuation of Investment Properties	1 x report prepared and submitted to SMC on the 30th of June 2022.	1 x progress report on the valuation of all Council investment Property Assets at year end by the 30th of June 2022	1 x report on the valuation of all Council investment Property Assets at year end for the 21/22 FY prepared and submitted to SMC	1 x progress report on the valuation of all Council investment Property Assets at year end for the 30th of June 2022	Date progress report on the valuation of all Council investment Property Assets at year end for the 21/22 FY prepared and submitted to SMC	N/A	N/A	N/A	N/A

Signatures: Employee:  Date:
 Supervisor: Date:
 Msunduzi Municipality-30/21/2022

INDEX	REF REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A1	A2	A & LM06	NRPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Increase institutional capacity and promote transformation	Assess rehabilitation costs of Land fill sites a year end.	1 x report prepared and submitted to SMC on the 10th of June 2022	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 21/22 FY	Assessment of the cost to rehabilitate the Land fill site	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 21/22 FY by the 30th of June 2022.	Date report submitted	N/A	N/A	N/A	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 30th of June 2022
A	A2	A & LM05	NRPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Increase institutional capacity and promote transformation	Understate asset count	1 x report prepared and submitted to SMC on the 20th of June 2022	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council by the 30th of June 2022	Date report submitted	N/A	N/A	N/A	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council by the 30th of June 2022
A	A2	A & LM06	NRPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Increase institutional capacity and promote transformation	Assess impairment of Assets at year end.	1 x report prepared and submitted to SMC on the 10th of June 2022	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2022	Report prepared and submitted to SMC on the assessment of all Council assets	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2022	Date report submitted	N/A	N/A	N/A	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2022
A	A2	A & LM07	NRPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	4 x quarterly reports prepared and submitted to SMC on depreciation processed monthly	12 x monthly progress reports prepared and submitted to SMC on assets management for the 21/22 FY	12 x monthly progress reports prepared and submitted to SMC on assets management for the 21/22 FY by the 30th of June 2022	12 x monthly progress reports prepared and submitted to SMC on assets management for the 21/22 FY by the 30th of June 2022	Number of reports	3 x report prepared and submitted to SMC on depreciation processed by the 30th of September 2021	6 x report prepared and submitted to SMC on depreciation processed by the 30th of December 2021	9 x report prepared and submitted to SMC on depreciation processed by the 30th of March 2022	12 x report prepared and submitted to SMC on depreciation processed by the 30th of June 2022
A	A2	A & LM08	NRPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Improve Assets and Liabilities	Submit monthly reports on management of insurance claims to SMC.	4 x Quarterly reports on the management of insurance claims submitted to the Operational Management Committee by the end of June 2022	12 x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC	12 x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC by the 30th of June 2022	12 x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC by the 30th of June 2022	Number of monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC	3 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of September 2021	6 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of December 2021	9 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of March 2022	12 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of June 2022
A	A2	A & LM09	NRPA 1 - MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Increase institutional capacity and promote transformation	Annual Review of Policies and Procedures.	Msunduzi Municipality Insurance Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2022	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council	Msunduzi Municipality Insurance Policy	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2022	Date Msunduzi of approval by Council	N/A	N/A	N/A	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2022

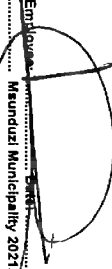
Signatures: Eppolweni
 Date:
 Msunduzi Municipality 2021/2022
 Supervisor:

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASLINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D2	EXP 02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Expenditure Management	Monthly reports on suppliers not paid within 30 days	Monthly reports on suppliers not paid within 30 days for 2020/21	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 30th of June 2022	Number of Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC	3 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of September 2021	6 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of December 2021	9 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of March 2022	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared submitted to SMC by the 10th of June 2022
D	D2	EXP 03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Expenditure Management	Payment of council creditors within 30 days from date of receipt of invoice by the creditors department	90% of all creditors must be paid within 30 days from date of receipt of invoice by the creditors department from suppliers by the 30th of June	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2022	% of all creditors paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of September 2021	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of December 2021	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the March 2022	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of June 2022
D	A2	EXP 04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Expenditure Management	Annual Review of Procedures Manual (Payment of Creditors & Payroll Manual)	Procedures are reviewed once a year.	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval by the 30th of June 2022	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval by the 30th of June 2022	Date Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval	N/A	N/A	N/A	N/A
A	A2	A & LM01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase capacity and promote transformation	Policy review	Asset management Policy reviewed and submitted to SMC for approval Council by the 31st of March 2022.	Asset Management Policy for the 2022/2022 Financial Year reviewed and submitted to SMC for approval by Council	Asset Management Policy for the 2022/2022 Financial Year reviewed	Asset Management Policy for the 2022/2022 Financial Year reviewed and submitted to SMC for approval by Council by the 31st of March 2022	Date of approval by Council	N/A	N/A	N/A	N/A
A	A2	A & LM02	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Institutional capacity and promote transformation	Review Useful Lives of Assets at year end.	1 x report prepared and submitted to SMC on the 100% review of all Council assets' useful lives by the 30th of June 2022.	1 x report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC.	1 x report on the review of all Council assets	1 x report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022.	Date report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC.	N/A	N/A	N/A	N/A
A	A2	A & LM03	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase Institutional capacity and promote transformation	Valuation of Investment Properties	1 x report prepared and submitted to SMC on the 100% valuation of all Council Investment Property Assets at year end by the 30th of June 2022.	1 x progress report on the valuation of all Council Investment Property Assets at year end and submitted to SMC	1 x report on the valuation of all Council Investment Property Assets at year end by the 30th of June 2022	1 x progress report on the valuation of all Council Investment Property Assets at year end and submitted to SMC by the 30th of June 2022	Date progress report on the valuation of all Council Investment Property Assets at year end and submitted to SMC	N/A	N/A	N/A	N/A

Signatures: Employee:  Supervisor:

Date: Msunduzi Municipality 2021/2022

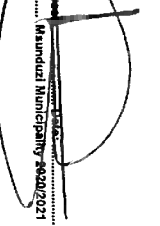
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTERS 1	QUARTERS 2	QUARTERS 3	ANNUAL
A	A2	A & LM04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Assess rehabilitation costs of Land fill site at year end.	1 x report prepared and submitted to SMC on the 100% assessment of the cost to rehabilitate the Land fill site at year end by the 30th of June 2022.	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 21/22 FY	Assessment of the cost to rehabilitate the Land fill site	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 21/22 FY by the 30th of June 2022.	Date report submitted	N/A	N/A	N/A	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 30th of June 2022
A	A2	A & LM05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Undertake asset count	1 x report prepared and submitted to SMC on the 100% verification of all Council assets physically verified year end by the 30th of June 2022.	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council	1 x progress report on the physical verification	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council by the 30th of June 2022	Date report submitted	N/A	N/A	N/A	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council by the 30th of June 2022
A	A2	A & LM06	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Assess impairment of Assets at year end.	1 x report prepared and submitted to SMC on the 100% assessment of all Council assets assessed for impairment at year end by the 30th of June 2022.	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end	Report prepared and submitted to SMC on the assessment of all Council assets	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2022	Date report submitted	N/A	N/A	N/A	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2022
A	A2	A & LM07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	4 x quarterly reports prepared and submitted to SMC on depreciation processed monthly	12 x monthly progress reports prepared and submitted to SMC on assets management for the 21/22 FY	12 x monthly progress reports	12 x monthly progress reports prepared and submitted to SMC on assets management for the 21/22 FY by the 30th of June 2022	Number of reports	3 x report prepared and submitted to SMC on depreciation processed by the 30th of September 2021	6 x report prepared and submitted to SMC on depreciation processed by the 30th of December 2021	9 x report prepared and submitted to SMC on depreciation processed by the 30th of March 2022	12 x report prepared and submitted to SMC on depreciation processed by the 30th of June 2022
A	A2	A & LM08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improve Assets and Liabilities	Submit monthly reports on management of insurance claims to SMC.	4 x Quarterly reports on the management of insurance claims submitted to the Operational Management Committee by the end of June 2022	12 x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC	12 x monthly progress reports	12 x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC by the 30th of June 2022	Number of monthly reports on the management of insurance claims for the 21/22 FY submitted to SMC	3 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of September 2021	6 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of December 2021	9 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of March 2022	12 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of June 2022
A	A2	A & LM09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increase institutional capacity and promote transformation	Annual Review of Policies and Procedures.	Msunduzi Municipality Insurance Policy reviewed and approved by Council by the 31st of March 2022	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and approved by Council	Msunduzi Municipality Insurance Policy	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and approved by Council by the 31st of March 2022	Date Msunduzi of approval by Council	N/A	N/A	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and approved by Council by the 31st of March 2022	N/A

Signature:  Supervisor:

Date: Msunduzi Municipality 2021/2022

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	A & LM10	MIPRA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	New Plant and Vehicles	New Plant and Vehicles purchased	5 x Council vehicles and plant to be purchased by 30 June 2022, this is will be dictated by the purchase of a Landfill Compactor, then only 1 item will be procured.	5 x Vehicles purchased and Delivered for Msunduzi Municipality for the 21/22 FY	5 x Vehicles Purchased and Delivered	5 x Msunduzi Municipality Vehicles Purchased and Delivered by the 31st of May 2022	Number of Vehicles	N/A	N/A	N/A	N/A
A	A2	A & LM11	MIPRA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	New Plant and Vehicles	New Plant and Vehicles purchased	5 x Council vehicles and plant to be purchased by 30 June 2022	5 x Vehicles branded for Msunduzi Municipality for the 21/22 FY	5 x Vehicles branded.	5 x Msunduzi Municipality Vehicles branded the 31st of May 2022	Number of Vehicles branded	N/A	N/A	N/A	N/A
A	A2	A & LM12	MIPRA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Fleet Licensing	Registration of new vehicles	New	5 x new vehicles registered in the municipality's name/asset register	5 x new vehicles registered	5 x new vehicles registered in the municipality's name/asset register by the 30th June 2022	Number of new vehicles	N/A	N/A	N/A	N/A
A	A2	A & LM13	MIPRA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Fleet Licensing	Licensing of Msunduzi Vehicle Fleet	New	100% licensing of all vehicles that are due for licensing per Enatis pinout in the 21/22 FY	100% licensing of all vehicles	100% licensing of all vehicles that are due for licensing per Enatis pinout in the 21/22 FY by the 30th June 2022	% Licensing	3 X Monthly progress reports on the licensing of vehicles submitted to SMC by the 30th of September 2021	6X Monthly progress reports on the licensing of vehicles submitted to SMC by the 30th of December 2021	9X Monthly progress reports on the licensing of vehicles submitted to SMC by the 30th of March 2022	12 X Monthly progress reports on the licensing of vehicles submitted to SMC by the 30th June 2022
D	D1	A & LM14	MIPRA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	VALUATION ROLL MAINTANANCE	RESOLVING DISPUTES IN RELATION TO THE ROLL IN LINE WITH SECTION 78 OF THE MPRA	New	Average of 30 days taken to investigate valuation rolls queries for the 21/22FY	Average of 30 days taken to investigate valuation rolls	Average of 30 days taken to investigate valuation rolls queries for the 21/22FY by the 30th of June 2022	Average number of days	3X Average of 30 days taken to investigate valuation rolls queries Register submitted by the 30th of September 2021	6X Average of 30 days taken to investigate valuation rolls queries Register submitted by the 30th of December 2021	9X Average of 30 days taken to investigate valuation rolls queries Register submitted by the 30th of March 2022	12X Average of 30 days taken to investigate valuation rolls queries Register submitted to by the 30th of June 2022
D	D1	A & LM15	MIPRA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	VALUATION ROLL MAINTANANCE	RESOLVING DISPUTES IN RELATION TO THE ROLL IN LINE WITH SECTION 78 OF THE MPRA	New	1 x Supplementary valuation roll prepared and published in accordance with s78 of the MPRA for the 21/22 FY	1 x Supplementary valuation roll	1 x Supplementary valuation roll prepared and published in accordance with s78 of the MPRA for the 21/22 FY by the 31st of May 2022	Date published	N/A	N/A	N/A	N/A
D	D1	A & LM17	MIPRA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	RATES CLEARANCE APPLICATIONS	CONFIRM VALUES AND BATING CATEGORIES FOR CLEARANCES	New	95% rates clearance applications processed within 3 days of receipt in the 21/22 FY	95% rates clearance applications processed	% rates clearance applications processed within 3 days of receipt in the 21/22 FY	% rates clearance applications processed within 3 days of receipt in the 21/22 FY	3 X 95% rates clearance applications processed within 3 days of receipt by the 30th of September 2021	6X 95% rates clearance applications processed within 3 days of receipt by the 30th of December 2021	9 x 95% rates clearance applications processed within 3 days of receipt by the 30th of March 2022	12 X 95% rates clearance applications processed within 3 days of receipt by the 30th of June 2022

INDEX	IQ REFERENCE	IQ REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D1	B & T101	B & T101	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	IDP/Budget process plan	Implementation of process plan	Final Draft Budget for 2022/23 FY & two other years prepared & submitted to SMC by the 30th of March 2022	Final Draft Budget for 2022/23 FY & two other years prepared & submitted to SMC	Final Draft Budget for 2022/23 FY & two other years prepared & submitted to SMC	Final Draft Budget for 2022/23 FY & two other years prepared & submitted to SMC by the 31st of March 2022	Data submitted	N/A	N/A	Final Draft Budget for 2022/23 FY & two other years prepared & submitted to SMC by the 31st of March 2022	N/A
D1	B & T102	B & T102	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	IDP/Budget process plan	Implementation of process plan	Uploading of draft & final approved budget data strings into the M1 portal in the 21/22 FY	Uploading of MSCOA Budget data strings into the M1 portal for the 2022/23 FY completed	Uploading of MSCOA Budget data strings	Uploading of MSCOA Budget data strings into the M1 portal for the 2022/23 FY completed by the 30th of June 2022	Data Uploading	N/A	N/A		Uploading of MSCOA Budget data strings into the M1 portal for the 2022/23 FY completed by the 30th of June 2022
D1	B & T103	B & T103	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	IDP/Budget process plan	Implementation of process plan	Summary of the approved budget and tariff of charges for the 2022/23 FY advertised by the 30th of June 2022	Summary of the approved budget and tariff of charges for the 2022/23 FY advertised	Summary of the approved budget and tariff of charges	Summary of the approved budget and tariff of charges for the 2022/23 FY advertised by the 30th of June 2022	Data advertised	N/A	N/A		Summary of the approved budget and tariff of charges for the 2022/23 FY advertised by the 30th of June 2022
D1	B & T104	B & T104	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Compliance	12 x 571 reports produced and submitted to SMC within 10 working days after the end of each month by the 30th of June 2022	12 x 571 reports produced and submitted to SMC	12 x 571 reports	12 x 571 reports produced and submitted to SMC by the 30th of June 2022	Number of reports	3 x 571 reports produced and submitted to SMC by the 30th of September 2021	6 x 571 reports produced and submitted to SMC by the 30th of December 2021	9 x 571 reports produced and submitted to SMC by the 30th of March 2022	12 x 571 reports produced and submitted to SMC by the 30th of June 2022
D1	B & T105	B & T105	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Compliance	4 x Quarterly reports on Section 52(d) produced and submitted to SMC within 10 working days after the end of each Quarter by the 30th of April 2022	4 x Quarterly reports on Section 52(d) produced and submitted to SMC	4 x Quarterly report	4 x Quarterly reports on Section 52(d) produced and submitted to SMC by the 30th of April 2022	Number of reports	1 x Quarterly report on Section 52(d) produced and submitted to SMC by the 31st of September 2021	2 x Quarterly report on Section 52(d) produced and submitted to SMC by the 31st of December 2021	3 x Quarterly report on Section 52(d) produced and submitted to SMC by the 31st of March 2022	4 x Quarterly report on Section 52(d) produced and submitted to SMC by the 30th of June 2022
D1	B & T106	B & T106	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Compliance	Section 72 (mid-year) budget performance report prepared and submitted to SMC by the 25th of January 2022	Section 72 (mid-year) budget performance report for the 21/22 FY prepared and submitted to Full Council	Section 72 (mid-year) budget performance report	Section 72 (mid-year) budget performance report for the 21/22 FY prepared and submitted to Full Council by the 25th of January 2022	Date of submission	N/A	N/A		N/A
D1	B & T107	B & T107	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Compliance	12 x Monthly monitoring of grants reports prepared and submitted to SMC by the 15th of July 2022	12 x Monthly monitoring of grants reports prepared and submitted to SMC	12 x Monthly monitoring of grants	12 x Monthly monitoring of grants reports prepared and submitted to SMC by the 30th of June 2022	Number of reports	3 x Monthly monitoring of grants reports prepared and submitted to SMC by the 30th of September 2021	6 x Monthly monitoring of grants reports prepared and submitted to SMC by the 30th of November 2021	9 x Monthly monitoring of grants reports prepared and submitted to SMC by the 30th of February 2022	12 x Monthly monitoring of grants reports prepared and submitted to SMC by the 30th of June 2022
D1	B & T108	B & T108	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Compliance	12 x Monthly 566 reports produced and submitted to SMC within 10 working days after the end of each month	12 x Monthly 566 reports produced and submitted to SMC	12 x Monthly 566 report	12 x Monthly 566 reports produced and submitted to SMC by the 30th of June 2022	Number of reports	3 x Monthly 566 reports produced and submitted to SMC by the 30th of August 2021	6 x Monthly 566 reports produced and submitted to SMC by the 30th of November 2021	9 x Monthly 566 reports produced and submitted to SMC by the 30th of February 2022	12 x Monthly 566 reports produced and submitted to SMC by the 30th of June 2022
D1	B & T109	B & T109	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	Strengthen Governance	Compliance	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures by the 28th of February 2022	100% of Budget & Treasury policies reviewed and submitted to SMC along with standard operating procedures	% of Budget & Treasury policies	100% of Budget & Treasury policies (Budget Policy, Virement policy & Grant policy) reviewed and submitted to SMC along with standard operating procedures by the 28th of February 2022	Number of reports	N/A	N/A		N/A
D1	B & T110	B & T110	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Full	Quarterly reports uploaded into LG Data Base in compliance of MSCOA in SMC system in the 20/21 FY	12 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base	12 x monthly data strings reports	12 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of June 2022	Number of reports	3 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of September 2021	6 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of November 2021	9 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of March 2022	12 x monthly data strings reports produced & uploaded for the 21/22 FY onto the LG Data Base by the 30th of June 2022
D1	REV 01	REV 01	MPA 4 - MUNICIPAL FINANCIAL VIABILITY	Adoption of Revenue related policies	Compliance	Credit Control, Traffic, Indent, Rates and Debt Write off policies reviewed and approved by Council for 2021/22	100% of all Revenue Management policies (Credit Control, Traffic, Indent, Rates and Debt Write off) for the 22/23 FY reviewed and submitted to SMC for approval	Revenue Management policies	Revenue Management policies (Credit Control, Traffic, Indent, Rates and Debt Write off) for the 22/23 FY reviewed and submitted to SMC for approval by the 31st of May 2022	Number of policies reviewed	N/A	N/A		N/A

Signed:  Superintendent
 Date: Mandulele Municipality 2022/23

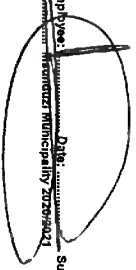
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	INITIATIVE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	Q 1/ART 1	Q 2/ART 2	QUARTER 3	ANNUAL
D1		SCM 02	MPFA 4 - FINANCIAL VIABILITY	Supply Chain Management	Procurement Plan Implementation	6 x quarterly progress reports and submitted to SMC on the implementation of the 21/22 FY approved procurement plan by the 30th of June 2022	6 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC	6 x quarterly progress reports on procurement plan implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 30th of June	Number of quarterly reports	6 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 30th of September 2021	6 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 31st of December 2021	9 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 31st of March 2022	12 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 30th of June 2022	
D2		SCM 04	MPFA 4 - FINANCIAL VIABILITY	Supply Chain Management	Monthly reports	12 x Tenders awarded/ deviations and inventory management reports prepared and submitted towards a consolidated financial services monthly report to Operational Management Committee by	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of Monthly progress reports	3 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 30th of September 2021	6 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	9 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	

Signature: Enokhoseni Mkhambane
 Date:
 Municipal Municipality 2020/2021
 Supervisor:



INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	MAINTENANCE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D1		SCM 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monthly reports	11 x contract management monthly reports prepared and submitted to SMC 21/22 FY	11 x contract management monthly progress reports for the 21/22 FY prepared and submitted to SMC	11 x quarterly management reports	11 x contract management monthly progress reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of contract management reports	9 x quarterly management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2021	9 x quarterly management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 31st of December 2021	9 x quarterly management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 31st of March 2022	13 x quarterly management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2022
D2		SCM 06	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monitoring of Irregular expenditure	4 x Irregular expenditure quarterly reports produced and submitted to SMC if there is any Irregular expenditure identified by the 30th of June 2022	4 x quarterly SCM progress reports on Irregular Expenditure in the 21/22 FY prepared and submitted to SMC (as and when identified)	4 x quarterly SCM progress reports	4 x quarterly SCM progress reports on Irregular Expenditure in the 21/22 FY prepared and submitted to SMC by the 30th of June 2022 (as and when identified)	Number of quarterly SCM progress reports	1 x quarterly SCM progress reports on Irregular Expenditure in the 21/22 FY prepared and submitted to SMC by the 30th of September 2021 (as and when identified)	2 x quarterly SCM progress reports on Irregular Expenditure in the 21/22 FY prepared and submitted to SMC by the 31st of December 2021 (as and when identified)	3 x quarterly SCM progress reports on Irregular Expenditure in the 21/22 FY prepared and submitted to SMC by the 31st of March 2022 (as and when identified)	4 x quarterly SCM progress reports on Irregular Expenditure in the 21/22 FY prepared and submitted to SMC by the 30th of June 2022 (as and when identified)
D2		SCM 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monitoring of tender award timeframe	Average of 90 days taken to award tenders as per the approved procurement plan	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY	Average of 90 days taken to award tenders	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 30th of June 2022	Number of days taken	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 30th of September 2021	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of December 2021	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of March 2022	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of June 2022
D3		FG & PM 01	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Cash flow Reports	12 x Monthly Cash flow reports prepared and submitted to SMC by the 15th of July 2022	12 x Monthly Cash flow reports for the 21/22 FY prepared and submitted to SMC	12 x Monthly Cash flow reports	12 x Monthly Cash flow reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of reports	3 x Monthly Cash flow report for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	6 x Monthly Cash flow report for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	9 x Monthly Cash flow report for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	12 x Monthly Cash flow report for the 21/22 FY prepared and submitted to SMC by the 31st of June 2022
D		FG & PM 02	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	VAT returns	12 x Monthly VAT returns for the 20/21 FY prepared and submitted to SARS	12 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS	12 x Monthly VAT returns	12 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 30th of June 2022	Number of reports	3 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 31st of September 2021	6 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 31st of December 2021	9 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 31st of March 2022	12 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 30th of June 2022
D		FG & PM 03	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Loans register	12 x Monthly loans register reports for the 20/21 FY prepared and submitted to SMC	12 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC	12 x Monthly loans register reports	12 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of reports	3 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	6 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	9 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	12 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022
D		FG & PM 04	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Review of financial delegations	N/A	1 x reviewed financial delegations report prepared and submitted to SMC	1 x reviewed financial delegations report	1 x reviewed financial delegations report prepared and submitted to SMC by the 31st of May 2022	Date of Submission	N/A	N/A	N/A	1 x reviewed financial delegations report prepared and submitted to SMC by 31st of June 2022
D		FG & PM 05	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Review of policies (Cash management, Reserves and funding, Borrowings policy)	3 x Reviewed policies (Cash management, Reserves and funding, Borrowings policy) completed and submitted to Council for approval by the 31st of May 2021	3 x Reviewed policies (Cash management, Reserves and funding, Borrowings policy) completed and submitted to Council for approval by the 31st of May 2022	3 x Financial governance policies	3 x Financial governance policies for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of financial governance policies	1 x Financial governance policies for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	2 x Financial governance policies for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	N/A	N/A
D		FG & PM 06	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Monthly ratios	12 x Monthly ratios reports for the 20/21 FY prepared and submitted to SMC	12 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC	12 x Monthly ratios reports	12 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of reports	3 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	6 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	9 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	12 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022
D		FG & PM 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	AG action plan monitoring	6x Monthly AG audit action plan progress reports prepared and submitted to SMC	6 x Monthly AG audit action plan progress reports prepared and submitted to SMC	6 x Monthly AG audit action plan reports	6 x Monthly AG audit action plan reports prepared and submitted to SMC by the 30th of June 2022	Number of Monthly AG audit action plan reports	N/A	N/A	N/A	3 x Monthly AG audit action plan progress reports for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022
D		FG & PM 08	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Development and submission of an AG action plan	1 x AG audit action plan for the 20/21 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	1 x AG audit action plan for the 21/22 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	1 x AG audit action plan	1 x AG audit action plan for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Date AG audit action plan submitted	N/A	N/A	N/A	1 x AG audit action plan for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / INDUSTRY	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D 04	RP 08	RP 09	NKPA 1 - MUNICIPAL TRANSFORMATI ON & ORGANIZATI ONAL DEVELOPMENT	Compliance Checklist	Development of a compliance checklist	Legislative compliance checklist reports produced and submitted to OMC in 19/20 FY	Legislative compliance checklist reports for the 21/22 FY produced and submitted to SMC for onward transmission to EDCO & Full Council	100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by total capital budget x 100)	Number of monthly compliance checklist reports for the 21/22 FY produced and submitted to SMC for onward transmission to EDCO & Full Council by the 31st of September 2021	1 x monthly compliance checklist reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	1 x monthly compliance checklist reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	1 x monthly compliance checklist reports for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	1 x monthly compliance checklist reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022
D 03	RP 09	RP 09	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP	74.87% of the municipality's capital budget actually spent on capital projects identified in the IDP in 2021/2022	100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2022 (Percentage: Total spending on capital projects divided by total capital budget x 100)	% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by total capital budget x 100)	95-100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)	95-100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)	95-100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)	95-100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)
D 03	RP 10	RP 10	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP	Monitoring	N/A	71% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by total capital budget x 100)	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100
D 01	RP 11	RP 11	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of debt coverage: Ia Debt/Revenue.	Monitoring	N/A	8% achieved in 2015-20	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100	45% of the municipality's capital budget actually spent on capital projects identified in the IDP (Ratio: Short Term Overdrafts + Short Term Loans + Long Term Borrowing + Long Term Leases) / (Total Operating Revenue - Operational Conditional Grants) x 100
D 03	RP 12	RP 12	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of cash coverage	Monitoring	N/A	Ratio was 0.87 months in 2015-20	1-3 months	1 X months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) / Budget & Treasury	1-3 months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) / Budget & Treasury	1-3 months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) / Budget & Treasury	1-3 months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) / Budget & Treasury	1-3 months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) / Budget & Treasury
D 03	RP 13	RP 13	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of outstanding service debtors to revenue	Monitoring	N/A	97% achieved in 2015-20	< 100%	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)

Signature:  Date: _____
 Supervisor: _____

NAME: MRS NELSIWE MHLONGO
 WORKPLAN 3: BASIC SERVICE DELIVERY

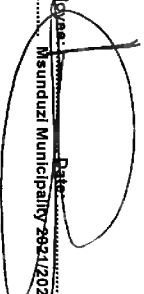
MSUNDUZI MUNICIPALITY
 DESIGNATION: CHIEF FINANCIAL OFFICER

WARRANT No. 1/2019

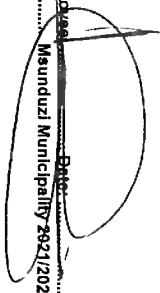
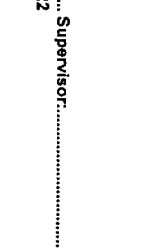
INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B3		OP 08	WORK 2: BASIC SERVICE DELIVERY	Improved access to Free Basic Services	Number of households earning less than R3500 per month (application based) with access to free basic services	8000 households earning less than R3500 per month (application based) with access to free basic services in 2018/2019	6000 households earning less than R3500 per month (application based) with access to free basic services	6000 households earning less than R3500 per month	6000 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of June 2020	Number of households	4800 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of September 2021	4750 households earning less than R3700 per month (application based) provided with access to free basic services by the 31st of December 2021	5050 households earning less than R3500 per month (application based) provided with access to free basic services by the 31st of March 2022	6000 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of June 2022

Signatures:  Date:
 Supervisor:
 Date:
 Msunduzi Municipality 2020/2021

INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PERFORMANCE MEASURE	MEASURABLE OBJECTIVE	INDICATOR	QUARTER 1	UNIT OF MEASURE	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	IDP	N/A	Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2022	Date Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed	N/A	N/A	Submission towards Development of the Draft Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 31st of March 2022	Submission towards Development of the Draft Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SDBIP & OP	N/A	Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2022	Date Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Budget	N/A	Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2022	Date Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed	N/A	N/A	Submission towards Development of the Draft Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 31st of March 2022	Submission towards Development of the Draft Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2023
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2021	Date Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2021	N/A	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2022	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2022	N/A

Signatures: Employee:  Date: Msunduzi Municipality 29/12/2022
 Supervisor:

A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Performance Agreement 20/21 FY	Signed Performance Agreement 19/20 In place	Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2021	Date submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission of a signed performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 10th of August 2021	N/A	N/A	N/A	N/A	N/A
A	A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Mid-year Revised Performance Agreement 20/21 FY	Signed Mid-year Revised Performance Agreement 19/20 FY	Submission of a signed mid-year revised performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2022	Date submission of a signed mid-year revised performance agreement for the 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	N/A	N/A	N/A
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2020	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2022	Number of Monthly Sectional Meetings (Branch, Staff & Manco) conducted	3 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of September 2021	6 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of December 2021	9 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of March 2022	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2022		
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	PDE submission for Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2020	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (Inlures & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of June 2022	Number of Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (Inlures & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes	3 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (Inlures & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purpose by the 30th of September 2021	6 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (Inlures & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 31st of December 2021	9 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (Inlures & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purpose by the 31st of March 2022	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (Inlures & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of June 2022		
F	F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDBIP / Operational Plan 20/21 FY Monthly submissions	Monthly & Quarterly	8 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	Number of SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees	2 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of September 2021	4 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2021	6 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2022	8 x SDBIP / Operational Plan 21/22 FY monthly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022		

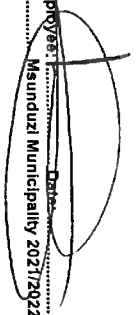
Signature:  Employee:
 Date:
 Signature:  Supervisor:

A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MNCPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Performance Assessments	NIL	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of June 2022	Number of Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of September 2021	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 31st of December 2021	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 31st of March 2022	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MNCPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings	Response to AG queries	N/A	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MNCPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - POE submissions	Response to AG queries	N/A	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MNCPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - Queries resolved	Response to AG queries	N/A	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022 (Budget & Treasury)	% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	MNCPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022 (Budget & Treasury)	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2022	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022

Signatures: Employee Date:
 Supervisor:
 Masunduzi Municipality 2024/2022

A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 20/21 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	N/A
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Service Providers	Assessment of service providers	Bi-Annually	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2022	% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 30th of July 2021	N/A	100% Submission of all requested information (Template & POE) to the OC, P & KM unit within stipulated time frames required for the Performance Assessment of Service Providers by the 10th of January 2021	N/A	N/A	
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Ad hoc performance reports	Ad hoc	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2022	% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of September 2021	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 31st of December 2021	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 31st of March 2022	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2022	100% submission of completed ad hoc performance reports and portfolios of evidence as requested by Sector Departments / Stakeholders by the 30th of June 2022	
C	C2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Increasing Institutional capacity	LED Initiatives	N/A	100% implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of June 2022	% implementation of all Business Unit specific LED Initiatives (EPWP, CWP)	100% implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of September 2021	100% implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 31st of December 2021	100% implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 31st of March 2022	100% implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of June 2022	100% implementation of all Business Unit specific LED Initiatives (EPWP, CWP) by the 30th of June 2022	

Signatures: Empoyee:..... Date:.....
 Supervisor:.....
 Date:.....
 Msunduzi Municipality 2021/2022



INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	LIMIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D2	EXP 01	MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Expenditure Management	Monthly reports on fruitless and wasteful expenditure	12 x monthly reports on Fruitless and Wasteful Expenditure prepared and submitted to SMC by the 30th of June 2021	12 x monthly reports on Fruitless and Wasteful Expenditure for 21/22 FY prepared and submitted to SMC	12 x monthly reports on fruitless and wasteful expenditure	12 x monthly reports on Fruitless and Wasteful Expenditure for 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of monthly reports on Fruitless and Wasteful Expenditure for 21/22 FY prepared and submitted to SMC	3 x monthly reports on Fruitless and Wasteful Expenditure for 21/22 FY prepared and submitted to SMC by the 10th of September 2021	6 x monthly reports on Fruitless and Wasteful Expenditure for 21/22 FY prepared and submitted to SMC by the 10th of December 2021	9 x monthly reports on Fruitless and Wasteful Expenditure for 21/22 FY prepared and submitted to SMC by the 10th of March 2022	12 x monthly reports on Fruitless and Wasteful Expenditure for 21/22 FY prepared and submitted to SMC by the 10th of June 2022
D	D2	EXP 02	MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Expenditure Management	Monthly reports on suppliers not paid within 30 days	Monthly reports on suppliers not paid within 30 days for 2020/21	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared and submitted to SMC	12 x Monthly reports on suppliers not paid within 30 days	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared and submitted to SMC	3 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared and submitted to SMC by the 10th of September 2021	6 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared and submitted to SMC by the 10th of December 2021	9 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared and submitted to SMC by the 10th of March 2022	12 x Monthly reports on suppliers not paid within 30 days for 21/22 FY prepared and submitted to SMC by the 10th of June 2022
D	D2	EXP 03	MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Expenditure Management	Payment of council creditors within 30 days from date of receipt of invoice by the creditors department	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	90% of all creditors must be paid within 30 day	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2022	% of all creditors paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of September 2021	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of December 2021	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the March 2022	90% of all creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 10th of June 2022
D	A2	EXP 04	MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Expenditure Management	Annual Review of Procedures (Payment of Creditors & Payroll Manual)	Procedures are reviewed once a year.	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval by the 30th of June 2022	Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval by the 31st of March 2022	Date Annual Review of Procedures Manuals (Payment of Creditors & Payroll Manual) completed and submitted to Council for approval	N/A	N/A	N/A	N/A
A	A2	A & LM01	MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Increase Institutional capacity and promote transformation	Policy review	Asset management Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2022.	Asset Management Policy for the 2022/2022 Financial Year reviewed and submitted to SMC for approval by Council	Asset Management Policy for the 2022/2022 Financial Year reviewed	Asset Management Policy for the 2022/2022 Financial Year reviewed and submitted to SMC for approval by Council by the 31st of March 2022	Date of approval by Council	N/A	N/A	N/A	N/A
A	A2	A & LM02	MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Increase Institutional capacity and promote transformation	Review Useful Uses of Assets at year end.	1 x report prepared and submitted to SMC on the 100% review of all Council assets useful lives by the 30th of June 2022.	1 x report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC.	1 x report on the review of all Council assets	1 x report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022.	Date report on the review of all Council assets useful lives for the 21/22 FY prepared and submitted to SMC.	N/A	N/A	N/A	N/A
A	A2	A & LM03	MUNICIPAL TRANSFORMATION ON & ORGANIZATION AL DEVELOPMENT	Increase Institutional capacity and promote transformation	Valuation of Investment Properties	1 x report prepared and submitted to SMC on the 100% valuation of all Council Property Assets at year end by the 30th of June 2022.	1 x progress report on the valuation of all Property Assets at year end for the 21/22 FY prepared and submitted to SMC	1 x progress report on the valuation of all Property Assets at year end for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	1 x progress report on the valuation of all Property Assets at year end for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Date progress report on the valuation of all Council Investment Property Assets at year end for the 21/22 FY prepared and submitted to SMC	N/A	N/A	N/A	N/A

Signature: Euphonia MANDUZUZI
 Date:
 Manduzuzi Municipality 2021/2021
 Supervisor:.....

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	A & LM04	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Increase institutional capacity and promote transformation	Assess rehabilitation costs of Land fill site at year end.	1 x report prepared and submitted to SMC on the 100% assessment of the cost to rehabilitate the Land fill site at year end by the 30th of June 2022.	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 21/22 FY	Assessment of the cost to rehabilitate the Land fill site	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 21/22 FY by the 30th of June 2022.	Date report submitted	N/A	N/A	N/A	1 x report on the assessment of the cost to rehabilitate the Land fill site prepared and submitted to SMC for the 30th of June
A	A2	A & LM05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Increase institutional capacity and promote transformation	Undertake asset count	1 x report prepared and submitted to SMC on the 100% verification of all Council assets physically verified at year end by the 30th of June 2022.	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council by the 30th of June 2022	Date report submitted	N/A	N/A	N/A	N/A	1 x progress report on the physical verification of all Council assets for the 21/22 FY prepared and submitted to SMC for onward transmission to council by the 30th of June 2022
A	A2	A & LM05	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Increase institutional capacity and promote transformation	Assess impairment of Assets at year end.	1 x report prepared and submitted to SMC on the 100% assessment of all Council assets assessed for impairment at year end by the 30th of June 2022.	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end	Report prepared and submitted to SMC on the assessment of all Council assets	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2022	Date report submitted	N/A	N/A	N/A	1 x report prepared and submitted to SMC on the assessment of all Council assets assessed for impairment at year end by the 30th of June 2022
A	A2	A & LM07	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Improve Assets and Liabilities	Apply month end controls and procedures	4 x quarterly reports prepared and submitted to SMC on depreciation processed monthly	12 x monthly progress reports prepared and submitted to SMC on assets management for the 21/22 FY	12 x monthly progress reports	12 x monthly progress reports prepared and submitted to SMC on assets management for the 21/22 FY by the 30th of June 2022	Number of reports	3 x report prepared and submitted to SMC on depreciation processed by the 30th of September 2021	6 x report prepared and submitted to SMC on depreciation processed by the 30th of December 2021	9 x report prepared and submitted to SMC on depreciation processed by the 30th of March 2022	12 x report prepared and submitted to SMC on depreciation processed by the 30th of June 2022
A	A2	A & LM08	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Improve Assets and Liabilities	Submit monthly reports on management of insurance claims to SMC.	4 x Quarterly reports on the management of insurance claims submitted to the Operational Management Committee by the end of June 2022	12 x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC	12 x monthly progress reports	12 x monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC by the 30th of June 2022	Number of monthly progress reports on the management of insurance claims for the 21/22 FY submitted to SMC	3 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of September 2021	6 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of December 2021	9 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of March 2022	12 x monthly progress reports on the management of insurance claims submitted to SMC by the 30th of June 2022
A	A2	A & LM09	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Increase institutional capacity and promote transformation	Annual Review of Policies and Procedures.	Msunduzi Municipality Insurance Policy reviewed and submitted to SMC for approval by Council by the 31st of March 2022	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council	Msunduzi Municipality Insurance Policy	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2022	Date Msunduzi of approval by Council	N/A	N/A	Msunduzi Municipality Insurance Policy for the 21/22 FY reviewed and submitted to SMC for approval by Council by the 31st of March 2022	N/A

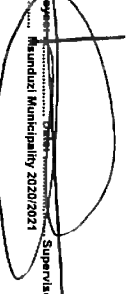
INDEX	IDP REFERENCE	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A2	A & LM12	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	New Plant and Vehicles	New Plant and Vehicles purchased	5 x Council vehicles and plant to be purchased by 30 June 2022, this will be dictated by the purchase of a Landfill Compactor, then only 1 item will be procured.	5 x Vehicles purchased and Delivered for Msunduzi Municipality for the 21/22 FY	5 x Vehicles Purchased and Delivered	5 x Municipal Municipality Vehicles Purchased and Delivered by the 31st of May 2022	Number of Vehicles	N/A	N/A	N/A	N/A
A	A2	A & LM11	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	New Plant and Vehicles	New Plant and Vehicles purchased	5 x Council vehicles and plant to be branded by 30 June 2022.	5 x Vehicles branded for Msunduzi Municipality for the 21/22 FY	5 x Vehicles branded.	5 x Municipal Municipality Vehicles branded the 31st of May 2022	Number of Vehicles	N/A	N/A	N/A	N/A
A	A2	A & LM12	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Fleet Licensing	Registration of new vehicles	New	5 x new vehicles registered in the municipality's name/asset register	5 x new vehicles registered	5 x new vehicles registered in the municipality's name/asset register by the 30th June 2022	Number of new vehicles	N/A	N/A	N/A	N/A
A	A2	A & LM13	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	Fleet Licensing	Licensing of Msunduzi Vehicle Fleet	New	100% licensing of all vehicles that are due for licensing per Enatis printout in the 21/22 FY	100% licensing of all vehicles	100% licensing of all vehicles that are due for licensing per Enatis printout in the 21/22 FY by the 30th June 2022	% Licensing	3 X Monthly progress reports on the licensing of vehicles submitted to SMC by the 30th of September 2021	6X Monthly progress reports on the licensing of vehicles submitted to SMC by the 30th of December 2021	9X Monthly progress reports on the licensing of vehicles submitted to SMC by the 30th of March 2022	12 X Monthly progress reports on the licensing of vehicles submitted to SMC by the 30th June 2022
D	D1	A & LM14	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	VALUATION ROLL MAINTENANCE	RESOLVING DISPUTES IN RELATION TO THE ROLL IN LINE WITH SECTION 78 OF THE MPRA	New	Average of 30 days taken to investigate valuation rolls queries for the 21/22FY	Average of 30 days taken to investigate valuation rolls	Average of 30 days taken to investigate valuation rolls queries for the 21/22FY by the 30th of June 2022	Average number of days	3X Average of 30 days taken to investigate valuation rolls queries Register submitted by the 30th of September 2021	6X Average of 30 days taken to investigate valuation rolls queries Register submitted by the 30th of December 2021	9X Average of 30 days taken to investigate valuation rolls queries Register submitted by the 30th of March 2022	12X Average of 30 days taken to investigate valuation rolls queries Register submitted to by the 30th of June 2022
D	D1	A & LM15	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	VALUATION ROLL MAINTENANCE	RESOLVING DISPUTES IN RELATION TO THE ROLL IN LINE WITH SECTION 78 OF THE MPRA	New	1 x Supplementary valuation roll prepared and published in accordance with s78 of the MPRA for the 21/22 FY	1 x Supplementary valuation roll	1 x Supplementary valuation roll prepared and published in accordance with s78 of the MPRA for the 21/22 FY by the 31st of May 2022	Date published	N/A	N/A	N/A	N/A
D	D1	A & LM17	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATION DEVELOPMENT	RATES CLEARANCE APPLICATIONS	CONFIRM VALUES AND RATING CATEGORIES FOR RATES CLEARANCES	New	95% rates clearance applications processed within 3 days of receipt in the 21/22 FY	95% rates clearance applications processed	95% rates clearance applications processed within 3 days of receipt by the 30th of June 2022	% rates clearance applications processed within 3 days of receipt in the 21/22 FY	3 X 95% rates clearance applications processed within 3 days of receipt by the 30th of September 2021	6X 95% rates clearance applications processed within 3 days of receipt by the 30th of December 2021	9 X 95% rates clearance applications processed within 3 days of receipt by the 30th of March 2022	12 X 95% rates clearance applications processed within 3 days of receipt by the 30th of June 2022

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	LIBRITY OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
01	REV 03	REV 03	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Compliance	12 x monthly collection rate of current debt by the 30th of June 2021	12 x monthly debtors age analysis reports for the 21/22 FY prepared & submitted to SMC	12 x monthly collection rate of current debt achieved for the 21/22 FY	85% Monthly collection rate of current debt achieved for the 21/22 FY	Number of monthly debtors age analysis reports for the 21/22 FY prepared & submitted to SMC by the 30th of June 2021	1 x monthly debtors age analysis reports for the 21/22 FY prepared & submitted to SMC by the 30th of September 2021	4 x monthly debtors age analysis reports for the 21/22 FY prepared & submitted to SMC by the 31st of December 2021	1 x monthly debtors age analysis reports for the 21/22 FY prepared & submitted to SMC by the 31st of March 2022	12 x monthly debtors age analysis reports for the 21/22 FY prepared & submitted to SMC by the 30th of June 2022
02	REV 04	REV 04	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	1% Monthly collection rate of arrears debt by the 30th of June 2021	1% Monthly collection rate of arrears debt achieved for the 21/22 FY	1% Monthly collection rate of arrears debt	1% Monthly collection rate of arrears debt achieved for the 21/22 FY	% Monthly collection rate	1% Monthly collection rate of arrears debt achieved for the 21/22 FY by the 30th of September 2021	1% Monthly collection rate of arrears debt achieved for the 21/22 FY by the 31st of December 2021	1% Monthly collection rate of arrears debt achieved for the 21/22 FY by the 31st of March 2022	1% Monthly collection rate of arrears debt achieved for the 21/22 FY by the 30th of June 2022
03	REV 05	REV 05	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	12 x monthly disconnection and reconnection reports submitted to SMC by the 30th of June 2021	12 x monthly progress reports on disconnection and reconnection rates for the 21/22 FY prepared & submitted to SMC	12 x monthly progress reports	12 x monthly progress reports on disconnection and reconnection rates for the 21/22 FY prepared & submitted to SMC by the 30th of June 2022	Number of Monthly progress reports	6 x monthly progress reports on disconnection and reconnection rates for the 21/22 FY prepared & submitted to SMC by the 31st of December 2021	6 x monthly progress reports on disconnection and reconnection rates for the 21/22 FY prepared & submitted to SMC by the 31st of December 2021	6 x monthly progress reports on disconnection and reconnection rates for the 21/22 FY prepared & submitted to SMC by the 31st of March 2022	12 x monthly progress reports on disconnection and reconnection rates for the 21/22 FY prepared & submitted to SMC by the 30th of June 2022
04	REV 06	REV 06	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	75% of all electricity and water meters read on a monthly basis by the 30th of June 2022	75% of all electricity and water meters read on a monthly basis for the 21/22 FY	75% of all electricity and water meters read	75% of all electricity and water meters read on a monthly basis for the 21/22 FY by the 30th of June 2022	% of all electricity and water meters read	75% of all electricity and water meters read on a monthly basis for the 21/22 FY by the 30th of September 2021	75% of all electricity and water meters read on a monthly basis for the 21/22 FY by the 31st of December 2021	75% of all electricity and water meters read on a monthly basis for the 21/22 FY by the 31st of March 2022	75% of all electricity and water meters read on a monthly basis for the 21/22 FY by the 30th of June 2022
05	REV 07	REV 07	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Debt collection	12 x monthly rental stock reports submitted to SMC by the 30th of June 2021	12 x monthly progress reports on Council rental stock for the 21/22 FY prepared & submitted to SMC	12 x monthly progress reports on Council rental stock	12 x monthly progress reports on Council rental stock for the 21/22 FY prepared & submitted to SMC by the 30th of June 2022	Number of reports on Council rental stock for the 21/22 FY prepared & submitted to SMC by the 30th of June 2022	6 x monthly progress reports on Council rental stock for the 21/22 FY prepared & submitted to SMC by the 31st of December 2021	6 x monthly progress reports on Council rental stock for the 21/22 FY prepared & submitted to SMC by the 31st of December 2021	6 x monthly progress reports on Council rental stock for the 21/22 FY prepared & submitted to SMC by the 31st of March 2022	12 x monthly progress reports on Council rental stock for the 21/22 FY prepared & submitted to SMC by the 30th of June 2022
06	REV 07	REV 07	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Customer queries	N/A - New Indicator	80% of all customer queries received relating to revenue section resolved within 30 days for the 21/22 FY	80% of all customer queries received	80% of all customer queries received relating to revenue section resolved within 30 days	% of all customer queries received relating to revenue section resolved within 30 days	80% of all customer queries received relating to revenue section resolved within 30 days for the 21/22 FY by the 30th of September 2021	80% of all customer queries received relating to revenue section resolved within 30 days for the 31st of December 2021	80% of all customer queries received relating to revenue section resolved within 30 days for the 31st of March 2022	80% of all customer queries received relating to revenue section resolved within 30 days for the 30th of June 2022
07	REV 07	REV 07	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Customer queries	6 000 indigent customers registered to receive the free basic services	6 000 indigent customers registered to receive the free basic services for the 21/22 FY	6 000 indigent customers registered	6 000 indigent customers registered to receive the free basic services	Number of indigent customers registered	3 000 indigent customers registered to receive the free basic services by 30th September 2021	4 000 indigent customers registered to receive the free basic services by 31st December 2021	5 000 indigent customers registered to receive the free basic services by 31st March 2022	6 000 indigent customers registered to receive the free basic services by 30th June 2022
08	REV 07	REV 07	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Rates clearance certificates	New Project	85% of new applications for rates clearance certificates received without technical queries processed within 30 days for the 21/22 FY	85% of new applications for rates clearance certificates processed	% of queries processed within 30 days	% of queries processed within 30 days	85% of new applications for rates clearance certificates received without technical queries processed within 30 days for the 30th of June 2021	85% of new applications for rates clearance certificates received without technical queries processed within 30 days for the 31st of December 2021	85% of new applications for rates clearance certificates received without technical queries processed within 30 days for the 31st of March 2022	85% of new applications for rates clearance certificates received without technical queries processed within 30 days for the 30th of June 2022
09	REV 07	REV 07	MUNICIPAL FINANCIAL VIABILITY	Revenue Management	Name changes	New Project	100% of all name changes requests processed and finalised within 3 months for the 21/22 FY	100% of all name changes requests processed and finalised	% of all name changes requests processed and finalised within 3 months	100% of all name changes requests processed and finalised within 3 months	100% of all name changes requests processed and finalised within 3 months for the 30th of June 2021	100% of all name changes requests processed and finalised within 3 months for the 31st of December 2021	100% of all name changes requests processed and finalised within 3 months for the 31st of March 2022	100% of all name changes requests processed and finalised within 3 months for the 30th of June 2022
10	SCM 01	SCM 01	MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	SCM Policy Review	SCM Policy 22/23 approved by SMC on 31/9/22	Supply chain management Policy 2022/2023 reviewed and submitted to SMC for approval by Council	Supply chain management Policy 2022/2023 reviewed	Date of approval by Council	N/A	N/A	N/A	N/A	Supply chain management Policy 2022/2023 reviewed and submitted to SMC for approval by Council by the 31st of March 2022
11	SCM 02	SCM 02	MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Procurement plan submission	Procurement plan circulated to Business unit, there are delays in terms of response	Procurement Plan for the 2022/2023 financial year prepared and submitted to SMC for approval by Council	Procurement Plan for the 2022/2023 financial year prepared	Procurement Plan for the 2022/2023 financial year prepared and submitted to SMC for approval by Council by the 30th of June 2021	N/A	N/A	N/A	N/A	Procurement Plan for the 2022/2023 financial year prepared and submitted to SMC for approval by Council by the 30th of June 2021

INDEX	REF REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	DZ	SCM 04	NPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monthly reports	11 x Tenders awarded/ management reports prepared and submitted towards a monthly report to Operational Management Committee by	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC	12 x Monthly progress reports on Tenders awarded	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of Monthly progress reports	3 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 30th of September 2021	6 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	9 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022
D	DZ	SCM 04	NPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monthly reports	11 x Tenders awarded/ management reports prepared and submitted towards a monthly report to Operational Management Committee by	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC	12 x Monthly progress reports on Tenders awarded	12 x Monthly progress reports on Tenders awarded, deviations and inventory management for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of quarterly reports	1 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 30th of September 2021	2 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 31st of December 2021	3 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 31st of March 2022	4 x quarterly progress reports on the implementation of the 2021/2022 approved procurement plan produced and submitted to SMC by the 30th of June 2022

Signature: _____ Date: _____
 Employee: _____
 Municipal Municipality 2020/2021
 Supervisor: _____

INDEX	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D1		SCM 05	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monthly reports	11 x quarterly management monthly reports prepared and submitted to SMC 21/22 FY	12 x quarterly management monthly progress reports for the 21/22 FY prepared and submitted to SMC	11 x quarterly SCM management reports	12 x quarterly management monthly progress reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of quarterly management reports	1 x quarterly management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 30th of September 2021	1 x quarterly management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 31st of December 2021	9 x quarterly management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 31st of March 2022	12 x quarterly management monthly progress reports for the 20/21 FY prepared and submitted to SMC by the 30th of June 2022
D2		SCM 06	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monitoring of irregular expenditure	4 x irregular expenditure reports produced and submitted to SMC/T there is any irregular expenditure identified by the 30th of June 2022	4 x quarterly SCM progress reports on irregular expenditure in the 21/22 FY prepared and submitted to SMC (as and when identified)	4 x quarterly SCM progress reports	4 x quarterly SCM progress reports on irregular expenditure in the 21/22 FY prepared and submitted to SMC by the 30th of June 2022 (as and when identified)	Number of quarterly SCM progress reports	1 x quarterly SCM progress reports on irregular expenditure in the 21/22 FY prepared and submitted to SMC by the 30th of September 2021 (as and when identified)	2 x quarterly SCM progress reports on irregular expenditure in the 21/22 FY prepared and submitted to SMC by the 31st of December 2021 (as and when identified)	9 x quarterly SCM progress reports on irregular expenditure in the 21/22 FY prepared and submitted to SMC by the 31st of March 2022 (as and when identified)	4 x quarterly SCM progress reports on irregular expenditure in the 21/22 FY prepared and submitted to SMC by the 30th of June 2022 (as and when identified)
D2		SCM 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Supply Chain Management	Monitoring of tender award timeframe	Average of 90 days taken to award tenders as per the approved procurement plan	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY	Average of 90 days taken to award tenders	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 30th of September 2021	Average days taken	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of September 2021	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of December 2021	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of March 2022	Average of 90 days taken to award tenders as per the approved procurement plan for the 21/22 FY by the 31st of June 2022
D3		FG & PM 01	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Cash flow reports	12 x Monthly Cash flow reports prepared and submitted to SMC by the 15th of July 2021	12 x Monthly Cash flow reports for the 21/22 FY prepared and submitted to SMC	12 x Monthly Cash flow reports	12 x Monthly Cash flow reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of reports	3 x Monthly Cash flow reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	6 x Monthly Cash flow reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	9 x Monthly Cash flow reports for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	12 x Monthly Cash flow reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022
D		FG & PM 02	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	VAT Returns	12 x Monthly VAT returns for the 20/21 FY prepared and submitted to SARS	12 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS	12 x Monthly VAT returns reports	12 x Monthly VAT returns reports for the 21/22 FY prepared and submitted to SARS by the 30th of June 2022	Number of reports	3 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 31st of September 2021	6 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 31st of December 2021	9 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 31st of March 2022	12 x Monthly VAT returns for the 21/22 FY prepared and submitted to SARS by the 30th of June 2022
D		FG & PM 03	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Loans register	12 x Monthly loans register reports for the 20/21 FY prepared and submitted to SMC	12 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	12 x Monthly loans register reports	12 x Monthly loans register reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of reports	3 x Monthly loan register reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	6 x Monthly loan register reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	9 x Monthly loan register reports for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	12 x Monthly loan register reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022
D		FG & PM 04	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Review of financial delegations	N/A	1 x reviewed financial delegations report prepared and submitted to SMC	1 x reviewed financial delegations report	1 x reviewed financial delegations report prepared and submitted to SMC by 31st of May 2022	Date of Submission	N/A	N/A	N/A	1 x reviewed financial delegations report prepared and submitted to SMC by 31st of June 2022
D		FG & PM 05	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Review of policies (Cash management, Reserves and funding, Borrowing policy)	3 x Reviewed policies (Cash management, Reserves and funding, Borrowing policy) completed and submitted to Council for approval by the 31st of May 2021	3 x Reviewed policies (Cash management, Reserves and funding, Borrowing policy) completed and submitted to Council for approval by the 31st of May 2022	3 x Financial governance policies	3 x Financial governance policies for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of Financial governance policies	1 x Financial governance policies for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	2 x Financial governance policies for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	N/A	N/A
D		FG & PM 06	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Monthly ratios	12 x Monthly ratios report for the 20/21 FY prepared and submitted to SMC	12 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC	12 x Monthly ratios reports	12 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022	Number of reports	3 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 31st of September 2021	6 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 31st of December 2021	9 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 31st of March 2022	12 x Monthly ratios reports for the 21/22 FY prepared and submitted to SMC by the 30th of June 2022
D		FG & PM 07	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	AG action plan monitoring	6 x Monthly AG audit action plan progress reports prepared and submitted to SMC	6 x Monthly AG audit action plan progress reports prepared and submitted to SMC	6 x Monthly AG audit action plan reports	6 x Monthly AG audit action plan reports prepared and submitted to SMC by the 30th of June 2022	Number of Monthly AG audit action plan reports	N/A	N/A	3 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 31st of March 2022	6 x Monthly AG audit action plan progress reports prepared and submitted to SMC by the 30th of June 2022
D		FG & PM 08	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Financial reporting	Developers and AG action plan	1 x AG audit action plan for the 20/21 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	1 x AG audit action plan for the 21/22 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	1 x AG audit action plan	1 x AG audit action plan for the 21/22 FY prepared and submitted to SMC within 60 days after receiving signed AG reports	Data AG audit action plan submitted	N/A	N/A	N/A	1 x AG audit action plan for the 21/22 FY prepared and submitted to SMC within 60 days after receiving signed AG reports by the 30th of June 2022

Signature:  Municipal Municipality 2020/2021
Supervisor:

INDIC	IDP REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	MEASURE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A3	RP 09	RP 09	MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Improved Audit Opinion	Development of a compliance checklist	74.87% of the municipality's capital budget actually spent on capital projects identified in the IDP in 2017/2018	100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2022	% of the municipality's capital budget actually spent on capital projects identified in the IDP	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of August 2021 (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of December 2021 (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of March 2022 (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2022 (Percentage: Total spending on capital projects divided by total capital budget x 100)
D3	RP 10	RP 10	MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Percentage of a municipality's YTD capital budget actually spent on capital projects identified in the IDP	Monitoring	N/A	71% of the municipality's capital budget actually spent on capital projects identified in the IDP by the 30th of June 2020 (Percentage: Total spending on capital projects divided by total capital budget x 100)	100% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Percentage: Total spending on capital projects divided by YTD capital budget x 100)
D1	RP 11	RP 11	MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of debt coverage, i.e. Odebt/Revenue.	Monitoring	N/A	85% achieved in 2019-20 Budget & Treasury	Financial viability in terms of debt coverage achieved. (Ratio: (Short Term Borrowings+ Bank Overdraft+ Overdraft+ Short Term Lease + Long term borrowing + Long Term Lease) / (Total Operating Revenue - Operational Conditional Grants) x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Ratio: (Short Term Borrowings+ Bank Overdraft+ Short Term Lease + Long Term borrowing + Long Term Lease) / (Total Operating Revenue - Operational Conditional Grants) x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Ratio: (Short Term Borrowings+ Bank Overdraft+ Short Term Lease + Long Term borrowing + Long Term Lease) / (Total Operating Revenue - Operational Conditional Grants) x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Ratio: (Short Term Borrowings+ Bank Overdraft+ Short Term Lease + Long Term borrowing + Long Term Lease) / (Total Operating Revenue - Operational Conditional Grants) x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Ratio: (Short Term Borrowings+ Bank Overdraft+ Short Term Lease + Long Term borrowing + Long Term Lease) / (Total Operating Revenue - Operational Conditional Grants) x 100)	45% of the municipality's YTD capital budget actually spent on capital projects identified in the IDP (Ratio: (Short Term Borrowings+ Bank Overdraft+ Short Term Lease + Long Term borrowing + Long Term Lease) / (Total Operating Revenue - Operational Conditional Grants) x 100)
D3	RP 13	RP 13	MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of cash coverage	Monitoring	N/A	Ratio was 0.87 months in 2019-20	Financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) (Budget & Treasury)	1.3 months	1.3 months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) by the 30th of December 2021	1.3 months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) by the 30th of December 2022	1.3 months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) by the 30th of March 2022	1.3 months financial viability in terms of cash coverage achieved. (Ratio: Available cash plus investments divided by monthly fixed operating expenditure) by the 30th of June 2022
D3	RP 13	RP 13	MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	Improved Audit Opinion	Financial viability in terms of outstanding revenue debtors to revenue	Monitoring	N/A	97% achieved in 2019-20	Financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	< 100%	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)	< 100% financial viability in terms of outstanding service debtors to revenue achieved. (Ratio: Outstanding service debtors divided by annual revenue actually received for services)

NAME: MRS NELSIWE NGCOSO
 DESIGNATION: CHIEF FINANCIAL OFFICER
 MSUNDUZI MUNICIPALITY
 WORKPLAN 3: BASIC SERVICE DELIVERY
 WEIGHT (%): 10%

INDEX	REF REFERENCE	OP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	MEASURABLE OBJECTIVE	INDICATOR	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	Q1 / QTR 1	QUARTER 2	QUARTER 3	ANNUAL
01	001	001	IMPACT - BASIC SERVICE DELIVERY	Improved access to Free basic services	Number of households earning less than R3500 per month (application based) with access to free basic services	6000 households earning less than R3500 per month (application based) with access to free basic services in 2018/2019	6000 households earning less than R3500 per month (application based) provided with access to free basic services	6000 households earning less than R3500 per month	6000 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of June 2020	Number of households	4000 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of September 2021	4750 households earning less than R3500 per month (application based) provided with access to free basic services by the 31st of December 2021	5500 households earning less than R3500 per month (application based) provided with access to free basic services by the 31st of March 2022	6000 households earning less than R3500 per month (application based) provided with access to free basic services by the 30th of June 2022

Signature: 
 Date:
 Supervisor:

INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PERFORMANCE MEASURE	MEASURABLE OBJECTIVE	INDICATOR	QUARTER 1	UNIT OF MEASURE	QUARTER 3	QUARTER 4
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	IDP	N/A	Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2022	Date Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed	N/A	N/A	Submission towards Development of the Draft Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 31st of March 2022	Submission towards Development of the Municipal IDP 22/23 FY as per stipulated timeframes by the IDP unit completed by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SDBIP & OP	N/A	Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2022	Date Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SDBIP 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Budget	N/A	Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2022	Date Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed	N/A	N/A	Submission towards Development of the Draft Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 31st of March 2022	Submission towards Development of the Municipal Budget 22/23 FY as per stipulated timeframes by the Budget & Treasury unit completed by the 30th of June 2023
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2021	Date Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed	Submission towards Development of the Municipal Annual Performance Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2021	N/A	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Report 19 20 FY	N/A	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2022	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	Submission towards Development of the Municipal Annual Report 20/21 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of January 2022	N/A

Signatures: Employee: Date: Supervisor:



F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDBIP / Operational Plan 20/21 FY Quarterly submissions	Monthly & Quarterly	4 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	Number of SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees	1 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of September 2021	2 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of December 2021	3 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 31st of March 2022	4 x SDBIP / Operational Plan 21/22 FY quarterly reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for onwards transmission to Council Committees by the 30th of June 2022	
B	B1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) monthly submissions - National COGTA	N/A	12 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of June 2022	Number of Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA	3 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of September 2021	6 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 31st of December 2021	9 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 31st of March 2022	12 x Monthly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to National COGTA by the 30th of June 2022
D	D3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Legislative Compliance Checklist (MFMA Schedule of deadlines) monthly reports	Monthly	12 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2022	Number of Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC	3 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of September 2021	6 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 31st of December 2021	9 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 31st of March 2022	12 x Monthly progress reports on the Legislative Compliance Checklist (MFMA Schedule of deadlines) submitted to the Budget & Treasury Unit as per stipulated deadlines for onwards transmission to SMC/OMC by the 30th of June 2022

A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Performance Assessments	NIL	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of June 2022	Number of Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of September 2021	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 31st of December 2021	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 31st of March 2022	Quarterly Performance Assessments conducted as per the approved PMS Framework 21/22 FY by the 30th of June 2022	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings	Response to AG queries	N/A	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - POE submissions	Response to AG queries	N/A	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022	% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - Queries resolved	Response to AG queries	N/A	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool (Budget & Treasury)	% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2021	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2021	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2022	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2022
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022 (Budget & Treasury)	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2021	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2021

Signatures:  Date:
 Supervisor:  Date:

				WEIGHT (%) 10%								
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY & ORGANIZATIONAL DEVELOPMENT	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - POE submissions	Response to IA queries	N/A	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022	% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2021	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2021	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2022	100% Submission of Portfolios of Evidence in Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2022
D	D2	4 - FINANCIAL SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Sectional Budgets	Expenditure of business units/sub units sectional budget	N/A	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2022	% Expenditure of business units/sub units sectional budget (Budget vs Actual)	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of September 2021	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of December 2021	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of March 2022	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2022
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY & ORGANIZATIONAL DEVELOPMENT	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2022	% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of September 2021	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of December 2021	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of March 2022	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 30th of June 2022
D	D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Increasing Institutional capacity	Monitoring of Fraud & Corruption	N/A	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2022	% monitoring of fraud and corruption within sub-units and relevant action taken against offenders	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of September 2021	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of December 2021	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 31st of March 2022	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2022

Signatures: Employee:  M. Ndandeni
 Date:

Supervisor:

