



**2022/2023 PERFORMANCE PLAN**

**CHIEF FINANCIAL OFFICER**

**J.G. MAHLANGU**

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## ANNEXURE A: PERFORMANCE PLAN

### DEVELOPMENTAL OBJECTIVES (INCORPORATING THE IDP)

Toward the achievement of its long-term vision, and as informed by the priority issues confirmed through the situational analysis, the municipality has brought a set of development objectives to create a sense of focus around key priority issues. These development objectives are aimed at bridging the gap between the current priorities or challenges and the municipality's long-term vision by offering a high level of what needs to be achieved in a short to medium.

The following are the developmental objectives that the municipality has set:

- 1) To provide households with basic services including water, adequate sanitation, adequate public lighting and accessible roads
- 2) To create integrated and sustainable human settlements through the proactive planning and development of land
- 3) To create a safe, clean and healthy environment conducive for social development and recreation
- 4) To improve the financial status of the municipality through prudent budget planning, stringent financial management and improved revenue collection
- 5) To create a conducive environment for economic development, investment attraction and job creation.
- 6) To improve organizational efficiency and promote a culture of professional conduct in order to render quality services
- 7) To deepen democracy and promote active community participation in the affairs of the institution

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**KPA: BASIC SERVICE DELIVERY**

BASIC SERVICE DELIVERY														
PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/ DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
								Q1	Q2	Q3	Q4			
DBT010	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	5	Provision of services to indigent households	Percentage of households earning less than R 1800 per month with access to free basic services	100% of households earning less than R1800 per month with access to free basic services	100% of households earning less than R1800 per month with access to free basic services by 30 <sup>th</sup> June 2023	In house	100% of households earning less than R1800 per month with access to free basic services	100% of households earning less than R1800 per month with access to free basic services	100% of households earning less than R1800 per month with access to free basic services	100% of households earning less than R1800 per month with access to free basic services	100% of households earning less than R1800 per month with access to free basic services	Improve service delivery	Indigent register

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KPA: MUNICIPAL TRANSFORMATIONS AND INSTITUTIONAL DEVELOPMENT

MUNICIPAL TRANSFORMATIONS AND INSTITUTIONAL DEVELOPMENT														
PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO ID OF EVIDENCE
								Q1	Q2	Q3	Q4			
DCS017	To improve organizational efficiency and promote a culture of professional conduct in order to render quality services.	3	Sitting of the Local Labour Forum meetings	Number of LLF meetings attended	4 LLF meetings attended	LLF meetings attended by 30 <sup>th</sup> June 2023	In house	1 LLF meetings attended	2 LLF meetings attended	1 LLF meetings attended	2 LLF meetings attended	6 LLF meetings attended	Improve working relations	Attendance register

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**KPA: LOCAL ECONOMIC DEVELOPMENT**

LOCAL ECONOMIC DEVELOPMENT														
PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
								Q1	Q2	Q3	Q4			
LED003	To create a conducive environment for economic development, investment attraction and job creation	2	Conduct LED Forum Meetings	Number of LED Forum meetings attended	2 LED forum meetings attended	4 LED forum meetings attended by 30 <sup>th</sup> June 2023	In house	1 LED forum meetings attended	1 LED forum meetings attended	1 LED forum meetings attended	1 LED forum meetings attended	4 LED forum meetings attended	Community participation in economic development	Attendance register

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**KPA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT**

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
								Q1	Q2	Q3	Q4			
DBT001	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	2	Approve annual budget that are compliant with the MFMA and treasury standards	Number of annual budgets approved in line with MFMA and treasury standards		1 annual budgets approved in line with MFMA and treasury standards by 31 <sup>st</sup> May 2023	In house	0	0	0	1 annual budgets approved in line with MFMA and treasury standards by 31 <sup>st</sup> May 2023	1 annual budgets approved in line with MFMA and treasury standards	Improve service delivery	Council resolution
DBT002	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	2	Budget adjustment in line with MFMA and treasury standards	Number of budgets adjusted in line with MFMA and treasury standards		1 budget adjusted in line with MFMA and treasury standards by 28 <sup>th</sup> February 2023	In house	0	0	1 budget adjusted in line with MFMA and treasury standards by 28 <sup>th</sup> February 2023	0	1 budget adjusted in line with MFMA and treasury standards	Improve service delivery	Council resolution

*Handwritten notes:*  
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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE		
									Q1	Q2	Q3	Q4					
	DBT003	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Development of Audit Action Plan	Number of audit action plan developed	1 Audit action plan developed by 28 <sup>th</sup> February 2022	1 Audit action plan developed by 31 <sup>st</sup> December 2022	In house	0	1 Audit action plan developed by 31 <sup>st</sup> December 2022	0	0	0	1 Audit action plan developed by 31 <sup>st</sup> December 2022	Addressed queries for a clean audit outcome	Audit action plan	
	DBT005	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Revenue collection in line with the budgeted financial performance	Amount revenue collected excluding grants	Revenue collected excluding grants by 30 <sup>th</sup> June 2022 (R 142 140 027)	Revenue collected excluding grants by 30 <sup>th</sup> June 2022 (R 142 140 027)	In house	R 35 535 007	R 35 535 007	R 35 535 007	R 35 535 006	R 35 535 006	Decreasing doubtful debts	Achieve acceptable collection level of all amounts billed	Section Monthly reports	71
							1. Property Rates (R 30 966 819)	In house	R 7741 705	R 7741 705	R 7741 705	R 7741 704	R 7741 704	Decreasing doubtful debts	Achieve acceptable collection level of all amounts billed	Section Monthly reports	71

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
								Q1	Q2	Q3	Q4			
						2. Service charges (R4 498 993)	In house	R 1 124 748	R 1 124 748	R 1 124 748	R 1 124 749	Decreasing doubtful debts	Achieve acceptable collection level of all amounts billed	Section Monthly reports
						3. Investment Revenue (R5 305 080)	In house	R 1 326 270	R 1 326 270	R 1 326 270	R 1 326 270	Decreasing doubtful debts	Achieve acceptable collection level of all amounts billed	Section Monthly reports
						4. Other own Revenue (R101 369 135)	In house	R 25 342 284	R 25 342 284	R 25 342 284	R 25 342 283	Decreasing doubtful debts	Achieve acceptable collection level of all amounts billed	Section Monthly reports
						Transfers (R701 822 994)	In house	R 288 939 173	R 231 821 327	R 181 062 500	0	Decreasing doubtful debts	Achieve acceptable collection level of all amounts billed	Section Monthly reports
DBT006	To improve the financial status of the Municipality		Revenue enhancement outreach meetings	Number of outreach meeting conducted	0	2 Outreach meetings conducted by 30 <sup>th</sup> June 2023	In house	0	1 Outreach meetings conducted	0	1 Outreach meetings conducted	2 Outreach meetings conducted	Payment of services	Attendance register and reports

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																
KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE	
									Q1	Q2	Q3	Q4				
		through prudent budget planning, stringent financial management and improved revenue collection														
	DBT007	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Development of Data cleansing action plan	Number of data action plans developed	1 data action plan developed	1 data action plan developed by 30 <sup>th</sup> June 2023	In house	1 data action plan developed	0	0	0	0	1 data action plan developed	Achieve clean audit	Data cleansing action plan
	DBT008	To improve the financial status of the Municipality through prudent budget planning, stringent financial		Implementation of data cleansing process	Number of reports submitted to the Municipal Manager on data cleansing	3 quarterly reports submitted to the Municipal Manager on data cleansing	4 quarterly reports submitted to the Municipal Manager on data cleansing	In house	1 quarterly reports submitted to the Municipal Manager on data cleansing	1 quarterly reports submitted to the Municipal Manager on data cleansing	1 quarterly reports submitted to the Municipal Manager on data cleansing	1 quarterly reports submitted to the Municipal Manager on data cleansing	4 quarterly reports submitted to the Municipal Manager on data cleansing	Achieve clean audit	Data cleansing action plan	

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT															
KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
		management and improved revenue collection					by 30 <sup>th</sup> June 2023								
DBT009		To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	2	Registration of Indigents	Number of indigents registered on the indigent register	330 indigents registered on the indigent	600 indigents registered on the indigent register by 30 <sup>th</sup> June 2023	In house	150 indigents registered on the indigent	150 indigents registered on the indigent	150 indigents registered on the indigent	150 indigents registered on the indigent	600 indigents registered on the indigent register	Improve service delivery	Indigent register
DBT011		To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	2	Fixed Asset Register compliance with GRAP	Number of action plan developed in line with FAR compliance with GRAP standards	1 action plan developed in line with FAR compliance with GRAP standards	1 action plan developed in line with FAR compliance with GRAP standards by 30 <sup>th</sup> June 2023	In house	1 action plan developed in line with FAR compliance with GRAP standards	0	0	0	1 action plan developed in line with FAR compliance with GRAP standards	Improve outcome of Audit Outcome	Fixed Assets register

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
								Q1	Q2	Q3	Q4			
DBT012	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	3	Conduct asset verification and reconciliation	Number of asset verifications and reconciliations conducted	1 asset verification and reconciliation conducted	2 asset verification and reconciliation by 30 <sup>th</sup> June 2023	In house	0	1 asset verification and reconciliation conducted	0	2 asset verification and reconciliation conducted	Updated assets register	Assets verification and reconciliation reports	
DBT013	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	3	Updating of the fixed Asset register	Rate update of the Fixed Asset Register	Daily update of the Fixed Asset Register	Daily update of the Fixed Asset Register by 30 <sup>th</sup> June 2023	R 6 291 408	Daily update of the Fixed Asset Register	Daily update of the Fixed Asset Register	Daily update of the Fixed Asset Register	Daily update of the Fixed Asset Register	Updated asset register	Assets register	
DBT014	To improve the financial status of the Municipality through	3	Submission of Section 71 monthly budget statements	Number of section 71 monthly statements submitted	9 Section 71 monthly statements submitted within 10	12 Section 71 monthly statements submitted within 10	In house	3 Section 71 monthly statements submitted within 10	3 Section 71 monthly statements submitted within 10	3 Section 71 monthly statements submitted within 10	12 Section 71 monthly statements submitted within 10 days	Improve service delivery	Proof of submission and reports	

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**MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT**

KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
		prudent budget planning, stringent financial management and improved revenue collection			within 10 days after the end of each month to the Executive Mayor, the provincial treasury and national treasury	days after the end of each month to the Executive Mayor, the provincial treasury and national treasury	days after the end of each month to the Executive Mayor, the provincial treasury and national treasury	days after the end of each month to the Executive Mayor, the provincial treasury and national treasury	days after the end of each month to the Executive Mayor, the provincial treasury and national treasury	days after the end of each month to the Executive Mayor, the provincial treasury and national treasury	days after the end of each month to the Executive Mayor, the provincial treasury and national treasury	after the end of each month to the Executive Mayor, the provincial treasury and national treasury			
	DBT015	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	2	Submission of Supply Chain Management reports to Council	Number of Supply Chain Management reports submitted to Council	3 Supply chain management reports submitted to Council	4 Supply chain management reports submitted to Council by 30 <sup>th</sup> June 2023	In house	1 Supply chain management reports submitted to Council	1 Supply chain management reports submitted to Council	1 Supply chain management reports submitted to Council	4 Supply chain management reports submitted to Council	Improve service delivery		Council resolution
	DBT016	To improve the financial status of the Municipality through prudent budget	2	Submission budget statements to council	Number of budget statements submitted to council within 30	3 Budget statements submitted to council within days after	4 Budget statements submitted to council within days after	In house	1 Budget statements submitted to council within days after	1 Budget statements submitted to council within days after	1 Budget statements submitted to council within days after	4 Budget statements submitted to council within 30 days after	Improve services delivery		Council resolution



  
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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
		planning, stringent financial management and improved revenue collection			days after the end of a quarter	the end of a quarter	the end of a quarter by 30 <sup>th</sup> June 2023		the end of a quarter	the end of a quarter	the end of a quarter	the end of a quarter			
DBT017		To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Submission of bank reconciliation to the Municipal Manager	Number of Bank reconciliation submitted to the Municipal Manager within 10 days after the end of the month	9 Bank reconciliation submitted to the Municipal Manager	12 Bank reconciliation submitted to the Municipal Manager by 30 <sup>th</sup> June 2023	In house	3 Bank reconciliation submitted to the Municipal Manager	3 Bank reconciliation submitted to the Municipal Manager	3 Bank reconciliation submitted to the Municipal Manager	12 Bank reconciliation submitted to the Municipal Manager	Improve services delivery	12 Bank reconciliation and proof of submission	
DBT018		To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Compliance and submission of Annual Financial Statements to the Auditor General	Number of Annual Financial Statements compiled and submitted to the Auditor General	1 Annual Financial Statement compiled and submitted to the Auditor General	1 Annual Financial Statement compiled and submitted to the Auditor General by 31 <sup>st</sup> August 2022	R 4 000 000	1 Annual Financial Statement compiled and submitted to the Auditor General by 31 <sup>st</sup> August 2022	0	0	0	1 Annual Financial Statement compiled and submitted to the Auditor General	Improve services delivery	Proof of submission

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT															
KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
	DBT019	revenue collection To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Conduct stock taking and reconciliation	Number of stock taking and reconciliation conducted	1 stock taking and reconciliation conducted	2 stock taking and reconciliation conducted by 30 <sup>th</sup> June 2023	In house	0	1 stock taking and reconciliation conducted	0	1 stock taking and reconciliation conducted	2 stock taking and reconciliation conducted	Improve services delivery	2 Stock take reports
	DBT020	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Implementation of valuation roll	Percentage implementation of valuation roll	100% of the valuation roll implemented on a monthly basis	100% of the valuation roll implemented on a monthly basis by 30 <sup>th</sup> June 2023	In house	100% of the valuation roll implemented on a monthly basis	100% of the valuation roll implemented on a monthly basis	100% of the valuation roll implemented on a monthly basis	100% of the valuation roll implemented on a monthly basis	100% of the valuation roll implemented on a monthly basis	Achieve clean audit	Valuation report

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT															
KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
	DBT022	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Submission of goods and services through return or verbal and formal return quotations reports to Council (R1-R200 000)	Number of goods and services through return or verbal and formal return quotations reports submitted to Council	3 Goods and services through return or verbal and formal return quotations reports submitted to Council	4 Goods and services through return or verbal and formal return quotations reports submitted to Council by 30th June 2023	In house	1 Goods and services through return or verbal and formal return quotations reports submitted to Council	1 Goods and services through return or verbal and formal return quotations reports submitted to Council	1 Goods and services through return or verbal and formal return quotations reports submitted to Council	1 Goods and services through return or verbal and formal return quotations reports submitted to Council	4 Goods and services through return or verbal and formal return quotations reports submitted to Council	Improve service delivery	Council resolution
	DBT023	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Submission of goods and services through a competitive bidding processes reports to Council (R201 000 above)	Number of goods and services through a competitive bidding processes reports submitted to Council (R201 000 above)	3 Goods and services through a competitive bidding processes reports	4 Goods and services through a competitive bidding processes reports submitted to Council (R201 000 above by 30th June 2023)	In house	1 Goods and services through a competitive bidding processes reports	1 Goods and services through a competitive bidding processes reports	1 Goods and services through a competitive bidding processes reports	1 Goods and services through a competitive bidding processes reports	4 Goods and services through a competitive bidding processes reports submitted to Council (R201 000 above)	Improve service delivery	Council resolution

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
DBT024	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	Submission of goods and services procured through deviation process reports to Council (R0-R200 000)	Number of goods and services procured through deviation process reports to Council	3 Goods and services procured through deviation process reports to Council	4 Goods and services procured through deviation process reports to Council by 30th June 2023	In house	1 Goods and services procured through deviation process reports to Council	1 Goods and services procured through deviation process reports to Council	1 Goods and services procured through deviation process reports to Council	1 Goods and services procured through deviation process reports to Council	4 Goods and services procured through deviation process reports to Council	Improve service delivery	Council resolution		
DBT025	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	Submission of irregular expenditure reports to Council	Number of irregular expenditure reports submitted to Council	3 Irregular expenditure reports submitted to Council	4 Irregular expenditure reports submitted to Council by 30th June 2023	In house	1 Irregular expenditure reports submitted to Council	1 Irregular expenditure reports submitted to Council	1 Irregular expenditure reports submitted to Council	1 Irregular expenditure reports submitted to Council	4 Irregular expenditure reports submitted to Council	Improve service delivery	Council resolution		
DBT026	To improve the financial status of the Municipality through	Submission of Contracts Management	Number of Contracts Management reports	3 Contracts Management reports	4 Contracts Management reports submitted to Council	In house	1 Contracts Management reports	1 Contracts Management reports	1 Contracts Management reports	1 Contracts Management reports	4 Contracts Management reports	Improve service delivery	Council resolution		

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT															
KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
		prudent budget planning, stringent financial management and improved revenue collection		reports to Council	submitted to Council	submitted to Council	by 30th June 2023		submitted to Council	submitted to Council	submitted to Council	submitted to Council	submitted to Council		
	DBT027	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection	2	Submission of section 66 monthly reports to Council	Number of monthly section 66 reports submitted to Council	9 Section 66 monthly reports submitted to Council	12 Section 66 monthly reports submitted to Council by 30th June 2023	In house	3 Section 66 monthly reports submitted to Council	3 Section 66 monthly reports submitted to Council	3 Section 66 monthly reports submitted to Council	12 Section 66 monthly reports submitted to Council	Improve service delivery	Council resolution	
	DBT028	To improve the financial status of the Municipality through prudent budget planning, stringent financial management	2	Submission of creditors register and creditors analysis monthly to the Municipal Manager	Number of creditors register and creditors analysis monthly reports	9 creditors register and creditors analysis monthly reports	12 creditors register and creditors analysis monthly reports by	In house	3 creditors register and creditors analysis monthly reports	3 creditors register and creditors analysis monthly reports	3 creditors register and creditors analysis monthly reports	12 creditors register and creditors analysis monthly reports submitted to Council	Improve service delivery	12 creditors register and creditors analysis	

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT															
KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
		and improved revenue collection				submitted to Council	30th June 2023		submitted to Council	submitted to Council	submitted to Council	submitted to Council			
DBT029		To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Submission of fruitless and wasteful expenditure reports to Council	Number of fruitless and wasteful expenditure reports to Council	3 fruitless and wasteful expenditure reports submitted to Council	4 fruitless and wasteful expenditure reports submitted to Council by 30th June 2023	In house	1 fruitless and wasteful expenditure reports submitted to Council	1 fruitless and wasteful expenditure reports submitted to Council	1 fruitless and wasteful expenditure reports submitted to Council	4 fruitless and wasteful expenditure reports submitted to Council	Improve service delivery	Council resolution	
DBT030		To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Conduct inventory reconciliation	Number of inventory reconciliation conducted	1 inventory reconciliation conducted	2 inventory reconciliation conducted by 30th June 2023	In house	0	Inventory reconciliation conducted	0	2 Inventory reconciliation conducted	Improve services delivery	Inventory reconciliation reports	

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT															
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									Q1	Q2	Q3	Q4			
	DBT031	To improve the financial status of the Municipality through prudent budget planning, stringent financial management and improved revenue collection		Closure of the Financial System	Due date for the closure of the Financial System on a monthly basis	By the 3 <sup>rd</sup> of each month the Financial System must be closed	By the 3 <sup>rd</sup> of each month the Financial System must be closed by 30 <sup>th</sup> June 2023	In house	By the 3 <sup>rd</sup> of each month the Financial System must be closed	By the 3 <sup>rd</sup> of each month the Financial System must be closed	By the 3 <sup>rd</sup> of each month the Financial System must be closed	By the 3 <sup>rd</sup> of each month the Financial System must be closed	By the 3 <sup>rd</sup> of each month the Financial System must be closed	Improve services delivery	Financial System closure report
<b>FLEET</b>															
	DCS018	To improve organizational efficiency and promote a culture of professional conduct in order to render quality services.		Leasing of Municipal fleet	Number of Municipal fleet paid monthly on lease	37 Municipal fleet paid monthly on lease	37 Municipal fleet paid monthly on lease by 30 <sup>th</sup> June 2023	R 5 100 108	37 Municipal fleet paid monthly on lease	37 Municipal fleet paid monthly on lease	37 Municipal fleet paid monthly on lease	37 Municipal fleet paid monthly on lease	37 Municipal fleet paid monthly on lease	Availability and reliability of Municipal fleet	Monthly statements
	DCS019	To improve organizational efficiency and promote a culture of professional		Development of operational plan for Municipal fleet	Number of operational plans developed for	1 Operational plan developed for	1 Operational plans developed for Municipal	In house	1 Operational plans developed for	0	0	0	0	Availability and reliable Municipal fleet	Operational plan

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
								Q1	Q2	Q3	Q4			
	conduct in order to render quality services.			Municipal fleet	Municipal fleet	fleet by 30 <sup>th</sup> June 2023	Municipal fleet							
DCS020	To improve organizational efficiency and promote a culture of professional conduct in order to render quality services.		Repairs and maintenance of Municipal fleet	Number of repairs and maintenance reports of Municipal fleet produced and submitted to the HOD	12 repairs and maintenance reports of Municipal fleet produced and submitted to the HOD	12 repairs and maintenance reports of Municipal fleet produced and submitted to the HOD by 30 <sup>th</sup> June 2023	R 15 642 856	3 repairs and maintenance reports of Municipal fleet produced and submitted to the HOD	3 repairs and maintenance reports of Municipal fleet produced and submitted to the HOD	3 repairs and maintenance reports of Municipal fleet produced and submitted to the HOD	3 repairs and maintenance reports of Municipal fleet produced and submitted to the HOD	12 repairs and maintenance reports of Municipal fleet produced and submitted to the HOD	Availability and reliable Municipal fleet	Monthly reports
DCS021	To improve organizational efficiency and promote a culture of professional conduct in order to render quality services.		Monitoring the usage of fuel	Number of reports produced and submitted to the HOD on the usage of fuel	12 reports produced and submitted to the HOD on the usage of fuel	12 reports produced and submitted to the HOD on the usage of fuel by 30 <sup>th</sup> June 2023	R 7 787 240	3 reports produced and submitted to the HOD on the usage of fuel	3 reports produced and submitted to the HOD on the usage of fuel	3 reports produced and submitted to the HOD on the usage of fuel	3 reports produced and submitted to the HOD on the usage of fuel	3 reports produced and submitted to the HOD on the usage of fuel	Availability and reliable Municipal fleet	Reports
DCS022	To improve organizational efficiency and promote a		Licensing of Municipal Fleet	Number of vehicle	104 vehicle licenses renewed	148 vehicle licenses renewed by	R 951 792	0	0	0	38 vehicle licenses renewed	148 vehicle licenses renewed	Availability and reliable	License certificates

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MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT															
KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
		culture of professional conduct in order to render quality services.			licenses renewed		30 <sup>th</sup> June 2023							Municipal fleet	
<b>FACILITY</b>															
New		To create a safe, clean and healthy environment conducive for social development and recreation	2	Fencing of Phola Park Community Hall	Number of Community Halls fenced	0	1 Community Hall fenced by July 2023	R200 000	0	0	1 Community Hall fenced	0	1 Community Hall fenced	Improved service delivery	Progress report and completion certificate
New		To create a safe, clean and healthy environment conducive for social development and recreation		Refurbishment to Municipal buildings	Number of Refurbishment to Municipal Buildings	0	2 Refurbishment to Municipal Buildings by July 2023	R4 500 000	0	0	0	2 Refurbishment to Municipal Buildings	2 Refurbishment to Municipal Buildings	Safe, clean and healthy working environment	Progress report and completion certificate

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KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

GOOD GOVERNANCE AND PUBLIC PARTICIPATION														
PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
								Q1	Q2	Q3	Q4			
<b>PERFORMANCE MANAGEMENT SYSTEM</b>														
MM029	To deepen democracy and promote active community participation in the affairs of the institution	2	Submission of performance report to the Executive Mayor	Number of performance reports submitted to the PMS Unit	3 Performance reports submitted to the PMS Unit	4 Performance reports submitted to the PMS Unit by 30 <sup>th</sup> June 2023	In house	1 Performance report submitted to the PMS Unit	1 Performance report submitted to the PMS Unit	1 Performance report submitted to the PMS Unit	1 Performance report submitted to the PMS Unit	4 Performance report submitted to the PMS Unit	Improved performance service delivery	Performance report
MM030	To deepen democracy and promote active community participation in the affairs of the institution	3	Development and submission of the SDBIP to the Executive Mayor	Number of SDBIP's developed and submitted to the Executive Mayor within 14 days after the approval of the budget for consideration	1 Signed performance agreement for Senior Manager	1 Draft SDBIP developed and submitted to the Executive Mayor within 14 days after the approval of the budget for consideration by 30 <sup>th</sup> June 2023	In house	0	0	0	1 Draft SDBIP developed and submitted to the Executive Mayor within 14 days after the approval of the budget for consideration	1 2023/2024 Draft SDBIP developed and submitted to the Executive Mayor within 14 days after the approval of the budget for consideration	Improved performance service delivery	Acknowledgment of receipt
MM032	To deepen democracy and promote active community	3	Signing of Performance Agreements by Senior managers	Number of performance agreement signed	1 Signed performance agreement for Senior Manager	1 Signed performance agreement for Senior Manager by	In house	1 Signed performance agreement for Senior	0	0	0	1 Signed performance agreement for Senior	Improved performance service delivery	Signed performance agreements

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GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA	PROJECT CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESCRIPTION	KEY PERFORMANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATOR)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATOR	OUTCOME INDICATOR	PORTFOLIO OF EVIDENCE
									Q1	Q2	Q3	Q4			
		participation in the affairs of the institution					31 <sup>st</sup> July 2022	Manager by 31 <sup>st</sup> July 2022	1	1	1	1	4	Effective and accountable organization	Attendance registers
<b>INTERNAL AUDIT</b>															
MM037		To deepen democracy and promote active community participation in the affairs of the institution	2	Holding of Audit Committee meetings	Number of Audit Committee meetings attended	4 Audit Committee meetings attended	4 Audit Committee meetings attended by 30 <sup>th</sup> June 2023	NDM shared services	1 Audit Committee meetings attended	1 Audit Committee meetings attended	1 Audit Committee meetings attended	1 Audit Committee meetings attended	4 Audit Committee meetings attended	Effective and accountable organization	Attendance registers
<b>RISK MANAGEMENT</b>															
MM042		To deepen democracy and promote active community participation in the affairs of the institution		Conducting of Risk Management Committee meetings	Number of Risk Management Committee meetings attended	3 Risk management committee meetings attended	4 Risk management committee meetings attended by 30 <sup>th</sup> June 2023	NDM shared services	1 Risk management committee meetings attended	1 Risk management committee meetings attended	1 Risk management committee meetings attended	1 Risk management committee meetings attended	4 Risk management committee meetings attended	Effective risk management	Attendance registers
MM043		To deepen democracy and promote active community participation in the affairs of the institution		Anti-fraud and corruption campaign	Number of anti-fraud and corruption awareness campaign attended	0	2 Anti-fraud and corruption awareness campaign attended by 30 <sup>th</sup> June 2023	In house	1 Anti-fraud and corruption awareness campaign attended	0	1 Anti-fraud and corruption awareness campaign attended	0	2 Anti-fraud and corruption awareness campaign attended	Prevention of fraud and corruption	Attendance Registers

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**KPA: SPATIAL RATIONALE AND DEVELOPMENT**

KPA		SPATIAL RATIONALE												
PROJEC T CODE	STRATEGIC OBJECTIVE	WEIGHTING	PROJECT NAME/DESC RIPTION	KEY PERFOR MANCE INDICATOR	BASELINE 2021/2022	ANNUAL TARGET 2022/2023	ANNUAL BUDGET (INPUT INDICATO R)	QUARTERLY PERFORMANCE TARGET AND BUDGET				OUTPUT INDICATO R	OUTCOM E INDICAT OR	PORTFO LIO OF EVIDENC E
								Q1	Q2	Q3	Q4			
TP011	To manage and coordinate spatial planning and Land use management	2	Town planning workshop	Number of Town Planning Workshop attended for Traditional leaders	0	1 Town Planning Workshop attended for Traditional leaders by 30 <sup>th</sup> June 2023	In house	0	0	0	1 Town Planning Workshop attended for Traditional leaders	1 Town Planning Workshop attended for Traditional leaders	Improved understan ding of Town planning processes	Attendanc e register

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**ANNEXURE B**

**PERSONAL DEVELOPMENT PLAN FOR: JESSICA GIRLY MAHLANGU**

No.	Suggested training and development area	Work opportunity created to practice skill / development area	Time frame	Expected outcome
	N/A	N/A	N/A	N/A

Signature of the employee .....  


Signature of the Supervisor .....  
