



TSWELOPELE
LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

PERFORMANCE PLAN
CHIEF FINANCIAL OFFICER
TSWELOPELE LOCAL MUNICIPALITY
2024 - 2025

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1. Purpose

The performance plan defines the Council's expectations of the Chief Financial Officer performance agreement to which this document is attached and Section 57 (5) 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) and as reviewed annually.

2. Key Responsibilities

The following objects of local government will inform the Chief Financial Officer performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPIs) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Basic Service Delivery and Infrastructure Development
- 3.3 Local Economic Development
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

Chief Financial Officer

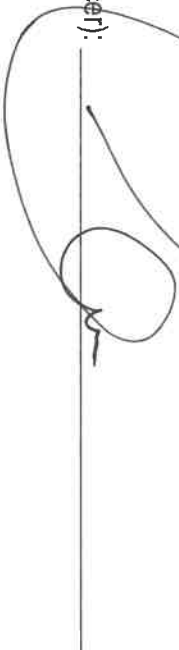
| Core Managerial and Occupational Competencies | | Weighting | Description/Definition | Comments/Observations | Rating | | | |
|---|--|-----------|---|-----------------------|--------|-----|-----|-----|
| Compulsory Core Competency Requirements | | | | | 1 Q | 2 Q | 3 Q | 4 Q |
| Financial Management | | 20 | Complies and manages budgets, controls cash flow, institutes risk management and administers supply chain management processes in accordance with legal prescripts and generally recognised accounting practices in order to ensure the achievement of the Municipality's strategic objectives. | | | | | |
| People Management and Empowerment | | 15 | Manages and encourages people; optimises their outputs and effectively manages relationships in order to achieve the Municipality's Strategic Objectives | | | | | |
| Client Orientation and Customer Focus | | 15 | Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. | | | | | |

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Chief Financial Officer

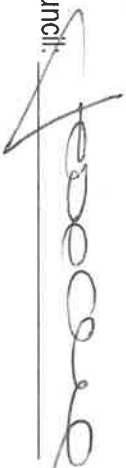
| Core Managerial and Occupational Competencies | Weighting | Description/Definition | Comments/Observations | Rating | | | |
|---|-----------|--|-----------------------|--------|-----|-----|-----|
| Selected Core Competency Requirements | | | | 1 Q | 2 Q | 3 Q | 4 Q |
| Strategic Capability and Leadership | 10 | Provides a vision, sets the direction for the administration and inspires others to deliver on the municipality's mandate | | | | | |
| Problem Solving and Analysis | 10 | Systematically identifies, analyses and resolves existing and anticipated problems in order to reach optimum solutions in a timely manner. | | | | | |
| Programme and Project Management | 10 | Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes. | | | | | |
| Honesty and Integrity | 10 | Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality. | | | | | |
| Policy conceptualization and implementation | 10 | Ability to conceptualize policies and ensure policy implementation | | | | | |

Signed and accepted by (Chief Financial Officer):



Date: ~~20~~ June 2024

Signed and accepted by (Municipal Manager) on behalf of the Council:



Date: ~~20~~ June 2024

Chief Financial Officer

Key Performance Area

| Key Performance Area | Weighting | Possible Rating | Rating Achieved | | | |
|---|------------|-----------------|-----------------|-------------|-------------|-------------|
| | | | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| 1 Municipal Transformation and Organisational Development | 15 | 15 | 0 | 0 | 0 | 0 |
| 2 Basic Service Delivery | 30 | 30 | 0 | 0 | 0 | 0 |
| 3 Local Economic Development | 10 | 10 | 0 | 0 | 0 | 0 |
| 4 Municipal Financial Viability and Management | 30 | 30 | 0 | 0 | 0 | 0 |
| 5 Good Governance and Public Participation | 15 | 15 | | | | |
| Total Achieved | 100 | 100 | 0 | 0 | 0 | 0 |

Weighted Score 100% 80%

| | | | |
|-------|-------|-------|-------|
| 0,00% | 0,00% | 0,00% | 0,00% |
| 0,00% | 0,00% | 0,00% | 0,00% |

Core Competency Requirements

Compulsory

| Core Competency | Weighting | Possible Rating | Rating Achieved | | | |
|--|-----------|-----------------|-----------------|-------------|-------------|-------------|
| | | | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| 1 Financial Management | 20 | 10 | 0 | 0 | 0 | 0 |
| 2 People Management and Empowerment | 15 | 20 | 0 | 0 | 0 | 0 |
| 3 Client Orientation and Customer Focus | 15 | 20 | 0 | 0 | 0 | 0 |
| 4 Policy conceptualization & implementation Selected | 10 | 10 | | | | |

- 1 Strategic Capability and Leadership
- 2 Problem Solving and Analysis
- 3 Programme and Project Management
- 4 Honesty and Integrity

| | | | | | | |
|-----------------------|------------|------------|----------|----------|----------|----------|
| Total Achieved | 100 | 100 | 0 | 0 | 0 | 0 |
| Weighted Score | 100% | 20% | 0,00% | 0,00% | 0,00% | 0,00% |

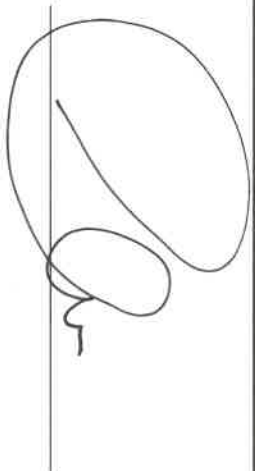
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Chief Financial Officer

| | | | | |
|-------|-------------------------------|-------|-------|-------|
| 0,00% | Final Weighted Score Achieved | 0,00% | 0,00% | 0,00% |
| 0,00% | Final Score Achieved | 0,00% | 0,00% | 0,00% |

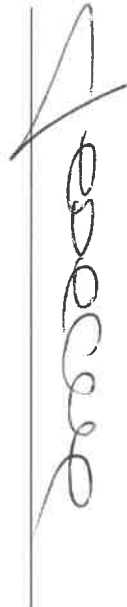
- (a) a score of 130% to 135% is awarded a performance bonus of 6%; and
- (b) a score of 136% to 140% is awarded a performance bonus of 8%; and
- (c) a score of 141% to 145% is awarded a performance bonus of 10%; and
- (d) a score of 146% to 150% is awarded a performance bonus of 12%; and
- (e) a score of 151% and above is awarded a performance bonus of 14%

Signature: Chief Financial Officer:



Date: 20 June 2024

Signature: Municipal Manager:



Date: 20 June 2024

DEPARTMENT: FINANCE
KEY PERFORMANCE AREA 1 - MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

| OBJECTIVE | KEY PERFORMANCE INDICATOR (KPI) | UNIT OF MEASUREMENT | SUPPORTING EVIDENCE | ANNUAL TARGETS 2025/2024 | COMPARISON WITH 2023/2024 TARGETS | TARGET | | | | WEIGHT | |
|---|--|---|--|---|---|--|--|--|---|---------------------------|----|
| | | | | | | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | | |
| To enhance responsiveness to citizen's priorities and capabilities of delivery of quality services, quality management and administrative practices | Sign and conclude Performance Agreements (PA) of all departmental managers. | Number of performance agreements signed and concluded. | Signed performance agreements | 100% of signed performance agreements for all departmental managers by 31 July 2024. | None | 100% of signed performance agreements for all departmental managers by 31 July 2024. | No target for the quarter | No target for the quarter | No target for the quarter | No target for the quarter | 4% |
| | Conduct Mid-Year Performance Evaluations for all departmental managers. | Number of quarterly performance evaluations of all departmental managers. | Signed Mid-year performance evaluations | 1 signed mid-year performance evaluations of all departmental managers by 31 March 2025. | None | No target for the quarter | 1 signed mid-year performance evaluations of all departmental managers by 31 March 2025. | No target for the quarter | No target for the quarter | No target for the quarter | 4% |
| To ensure free access to clean, quality and sustainable water services to households | Capacitate employees in line with the approved skills programmes by LGSETA and Municipal Training Budget. | Number of employees capacitated in terms of the approved skills programmes by LGSETA and Municipal Training Budget. | Signed report on capacitation of employees. | 5 employees capacitated as per the approved skills programmes by LGSETA and Municipal Training Budget by 30 June 2025. | None | No target for the quarter | No target for the quarter | No target for the quarter | 5 employees capacitated as per the approved skills programmes by LGSETA and Municipal Training Budget by 30 June 2025. | 2% | |
| | Conduct the departmental meetings | Number of departmental meetings conducted. | Attendance registers and minutes of the departmental meeting. | 4 Quarterly departmental meetings | 4 Meetings held | 1 meeting held | 1 meeting held | 1 meeting held | 1 meeting held | 3% | |
| Maintain and upgrade basic infrastructure at local level | Appropriate funds for repairs and maintenance of infrastructure assets in the 2025/2026 Medium term revenue and expenditure framework. | Funds allocated for repairs and maintenance for 2025/2026 financial year. | Budget extract for the sub-vote for repairs and maintenance budget approved by council | R7 000 000 allocated for repairs and maintenance for 2025/2026 Financial year in the Medium term revenue and expenditure framework for infrastructure assets. | R7 000 000 allocated for repairs and maintenance for 2024/2023 financial year in the Medium term revenue and expenditure framework for infrastructure assets. | No target for the quarter | No target for the quarter | No target for the quarter | R7 000 000 allocated for repairs and maintenance for 2025/2026 Financial year in the Medium term revenue and expenditure framework for infrastructure assets. | 10% | |
| | Provide registered indigent households with free basic water | % of registered indigent households provided with free basic water. | List of registered indigent households and system generated indicating number of households provided with free basic water | 100% of registered indigent households provided with free basic water (4870 registered households) | 4283 registered households provided with free access to water. | 100% of registered indigent households provided with free basic water (4870 registered households) | 100% of registered indigent households provided with free basic water (4270 registered households) | 100% of registered indigent households provided with free basic water (4870 registered households) | 100% of registered indigent households provided with free basic water (4870 registered households) | 5% | |
| DEPARTMENT: FINANCE | | | | | | TARGET | | | | | |
| KEY PERFORMANCE AREA 2 - INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY | | | | | | TARGET | | | | | |
| | | | | | | 3 performance reports (Jul - Sep) | 3 performance reports (Oct - Dec) | 3 performance reports (Jan - Mar) | 3 performance reports (Apr - Jun) | 15% | |
| | | | | | | | | | | | |

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|--|--|---|--|--|---|--|--|--|--|--|--|--|--|-----|
| To ensure provision of free sustainable electricity services to indigent household. | Provide registered indigent households with free basic electricity. | % of registered indigent households provided with free basic electricity. | List of registered indigent households and system generated indicating number of households provided with free basic water | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 4337 registered households to be provided with free access to Electricity. | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 100% of registered indigent households provided with free basic electricity (5378 registered households) | 5% |
| To ensure free access to safe and sustainable sanitation services to indigent households. | Provide registered indigent households with free basic sanitation | % of registered indigent households provided with free basic sanitation. | List of registered indigent households and system generated indicating number of households provided with free basic water | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 4337 registered households to be provided with free access to sanitation. | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 100% of registered indigent households provided with free basic sanitation (4870 registered households) | 5% |
| To ensure free access to regular and sustainable refuse removal services to indigent household | provide registered indigent households with free basic refuse removal. | % registered indigent households provided with free basic refuse removal. | List of registered indigent households and system generated indicating number of households provided with free basic water | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 4337 registered households to be provided with free access to refuse removal. | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 100% registered indigent households provided with free basic refuse removal (4870 registered households) | 5% |
| | | | | | TOTAL | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 30% |

DEPARTMENT: FINANCE
KEY PERFORMANCE AREA 3 - LOCAL ECONOMIC DEVELOPMENT

| OBJECTIVE | KEY PERFORMANCE INDICATOR (KPI) | UNIT OF MEASUREMENT | SUPPORTING EVIDENCE | ANNUAL TARGETS 2024/2024 | COMPARISON WITH 2024/2023 TARGETS | TARGET | | | | WEIGHT |
|--|--|--|---|--|--|---------------------------|---------------------------|---------------------------|--|--------|
| | | | | | | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | |
| Create an environment that promotes development of the local economy and facilitates job creation. | Appropriate funds for local economic development in the 2025/2026 Medium term revenue and expenditure framework. | Funds allocated for local economic development for 2025/2026 financial year. | Budget exist for the local economic development sub vote approved by council. | R50 000 allocated for local economic development for 2025/2026 financial year in the Medium term revenue and expenditure framework | R30 000 allocated for local economic development for 2024/2025 Financial year in the Medium term revenue and expenditure framework | No target for the quarter | No target for the quarter | No target for the quarter | R50 000 allocated for local economic development for 2025/2026 financial year in the Medium term revenue and expenditure framework | 10% |
| | | | | | | 0% | 0% | 0% | 0% | |
| TOTAL | | | | | | 0% | 0% | 0% | 0% | 10% |

DEPARTMENT: FINANCE
KEY PERFORMANCE AREA 4 - MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

| OBJECTIVE | KEY PERFORMANCE INDICATOR (KPI) | UNIT OF MEASUREMENT | SUPPORTING EVIDENCE | ANNUAL TARGETS 2025/2024 | COMPARISON WITH 2024/2023 TARGETS | TARGET | | | | WEIGHT |
|--|--|--|---|---|--|---------------------------|--|---|---|--------|
| | | | | | | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | |
| Review budget related policies and submit to council for approval. | Number of budgeted related policies submitted to council. | Number of schedules of budget timeliness and IDP process plan submitted to council for approval. | Proof of submission of budget related policies to council/ council resolution approving the budget related policies. | 10 Budget related policies submitted to the council by 31 May 2025 | 10 Policies approved with the budget | No target for the quarter | No target for the quarter | No target for the quarter | 10 Budget related policies submitted to the council by 31 May 2025 | 1% |
| | | | | | | | | | | |
| Develop the schedule of budget timeliness and IDP process plan and submit to council for approval. | Number of schedules of budget timeliness and IDP process plan submitted to council for approval. | Number of progress report on the UIF reduction plan submitted to the Municipal Manager and MPAC | Proof of submission of budget timeliness to council/ council resolution approving the budget timeliness and IDP process plan. | 1 Schedule of budget timeliness and IDP process plan submitted to council for approval by 30 August 2024. | Schedule prepared with the Process Plan - Approved August 2023 | No target for the quarter | No target for the quarter | No target for the quarter | No target for the quarter | 1% |
| | | | | | | | | | | |
| Submit progress made on UIF reduction plan to the Municipal Manager and MPAC | Number of progress report on the UIF reduction plan submitted to the Municipal Manager and MPAC | Number of municipal budgets submitted to council for approval. | Proof of submission of the progress report on the UIF reduction plan to the Municipal Manager and MPAC | 2 UIF reduction plan progress reports submitted to the Municipal Manager and MPAC by 30 June 2025 | None | No target for the quarter | 1 UIF reduction plan progress report submitted to the Municipal Manager and MPAC by 31 December 2025 | No target for the quarter | 1 UIF reduction plan progress report submitted to the Municipal Manager and MPAC by 30 June 2025 | 1% |
| | | | | | | | | | | |
| Compile consolidated municipal budget and submit to council for approval. | Number of municipal budgets submitted to council for approval. | Proof of submission of municipal budget to council/ council resolution approving the budget. | 1 completed and consolidated municipal budget submitted to council for approval. | Approved budget | Approved budget | No target for the quarter | No target for the quarter | Draft municipal budget submitted to council for consideration. | 1 completed and consolidated municipal budget submitted to council for approval. | 1% |
| | | | | | | | | | | |
| Compile consolidated municipal adjustment budget and submit to council for approval. | Number of municipal adjustment budgets submitted to council for approval. | Proof of submission of adjustment budget to council/ council resolution approving the adjustment budget. | 1 completed and consolidated municipal adjustment budget 28 February 2025 | Approved budget | Approved budget | No target for the quarter | No target for the quarter | Completed and consolidated municipal adjustment budget 28 February 2025 | No target for the quarter | 1% |
| | | | | | | | | | | |
| Update municipal indigent register. | % Update of the municipal indigent register. | Signed updated municipal indigent register. | 100% update of the municipal indigent register captured to the municipal billing system for implementation in 2025/2026 | 1 Updated register | 1 Updated register | No target for the quarter | No target for the quarter | No target for the quarter | 100% update of the municipal indigent register captured to the municipal billing system for implementation in 2025/2026 | 1% |
| | | | | | | | | | | |

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|--|--|--|--|--|---|---|--|--|-----|
| Submit progress on the funding plan to the municipal manager. | Number of progress reports on the funding plan. | Funding plan progress reports acknowledged by the municipal manager. | 1 departmental progress report on the funding plan and acknowledged by the Municipal Manager by 30 June 2023 | None | No target for the quarter | No target for the quarter | No target for the quarter | 1 departmental progress report on the funding plan and acknowledged by the Municipal Manager by 30 June 2025 | 1% |
| Develop departmental procurement plans and submit to the Municipal Manager for approval. | Number of developed departmental procurement plan acknowledged by the Municipal manager. | Signed procurement plan acknowledged by the municipal manager | 1 developed departmental procurement plan acknowledged by the municipal manager by 30 July 2024 | None | 1 developed departmental procurement plan acknowledged by the municipal manager by 30 July 2024 | No target for the quarter | No target for the quarter | No target for the quarter | 1% |
| Submit progress on the management of departmental overtime | Number of progress reports on the management of departmental overtime. | Signed report on the management of departmental overtime. | 2 progress report on the management of departmental overtime. | None | No target for the quarter | 1 progress report on the management of departmental overtime. | No target for the quarter | 1 progress report on the management of departmental overtime. | 20% |
| Compile the supplementary valuation roll for 2025/2025 financial year | Number of supplementary valuation rolls completed | Certified supplementary roll. | 1 certified supplementary roll by 30 June 2025 | Certified municipal supplementary valuation roll | No target for the quarter | No target for the quarter | No target for the quarter | 1 certified supplementary valuation roll by 30 June 2025 | 2% |
| Issue monthly consumer accounts to all registered consumers of municipal services | % of issuing of monthly consumer accounts to all registered consumers | Proof of issuing of municipal accounts to all registered consumers. | 100% of issuing of monthly consumer accounts | 100% | 100% of issuing of monthly consumer accounts | 100% of issuing of monthly consumer accounts | 100% of issuing of monthly consumer accounts | 100% of issuing of monthly consumer accounts | 1% |
| Submit D-forms to NERSA | Number of D-forms submitted to NERSA | Proof of submission of D-forms to NERSA | 1 D-forms submitted to NERSA by October 2024 | Submitted D-Forms | No target for the quarter | 1 D-forms submitted to NERSA by October 2024 | No target for the quarter | No target for the quarter | 1% |
| Submit the Financial Management Grant activity plan to National Treasury | Number of financial management grant activity plans submitted to National Treasury. | Proof of submission of FMG activity plan to National Treasury | 1 financial management grant activity plan submitted to National Treasury by 31 March 2025 | Submitted FMG to NT | No target for the quarter | No target for the quarter | 1 financial management grant activity plan submitted to National Treasury by 31 March 2025 | No target for the quarter | 1% |

To enhance the revenue base of the municipality, improved audit outcome, provide sound financial governance and management.

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|--|--|---|--|---|---|---|---|---|----|
| Update conditional grants register. | Number of conditional grants registers updated. | Signed updated conditional grants registers | 12 monthly updated conditional grants registers | Register updated monthly | 3 monthly updates of the conditional grants registers | 3 monthly updates of the conditional grants registers | 3 monthly updates of the conditional grants registers | 3 monthly updates of the conditional grants registers | 1% |
| Submit MFMA section 71 reports (MSCOA DATA STRING) electronically to stakeholders (Provincial and National Treasury) | Number of MFMA section 71 reports (MSCOA DATA STRING) submitted to stakeholders (Provincial and National Treasury) | Pool of submission of section 71 reports (MSCOA DATA STRING) to provincial and national treasury. | 12 Monthly MFMA section 71 reports (MSCOA DATA STRING) submitted electronically to stakeholders (Provincial and National Treasury) | Reports submitted monthly | 3 Monthly MFMA section 71 reports (MSCOA DATA STRING) submitted electronically to stakeholders (Provincial and National Treasury) | 3 Monthly MFMA section 71 reports (MSCOA DATA STRING) submitted electronically to stakeholders (Provincial and National Treasury) | 3 Monthly MFMA section 71 reports (MSCOA DATA STRING) submitted electronically to stakeholders (Provincial and National Treasury) | 3 Monthly MFMA section 71 reports (MSCOA DATA STRING) submitted electronically to stakeholders (Provincial and National Treasury) | 1% |
| Compile municipal Annual financial statement for 2023/2024 financial year | Number of compiled Annual financial statement for 2023/2024 financial year | Signed copy of annual financial statements. | 1 Compiled municipal Annual financial statements and signed by the CFO by 30 August 2024 | Compiled and signed annual financial statements | Completed municipal Annual financial statements and signed by the CFO by 30 August 2024 | No target for the quarter | No target for the quarter | No target for the quarter | 2% |
| Complete MFMA Section 72 Report and submit to relevant stakeholders. | Number of MFMA section 72 reports submitted to stakeholders. | Proof submission of section 72 to Mayor, provincial and national treasury. | 1 MFMA section 72 reports submitted to stakeholders. | Section 72 Report submitted to NT and PT | No target for the quarter | No target for the quarter | Completed section 72 report and submitted to NT and PT | No target for the quarter | 2% |
| Complete schedule C reports to the municipal manager and mayor | Number of schedule C reports completed and submitted to the municipal manager and mayor. | Signed schedule C and acknowledgement by municipal manager and mayor | 12 Schedule C Reports prepared and submitted to the Municipal Manager and the Mayor. | 12 Schedule C reports submitted | 3 Monthly Schedule C reports prepared and submitted to the Municipal manager and mayor | No target for the quarter | 3 Monthly Schedule C reports prepared and submitted to the Municipal manager and mayor | 3 Monthly Schedule C reports prepared and submitted to the Municipal manager and mayor | 1% |
| Update Municipal Asset additions list on the monthly basis. | Number of updated municipal asset additions list. | Signed updated municipal additions list. | 12 updated municipal asset additions list | 12 updates conducted | 3 Monthly updated municipal asset additions list | No target for the quarter | 3 Monthly updated municipal asset additions list | 3 Monthly updated municipal asset additions list | 1% |
| Attend to issues raised and proposed corrective measures by the AGSA. | Percentage of issues raised and proposed corrective measures by the AGSA attended to. | Signed updated audit recovery plan/ report | 95% of issues raised and proposed corrective measures by the AGSA attended to | 90% of issues attended to. | 95% of issues raised and proposed corrective measures by the AGSA attended to | No target for the quarter | 95% of issues raised and proposed corrective measures by the AGSA attended to | 95% of issues raised and proposed corrective measures by the AGSA attended to | 1% |
| Attend to issues raised and proposed corrective measures by the Internal auditors. | Percentage of issues raised and proposed corrective measures by the Internal auditors attended to. | Signed updated audit recovery plan/ report | 95% of issues raised and proposed corrective measures by the Internal auditors attended to | 90% of issues attended to. | 95% of issues raised and proposed corrective measures by the Internal auditors attended to | No target for the quarter | 95% of issues raised and proposed corrective measures by the Internal auditors attended to | 95% of issues raised and proposed corrective measures by the Internal auditors attended to | 1% |
| Spend financial management grant as per DOPA conditions | Percentage spent on financial management grant as per DOPA conditions | Signed report on the expenditure percentage of the FMG grant. | 100% Spending on FMG as per DOPA conditions | 100% of FMG spent | 15% | 35% | 60% | 100% | 1% |

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|--|--|--|---|--|--|--|--|--|--|----|
| Pay creditors within 30 days of the receipt of the invoices | Percentage payment of creditors within 30 days of receipt of the invoices. | Signed report on the percentage payment of creditors. | 50% of all creditors paid within 30 days (Monthly) | 50% of creditors paid | 50% of all creditors paid within 30 days (Monthly) | 50% of all creditors paid within 30 days (Monthly) | 50% of all creditors paid within 30 days (Monthly) | 50% of all creditors paid within 30 days (Monthly) | 50% of all creditors paid within 30 days (Monthly) | 1% |
| Submit the VAT returns to SARS | Number of VAT returns submitted to SARS | Proof of submission of VAT returns to SARS | 12 monthly VAT returns submitted to SARS | 12 Returns submitted to SARS | 3 Monthly VAT returns submitted to SARS | 3 Monthly VAT returns submitted to SARS | 3 Monthly VAT returns submitted to SARS | 3 Monthly VAT returns submitted to SARS | 3 Monthly VAT returns submitted to SARS | 1% |
| Submit EMP 201 forms to SARS | Number of EMP 201 forms submitted to SARS | Proof of submission of EMP 201 forms to SARS | 12 Monthly EMP 201 forms submitted to SARS | 12 Returns submitted to SARS | 3 Monthly EMP 201 forms submitted to SARS | 3 Monthly EMP 201 forms submitted to SARS | 3 Monthly EMP 201 forms submitted to SARS | 3 Monthly EMP 201 forms submitted to SARS | 3 Monthly EMP 201 forms submitted to SARS | 1% |
| Complete Supply Chain Management implementation reports and submit to the municipal manager. | Number of supply chain management implementation reports compiled and submitted to municipal manager | Signed supply chain implementation reports and acknowledgement by municipal manager. | 4 SCM implementation reports submitted to the Municipal Manager (Quarter 1, 2, 3 and 4) | 4 SCM implementation reports submitted to MM | 1 SCM implementation report (Jul - Sep) | 1 SCM implementation report (Oct - Dec) | 1 SCM implementation report (Jan - Mar) | 1 SCM implementation report (Apr - Jun) | 1 SCM implementation report (Jul - Sep) | 1% |
| TOTAL | | | | | | | | | | |
| | | | | | | | | | | |
| 30% | | | | | | | | | | |

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DEPARTMENT FINANCE

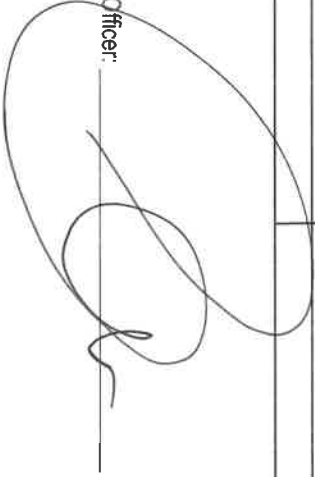
KEY PERFORMANCE AREA 5 - GOOD GOVERNANCE AND PUBLIC PARTICIPATION

| OBJECTIVE | KEY PERFORMANCE INDICATOR (KPI) | UNIT OF MEASUREMENT | SUPPORTING EVIDENCE | ANNUAL TARGETS 2024/2025 | COMPARISON WITH 2023/2022 TARGETS | TARGET | | | | WEIGHT |
|--|---|--|--|--|-----------------------------------|--|--|--|--|--------|
| | | | | | | QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 | |
| To promote and improve effective linkage between the community, stakeholders and the municipality to ensure accountability and responsive governance structures. | Attend public consultation on the 2025/2026 annual budget and IDP | Attendance register for the public consultations. | Attendance register of the public consultations | 4 Meetings for public consultation on the 2025/2024 annual Budget and IDP by 31 May 2025 | 4 meetings | No target for the quarter | No target for the quarter | No target for the quarter | 4 Meetings for public consultation on the 2025/2024 annual Budget and IDP by 31 May 2025 | 3.0% |
| | Implement the council resolutions within the prescribed timeframes. | Percentage of council resolution implemented within the required time frame | Report on the implementation of council resolution. | 100% of the council resolutions implemented within the required timeframes. | 80% | 100% | 100% | 100% | 100% | 3.0% |
| | Conduct the Budget Steering Committee meetings in line with the municipal budget reporting regulations | Number of budget steering committee meetings conducted in line with the Municipal Budget Reporting Regulations | Attendance register of the meetings | 5 Budget steering committee meetings by 31 May 2025 | None | No target for the quarter | No target for the quarter | No target for the quarter | 5 budget steering committee meetings by 31 May 2025 | 3.0% |
| | Prepare reports on implementation of a compliance checklist pertaining to key legislation requirements for the department | Number of progress reports on the implementation of a compliance checklist. | Signed progress reports on the implementation of the compliance checklist. | 4 quarterly reports on the implementation of the compliance checklist. | 4 reports | 1 quarterly report on the implementation of the compliance checklist | 1 quarterly report on the implementation of the compliance checklist | 1 quarterly report on the implementation of the compliance checklist | 1 quarterly report on the implementation of the compliance checklist | 3.0% |
| | Prepare reports on implementation of the risk management action plans | Number reports on the implementation of the risk management action plans | Signed reports on the implementation of risk management actions. | 12 reports on the implementation of the risk management action plans | 12 reports | 3 monthly reports on the implementation of the risk management action plans. | 3 monthly reports on the implementation of the risk management action plans. | 3 monthly reports on the implementation of the risk management action plans. | 3 monthly reports on the implementation of the risk management action plans. | 3.0% |
| | | | | | TOTAL | | | | | 15% |

Chief Financial Officer

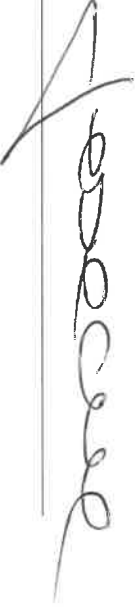
| Development need | Activity | When | Learning Outcome | Impact |
|--|---------------------------------|--------|--|---|
| Advanced Diploma in Financial Accounting | Financial Accounting/Management | Jan-25 | Excellent financial reporting and management | Improved financial reporting and management |
| | | | | |
| | | | | |

Signature: Chief Financial Officer: _____



Date: 30 June 2024

Signature: Municipal Manager: _____



Date: 30 June 2024