

# ADJUSTED PERFORMANCE AGREEMENT

IN TERMS OF THE:

**LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT,  
2000 (32 OF 2000), AS AMENDED**

**AND**

**LOCAL GOVERNMENT: MUNICIPAL PERFORMANCE REGULATION FOR  
MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO  
MUNICIPAL MANAGERS, 2006**

**AND**

**LOCAL GOVERNMENT: REGULATIONS ON APPOINTMENT AND CONDITIONS  
OF EMPLOYMENT OF SENIOR MANAGERS, 2014**

Entered into by and between

The **CITY OF MATLOSANA** herein represented by

**LESEGO SEAMETSO**

in her capacity as

**Acting Municipal Manager**  
(hereinafter referred to as the **Employer**)

and

**PETER THELELE**

as the

**Acting Director: Budget and Treasury (CFO)**  
(hereinafter referred to as the **Employee**)

For the Period

7 February 2022 to 30 June 2022

# ADJUSTED PERFORMANCE AGREEMENT

## ENTERED INTO BY AND BETWEEN:

The **CITY OF MATLOSANA** herein represented by **LESEGO SEAMETSO (ID NR. 8703010275080)** in her capacity as the **ACTING MUNICIPAL MANAGER** (hereinafter referred to as the **Employer**) and **PETER THELELE (ID NR 57114 5752 082)** in his capacity as the **ACTING DIRECTOR: BUDGET AND TREASURY (CFO)** of the Municipality (hereinafter referred to as the **Employee**).

## WHEREBY IT IS AGREED AS FOLLOWS:

### 1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000, as amended ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, as amended read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4a), 57(4b) and 57(5) of the Systems Act and Section 57(4c) of the Systems Amendment Act.

### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b), (4a), (4b) and (5) of the Systems Act, Section 57(4c) of the Systems Amendment Act, as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an Annexure to the Performance Agreement;
- 2.4 monitor and measure performance against set targeted outputs and outcomes;
- 2.5 use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; with Section 11 of this agreement and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

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### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **07 FEBRUARY 2022** and will remain in force until position is filled thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will include a new performance agreement that replaces this agreement at least once a year not later than 31<sup>st</sup> of July of the succeeding financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### 4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
  - 4.1.1 The performance objectives and targets that must be met by the **Employee**; and
  - 4.1.2 The time frames within which those performance objectives and targets must be met.
  - 4.1.3 The Competencies (Annexure B) – definitions in terms of regulation 21 of 17 January 2014 are required, to operate effectively as senior manager in the Local Government environment.
- 4.2 The performance objectives and targets reflected in the Performance Plan (Annexure A) are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include:
  - 4.2.1 Key objectives that describe the main tasks that needs to be done.
  - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved.
  - 4.2.3 Target dates that describe the timeframe in which the work must be achieved.
  - 4.2.4 Weightings that show the relative importance of the key objectives to each other.
- 4.3 The Personnel Development Plan (Annexure C) sets out the employee's personnel development requirements in line with the objectives and targets of the employer.
- 4.4 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.

### 5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the **Employer**, management and municipal staff of the **Employer**.

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- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards and targets that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competencies respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's)	Weighting
Service Delivery & Infrastructure Development	11%
Municipal Institutional Development and Transformation	4%
Local Economic Development (LED)	0%
Municipal Financial Viability and Management	49%
Good Governance and Public Participation	36%
<b>Total</b>	<b>100%</b>

- 5.7 In the case of Senior Managers directly accountable to the Municipal Manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The competencies will make up the other 20% of the **Employee's** assessment score. The competencies are split into two groups, Leading competencies that drive strategic intent and direction and Core competencies which drive the execution of the leading competencies.

LEADING COMPETENCIES		WEIGHTING
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	8.33%
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	8.33%

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Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>	8.33%
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	8.33%
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	8.33%
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>	8.33%
<b>CORE COMPETENCIES</b>		<b>WEIGHTING</b>
Moral Competence		8.33%
Planning and Organising		8.33%
Analysis and Innovation		8.33%
Knowledge and Information Management		8.33%
Communication		8.33%
Results and Quality Focus		8.33%
<b>TOTAL PERCENTAGE</b>		<b>100%</b>

## 6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 The standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 The intervals for the evaluation of the **Employee's** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan (Annexure C) as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** SDBIP as described in 6.6 below.
- 6.5 The **Employee** will submit quarterly performance reports (SDBiP) and a comprehensive annual performance report prior to the performance assessment meetings to the evaluation panel chairperson for distribution to the panel members for preparation purposes.
- 6.6 The **Employee** will submit quarterly performance reports on the implementation of the Financial Recovery Plan, on approved thereof.
- 6.7 The annual performance appraisal will involve:
- 6.7.1 **Assessment of the achievement of results as outlined in the Performance Plan:**
- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

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- (b) A rating on the five-point scale described in 6.7 below shall be provided for each KPI or group of KPI's which will then be multiplied by the weighting to calculate the score.
- (c) The **Employee** will submit his/her self – evaluation to the **Employer** prior to the final assessment.
- (d) In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The **Employee** should provide sufficient evidence in such instances.
- (e) An overall score will be calculated based on the total of the individual scores calculated above.
- (f) The applicable assessment rating calculator must be used to add the scores and calculate a final KPA score.

**6.7.2 Assessment of the Competencies**

- (a) Each competency will be assessed in terms of the description provided in (Annexure B).
- (b) An indicative rating on the five-point scale should be provided for each competency.
- (c) This rating should be multiplied by the weighting given to each competency during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator must be used to add the scores and calculate a final competency score.

**6.7.3 Overall rating**

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

6.8 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and Competencies:

**Rating scale for KPA's**

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.

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Level	Terminology	Description
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

### Rating scale for Competencies

Level	Terminology	Description
1	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
2	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.
3	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.
4	Superior	Has a comprehensive understanding of local government operations, critical in strategic shaping direction and change, develops and applies comprehensive concepts and methods.

6.9 For purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted of the following persons must be established: -

- 6.9.1 Executive Mayor;
- 6.9.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.9.3 Member of the Mayoral Committee;
- 6.9.4 Mayor and/or Municipal Manager from another municipality; and
- 6.9.5 Member of a ward committee as nominated by the Executive Mayor.

6.10 For purposes of evaluating the annual Performance of Senior Managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established:-

- 6.10.1 Municipal Manager;
- 6.10.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.10.3 Municipal Manager from another municipality.

6.11 The Performance Management Unit of the municipality must provide secretariat services to the evaluation panels referred to in paragraphs 6.9 and 6.10.

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## 7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to his / her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

**Third quarter** : February - March 2022  
**Fourth quarter** : April – June 2022

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of (Annexure A) from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions of (Annexure A) whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before any such change is made.

## 8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as (Annexure C). Such plan may be implemented and/or amended as the case may be after each assessment.

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The **Employer** shall –

- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 On the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –

- 10.1.1 A direct effect on the performance of any of the **Employee's** functions;
- 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
- 10.1.3 A substantial financial effect on the **Employer**.





- 10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:

Performance Score		Performance Bonus Percentage
From	To	
130%	133%	5%
134%	137%	6%
138%	141%	7%
142%	145%	8%
146%	149%	9%
150%	153%	10%
154%	157%	11%
158%	161%	12%
162%	165%	13%
166%	169%	14%

- 11.3 In the case of unacceptable performance, the **Employer** shall –
- 11.3.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
- 11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

## 12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
- 12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or
- 12.1.2 Any other person appointed by the MEC.
- 12.1.3 In the case of Senior Managers directly accountable to the Municipal Manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

12.2 In the event that the mediation process contemplated above fails, clause relevant of the Contract of Employment shall apply.

**13. GENERAL**

13.1 The contents of this agreement and the outcome of any review conducted in terms of (Annexure A) may be made available to the public by the **Employer**.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

13.3 The performance assessment results of the **Employee** must be submitted to the municipal council by the **Employer** within fourteen (14) days after the conclusion of the assessment for information purposes.

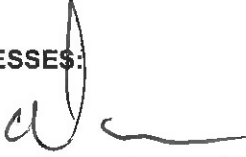
**14. PERFORMANCE APPRAISALS**


14.1 The **Employee** will be responsible for developing annual performance work plans and conducting performance appraisals with all staff in the Directorate as stipulated in Section 27 of the 2020 Performance Management System Framework document and Local Government Municipal Staff Regulations in terms of Gazette 45181, September 2021.

**15. MINIMUM COMPETENCY LEVELS**

15.1 The **Employee** shall ensure to attain the minimum competency levels required for the position within 18 months after the date of appointment, published in the Local Government Finance Management Act, 2003 Amendments to Municipal Regulations on Minimum Competency levels 2007, Government Notice 41996 of 26 October 2018.

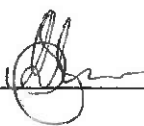
Thus done and signed at KLERKSDORP on this the 01 day of May 2022


AS WITNESSES:  
1. 

  
EMPLOYEE

2. 

Thus done and signed at KLERKSDORP on this the 01 day of May 2022

AS WITNESSES:  
1. 

  
EMPLOYER

2. 

# Adjusted Performance Plan

**ACTING DIRECTOR: BUDGET  
AND TREASURY (CFO)  
PETER THELELE**

CITY OF MATLOSANA  
Period 7 February 2022 30 June 2022

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ACTING DIRECTOR BUDGET AND TREASURY  
MR P THELELE

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%

- Service Delivery & Infrastructure Development (6)
- Municipal Institutional Development and Transformation (2)
- Local Economic Development (6)
- Municipal Financial Viability & Management (9)(22)
- Good Governance and Public Participation (16)

- 11%
- 4%
- 0%
- 49%
- 35%
- 100%

Top Layer / Bottom Layer	Operational / Output	IDP / Output	Budget / Output	Item No	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
TL	Operational - Outcome 5 - Output 5	CF01	N/A	BO Kgoete	Municipal Institutional Development and Transformation	Financial Management	2,22%	To ensure an effective external audit process (Exception report / communications)	Percentage of external audit queries answered within required time frame	Answering 100% of all the directorate's audit queries (exception report / communications) received from the Auditor-General within the required time frame by 31 December 2021	R 0	R 0	100% Nr of assigned audit findings received / Nr of assigned audit findings received (2019/20 FY)	1	100% Nr of assigned audit findings received / Nr of assigned audit findings received (2019/20 FY)	👍	97% 79 AG exception queries received / 7 answered	N/A	Information not readily available	Management will improve systems and checks to ensure that all information are readily available		Tracking document, Execution letters / notes	
TL	Operational - Outcome 5 - Output 5	CF02	N/A	BO Kgoete	Good Governance and Public Participation	Financial Management	2,22%	To ensure that all audit findings raised in the AG Report and Management Report are assigned, monitored and resolved effectively and consistently	Percentage of assigned audit findings raised in the AG Report and Management Report resolved	Resolving at least 100% of assigned audit findings raised in the 2021/22 AG Report and Management Report by 30 June 2022 (FY2022)	R 0	R 0	80% Nr of assigned audit findings received / Nr of assigned audit findings received (2020/21 FY)	1	80% Nr of assigned audit findings received / Nr of assigned audit findings received (2020/21 FY)	👍	10% Assigned audit findings received / 8 assigned audit findings received (2020/21 FY)	N/A	The PAAP will be monitored and the PAAP will be allocated if required	There were no findings raised	Action Plan		
HL	Operational - Outcome 5 - Output 5	CF03	N/A	BO Kgoete	Municipal Financial Viability & Management	Financial Management		To ensure an effective revenue collection system in terms of the Municipal Finance Management Act No 56 of 2003, as amended (Councils-Financial Recovery Plan)	Percentage of the audit findings for the Financial Recovery Plan resolved	Resolving at least 80% of the audit findings for the Councils-Financial Recovery Plan by 30 June 2022	R 0	R 0	Mid-Year Performance Assessment CS2022 dated 31/07/2022	New indicator	100% Nr of activities received / Nr of activities received (2020/21 FY)	1	50% Nr of activities received / Nr of activities received (2020/21 FY)	👍	24% No information submitted on 1 March 2022 submission	Approved Financial Recovery Plan, Management response / progress Updated FRP report	Currently at Adjudication phase.		
HL	Operational - Outcome 5 - Output 5	CF04	N/A	BO Kgoete	Good Governance	Good Governance	2,22%	To ensure that all the directorate's KPI's are called for	Directorate's SDBIP inputs provided before the 2022/23 SDBIP is submitted by 25 May 2022	Providing the directorate's SDBIP inputs before the 2022/23 SDBIP is submitted by 25 May 2022	R 0	R 0	Creditable 2022/23 SDBIP inputs provided	New indicator	100% Nr of activities received / Nr of activities received (2020/21 FY)	1	100% Nr of activities received / Nr of activities received (2020/21 FY)	👍	11 LF meetings attended	SDBIP		Signed off SDBIP documents, Attendance Register	
TL	Operational	CF05	N/A	BO Kgoete	Municipal Institutional Development and Transformation	Good Governance	2,22%	To attend to all LLF meetings to ensure industrial harmony	Number of LLF meetings attended	Attending 14 LLF meetings by 30 June 2022	R 0	R 0	Mid-Year Performance Assessment CS2022 dated 31/07/2022	10 LF meetings attended	1	3 Meetings attended	👍	11 LF meetings attended	SDBIP	During Audit Steering Meetings all managers are required to attend		Notice, Agenda, Attendance register, Minutes	

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Top Layer / Bottom Layer	Operational	IDP Project ID	Budget Change	Item No	Responsible Person	Key Performance Areas (KPA)	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Baseline	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Profile of Evidence			
TL		Compliance	N/A	CFO3	BO Kgoete	Good Governance and Public Participation	2.22%	To ensure that the set points of control are achieved	Number of SDBIP meetings with some personal in own discretion by 30 June 2022	Conducting 12 SDBIP meetings with some personal in own discretion by 30 June 2022	R 0	R 0	7 SDBIP meetings conducted	1	3 Meetings conducted		3 SDBIP meetings conducted				Management is ensuring that SDBIP is prioritised	Notice, Agenda, Attendance Register, Minutes.			
TL		Compliance - Outcome 8 - Output 1	N/A	CFO7	BO Kgoete	Good Governance and Public Participation	2.22%	To submit the 2020/21 Financial Statements on time to comply with legislation	2020/21 Financial statements submitted to the Auditor-General by the Auditor-General August 2021	Submitting the 2020/21 financial statements to the Auditor-General by 31 August 2021	R 0	R 0	20/20/21 Financial Statements submitted on 09/11/2020	1	20/20/21 Financial Statements submitted		Not yet			Management decided that due to interruptions experienced (Covid) that the submission of the AFS should be delayed to ensure that the set are credits	Management will focus on improving systems and processes. Focus also on an interim AFS planned for 30 March 2021	The AFS were subsequently submitted on 0 October 2021	Letter to Auditor - General		
TL		Compliance - Outcome 8 - Output 1	N/A	CFO8	BO Kgoete	Financial Management	2.22%	Financial Viability expressed (National Key Performance Indicators)	Ratio for Cost coverage for 2021/22	Cost coverage ratio for 2021/22 by 30 June 2022 A=(B-C)/D Where 'A' represents cost coverage 'B' represents all available cash at a particular time 'C' represents investments 'D' represents monthly fixed operating expenditure	Cost coverage ratio for 2021/22 by 30 June 2022 A=(B-C)/D Where 'A' represents cost coverage 'B' represents all available cash at a particular time 'C' represents investments 'D' represents monthly fixed operating expenditure	R 0	R 0	1:1	1:1		0.78:1			The municipalities cash flow constraints necessitates that cash should be utilised to service creditors and therefore the available cash won't always exceed a months operating expenditure	Management will implement revenue enhancement and cost containment strategies. Council will also have to focus on debt collection issues.	New loans can only be considered if the rating indicates that it could be	Cost Coverage Print. Sec 71 print out, Bank statement		
TL		NKP - Indicator	N/A	CFO9	BO Kgoete	Municipal Financial Viability & Management	2.22%	Financial Viability expressed (National Key Performance Indicators)	Ratio for Debt coverage for 2021/22	Debt coverage ratio for 2021/22 by 30 June 2022 A=(B-C)/D Where 'A' represents debt coverage received 'B' represents total operating revenue 'C' represents operating grants 'D' represents debt service payments (i.e. interest + repayments due within the financial year	Debt coverage ratio for 2021/22 by 30 June 2022 A=(B-C)/D Where 'A' represents debt coverage received 'B' represents total operating revenue 'C' represents operating grants 'D' represents debt service payments (i.e. interest + repayments due within the financial year	R 0	R 0	1	60:1		92:1							New loans can only be considered if the rating indicates that it could be	Debt Coverage Print. Sec 71 print out, Bank statement
TL		NKP - Indicator	N/A	CFO10	BO Kgoete	Municipal Financial Viability & Management	2.22%	Financial Viability expressed (National Key Performance Indicators)	Percentage of Outstanding Service Debtors to Revenue ratio for 2021/22	Outstanding Service Debtors to Revenue Ratio for 2021/22 by 30 June 2022 A=51C Where 'A' represents outstanding service debtors to revenue 'B' represents total outstanding service debtors 'C' represents annual revenue actually received for services	Outstanding Service Debtors to Revenue Ratio for 2021/22 by 30 June 2022 A=51C Where 'A' represents outstanding service debtors to revenue 'B' represents total outstanding service debtors 'C' represents annual revenue actually received for services	R 0	R 0	1	150%		187%							Write off alone will restore the ratio	Outstanding Service Print & Calculations. Sec 71 print out, Bank statement

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Top Layer / Bottom Layer	Project ID	Budget Line	Item No	Responsible Person	Key Performance Area (KPA)	Back to Back	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjusted Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence												
TL	NRP - Indicator	MSCA	DDB1	D Rossouw	Municipal Financial Viability & Management	Financial Management	2.22%	To control expenditure management to ensure financial sustainability	Rand value of capital expenditure as a percentage of planned capital spent	Spending at least 85% of planned capital expenditure by 30 June 2022	85% of R442 509 450 - R442 488 880 (R200 337 602) (R170 286 951)	Adjustment Budget: CC36/2022 dated 18/03/2022	R193 940	1	5%	R8 381 523	24.80%	R4 572 404																
														2	50%	R50 289 155	43.78%	R73 365 972																
														3	65%	R108 869 298	46.78%	R63 732 873																
														4	85%	R442 488 880																		
TL	NRP - Outcome 9 - Output 6	2320E020000000	BUD2	D Rossouw	Municipal Financial Viability & Management	Financial Management	2.22%	To control expenditure management to ensure financial sustainability	Percentage of operational budget spent on repairs and maintenance	Spending at least 5% of operational budget on repairs and maintenance by 30 June 2022	3% of R29 644 097 R284 803 000 (R117 657 608)	Adjustment Budget: CC36/2022 dated 18/03/2022	80%	1	1.22%	R4 209 305																		
														2	3%	R17 751 416	3%	R17 892 120																
														3	4.49%	R48 000 000	4.49%	R73 759 067																
														4	3%	R442 488 880																		
TL	Operational - Outcome 9 - Output 1	125101000000000	BUD3	D Rossouw	Municipal Financial Viability & Management	Financial Management	2.22%	To control expenditure management to ensure financial sustainability	Rand value of MIG expenditure as a percentage of the annual allocation	Spending at least 50% of the annual MIG expenditure allocation by 30 June 2022	50% of R67 323 450 (R79 131 109)	Adjustment Budget: CC36/2022 dated 18/03/2022	103.56%	1	33%	R28 678 814																		
														2	30%	R 24 784 790	46%	44 983 008																
														3	80%	R 49 529 580	62%	R 79 333 500																
														4	30%	R 74 294 370																		
TL	Compliance - Outcome 9 - Output 1	N/A	BUD4	D Rossouw	Participation and Public	Good Governance	2.22%	To approve the budget in order to comply with legislation	Number of 2022/23 Budget planning process time tables tabled	Tabling the 2022/23 budget planning process time table by 31 August 2021	R 0	202/22 Budget Process Plan tabled CC 51/2020 dated 10/9/2020	202/22 Budget Process Plan tabled CC 51/2020 dated 10/9/2020	1																				
														2																				
														3																				
														4																				
TB	Compliance - Outcome 9 - Output 1	N/A	BUD5	D Rossouw	Participation and Public	Good Governance	2.22%	To approve the budget in order to comply with legislation	Number of 2022/23 Draft budgets approved	Approving the 2022/23 draft budget by 31 March 2022	R 0	202/22 Draft Budget approved CC 64/2021 dated 31/03/2021	202/22 Draft Budget approved CC 64/2021 dated 31/03/2021	1																				
														2																				
														3																				
														4																				
TL	Compliance - Outcome 9 - Output 1	N/A	BUD6	D Rossouw	Participation and Public	Good Governance	2.22%	To approve the budget in order to comply with legislation	Number of final 2022/23 Budgets approved	Approving the final 2022/23 budget by 31 May 2022	R 0	Final 2021/22 Budget approved CC 64/2021 dated 04/06/2021	Final 2021/22 Budget approved CC 64/2021 dated 04/06/2021	1																				
														2																				
														3																				
														4																				

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Operational	Top Layer / Bottom Layer	Compliance - Outcome 9	DP Project ID	Budget Linkage	Item No	Responsible Person	Key Performance Indicators (KPIs)	Weighting	Objective	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Period of Evidence				
TL	Compliance - Outcome 9	Compliance - Outcome 9 - Output 1	DP - Output 1	N/A	BUD7	D Rossouw	2021/22 Budget related policies approved	2,22%	To approve the budget in order to comply with legislation	2021/22 Budget related policies approved	Approving the final 2021/22 budget related policies and tariffs by 31 May 2022	R 0		Final 2021/22 Budget approved CC 04/2021 dated 04/09/2021	1								Council Resolution				
					BUD8	D Rossouw	Number of 2021/22 adjustment budgets approved	2,22%	To approve the adjustment budget to comply with legislation	Number of 2021/22 adjustment budgets approved	2,22%	To approve the adjustment budget to comply with legislation	2021/22 Adjustment Budget approved	Approving the 2021/22 adjustment budget by 28 February 2022	R 0		2021/22 Adjustment Budget approved by 28 February 2022	2							Council Resolution		
					BUD9	D Rossouw	Grants as a percentage of revenue received	2,22%	To identify the grants received as revenue to foster service delivery	Grants as a percentage of revenue received	2,22%	To identify the grants received as revenue to foster service delivery	100% of grants as revenue received per DORA by 31 March 2022	R 281 002 000	Adjustment Budget CC36/2022 dated 18/03/2022		27%	R178 867 980	1								Council Resolution
					BUD10	D Rossouw	Number of section 71 reports submitted to NT	2,22%	To submit sec 71 reports to NT in order to comply with legislation	Number of section 71 reports submitted to NT	2,22%	To submit sec 71 reports to NT in order to comply with legislation	Submitting 12 electronic version of section 71 report to the NT database by 30 June 2022	3 Electronic version submitted	Receiving 100% of grants as revenue received per DORA by 31 March 2022	R 0		10 Electronic version of the section 71 report submitted	1								Council Resolution
TL	Compliance - Outcome 9	Compliance - Outcome 9 - Output 1	N/A	BUD11	D Rossouw	Number of budget related documents published	2,22%	To ensure that all applicable budget related documents are published on the municipal website as required by the MFMA	Number of budget related documents published	Number of budget related documents published on the municipal website by 30 June 2022	100% of budget related documents published on the municipal website by 30 June 2022	R 0		Budget Process Plan Quarterly (fee: 11 & 52) Reports	1									Council Resolution			
				ASS1	J Muller	2021/21 Asset count completed and reported	2,22%	To ensure that all municipal assets are accounted for	2021/21 Asset count completed and reported	2,22%	To ensure that all municipal assets are accounted for	Completing the 2020/21 asset count and submitting report to municipal manager by 30 June 2022	R 0		2021/21 Asset Register completed and reported by 31/08/2020	1									Council Resolution		
				ASS2	J Muller	2020/21 Asset register 100% reconciled	2,22%	To enhance a clean audit	2020/21 Asset register 100% reconciled	2,22%	To enhance a clean audit	Reconciling the 2020/21 asset register 100% to the financial statements by 21 August 2021	100% reconciled	2020/21 Asset Register 100% reconciled	R 0		2020/21 Asset Register completed and reported by 21/08/2020	2								Council Resolution	
				ASS3	J Muller	Percentage of all identified assets on register	2,22%	To comply with GRAP17	Percentage of all identified assets on register	2,22%	To comply with GRAP17	Ensuring that 100% of all identified assets are registered in the asset register (2020/21) by 31 August 2021	100% of all assets registered in the asset register by 31/08/2020	R 0		100% of all assets registered in the asset register by 31/08/2020	3									Council Resolution	

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Top Layer / Bottom Layer	ICP Usage / Project ID	Budget Lines	Item No	Responsible Person	Key Performance Areas (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget Adjustment	Revised Target / Adjustment	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
TL			REV1	K Weisk			2.22%	To control debt management to ensure financial sustainability	Percentage of debtors outstanding as of own revenue	Holding at the most 30% of debtors outstanding of own revenue by 30 June 2022	30% of outstanding debtors		R2 540 039 379 outstanding	1	30%		12.25%		R177 877 089 / R 5 819 814 864 Payments were impacted in July & Aug 21 where a SDRIP was used for year end. July & Aug 21 invoices were sent in August. Therefore credit control actions could be implemented	Credit Control actions were started in late August 21 and are continuing into the new quarter which should increase the collections	Credit Control actions were started in late August 21 whereby Final Demands were sent out 14 days notice before any disconnections and restrictions could be implemented	Reconciliation reconciliations. Detailed Billing list - front end last page
					Municipal Financial Viability & Management								R1 356 910 487 / R 6 035 746 021	2	30%		22.48%		R1 356 910 487 / R 6 035 746 021 Payments and collections were low in December 2022 due to the festive season	Concentrated Credit Control actions are being done in January 2022 and are continuing into the new quarter which should increase the collections	Concentrated Credit Control actions are being done in January 2022 and are continuing into the new quarter which should increase the collections. Final Demands are being sent out and consumers must have 14 days notice before any disconnections and restrictions could be implemented	
					Municipal Financial Viability & Management								R1 889 982 303 / R 6 312 486 493	3	30%		30.08%		R1 889 982 303 / R 6 312 486 493 Payments in January to March 2022 improved because of credit control policy was implemented in full and owing households were switched off after notices were given	Concentrated Credit Control actions were implemented in the third quarter from January - March 2022 and are continuing into the last quarter which should increase the collections.	Concentrated Credit Control actions were implemented in the third quarter from January - March 2022 and are continuing into the last quarter which should increase the collections. Final Demands are being sent out and consumers must have 14 days notice before any disconnections and restrictions could be implemented	
TL	Operational - Outcome 9 - Output 5		REV2	K Weisk			2.22%	To control debt management to ensure financial sustainability	Percentage of debt collected as a percentage of money owed to the municipality	Collecting at least 25% of debt of money owed to the municipality by 30 June 2022	% of outstanding debtors owing to Council at end of Quarter		R2 628 724 149 / R5 813 974 864	4	25%		7.34%		R1 307 330 397 / R 6 312 486 493 Collections were impacted in July & Aug 21 where the Solar was closed for year end. July & August 21 invoices were done in August. Therefore minimal credit control actions could be implemented	Credit Control actions were started in late August 21 and are continuing into the new quarter which should increase the collections	Credit Control actions were started in late August 21 whereby Final Demands were sent out 14 days notice before any disconnections and restrictions could be implemented	Reconciliation reconciliations
					Municipal Financial Viability & Management								R1 614 882 900 collected	2	25%		14.88%		R1 614 882 900 collected Concentrated Credit Control actions are being done in January 2022 and are continuing into the new quarter which should increase the collections	Concentrated Credit Control actions are being done in January 2022 and are continuing into the new quarter which should increase the collections. Final Demands are being sent out and consumers must have 14 days notice before any disconnections and restrictions could be implemented		
					Municipal Financial Viability & Management								R1 307 330 397 / R 6 312 486 493	3	25%		20.71%		R1 307 330 397 / R 6 312 486 493 Payments in January to March 2022 improved because of credit control policy was implemented in full and owing households were switched off after notices were given	Concentrated Credit Control actions were implemented in the third quarter from January - March 2022 and are continuing into the last quarter which should increase the collections.	Concentrated Credit Control actions were implemented in the third quarter from January - March 2022 and are continuing into the last quarter which should increase the collections. Final Demands are being sent out and consumers must have 14 days notice before any disconnections and restrictions could be implemented	
	Operational - Outcome 8 - Output 5													4	25%							

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Top Layer / Bottom Layer	Operational / Project ID	Budget Linkage	Item No	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	1 Public participation meeting conducted	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
TL	Operational - Outcome 9 - Output 6	N/A	R131	K Weisz	Municipal Financial Viability & Management	Back to Basics	2.2%	To increase Payments Received vs. Monthly Levies (Collection rate of billings)	Percentage increase in annual debtors collection rate	Increase 5% (63.4% to 75%) in annual service debtors collection rate by 30 June 2022	R 0		9.56% Decrease (from previous 73.36% to 63.4%)	1	64%	71.78%	R 30 794 015	R 148 230 407 / R 190 126 530	Concentrated Credit Control actions are being done in January 2022 and are continuing into the new quarter which should increase the collections	Concentrated Credit Control actions are being done in January 2022 and are continuing into the new quarter which should increase the collections	Price & Calculators for Financial Indicators	
TL	Operational - Outcome 9 - Output 6	55651327868E-CF-E122MA; 75911328080E-CF-E122ZYM; 4581324020E-CF-E122ZYM	R134	K Weisz	Service Delivery & Infrastructure Development	Infrastructure Services	2.2%	Indigent Subsidy for Free Basic Services Levies (Allocation to comply with legislation)	Ratio value spend on free basic services	Spending on free basic services by 30 June 2022. (Account holders)	R 186 842 827 (R20 447 864 - R24 169 291 - R28 383 085 + R1 628 800 + R39 3107/2022. Refer to Adjustment Budget 237)	Mid-Year Performance Assessment CGS/2022 dated 31/07/2022. Refer to Adjustment Budget	R 195 000 887 spent	1	28%	16.47%	R 30 794 015	R 148 230 407 / R 190 126 530	New regulations were implemented in July & Aug 21 where the Solar was closed for 2021 and being processed. It is envisaged that the Mayoral Imbizo in October 2021 should encourage new indigents to apply	New regulations were implemented in July & Aug 21 where the Solar was closed for 2021 and being processed. It is envisaged that the Mayoral Imbizo in October 2021 should encourage new indigents to apply	GOAD	
BL	Operational	N/A	R135	K Weisz	Service Delivery & Infrastructure Development	Infrastructure Services	2.2%	Indigent Subsidy for Free Basic Services allocations to comply with legislation	Number of approved households with free basic service (indigents)	Approving at least 96 000 25 000 households with free basic services (indigents) by 30 June 2022	R 0	Mid-Year Performance Assessment CGS/2022 dated 31/07/2022	21 775 Approved households with free basic services	1	20 600	22.248	R 189 367 871	R 148 230 407 / R 190 126 530	New registrations were impeded in July & Aug 21 where the Solar was closed for 2021 and being processed. It is envisaged that the Mayoral Imbizo in October 2021 should encourage new indigents to apply and the target will be overachieved and will have to be adjusted	New registrations were impeded in July & Aug 21 where the Solar was closed for 2021 and being processed. It is envisaged that the Mayoral Imbizo in October 2021 should encourage new indigents to apply and the target will be overachieved and will have to be adjusted	Indigent register	
TL	Operational	N/A	R136	K Weisz	Service Delivery & Infrastructure Development	Infrastructure Services	2.2%	Indigent Subsidy for Free Basic Services allocations to comply with legislation	Percentage of households registered earning less than R3 820 per month	Registering at least 30% 63% of households earning less than R3 820 per month by 30 June 2022. (vs. total active accounts)	R 0	Mid-Year Performance Assessment CGS/2022 dated 31/07/2022	21 775 Approved households with free basic services	1	30%	16.0%	R 12 736	R 148 230 407 / R 190 126 530	New registrations were impeded in July & Aug 21 where the Solar was closed for 2021 and being processed. It is envisaged that the Mayoral Imbizo in October 2021 should encourage new indigents to apply	New registrations were impeded in July & Aug 21 where the Solar was closed for 2021 and being processed. It is envisaged that the Mayoral Imbizo in October 2021 should encourage new indigents to apply	Reconciliation calculations. Detailed billing list - front and last page	
TL	Operational	5510307020E-LMRCZZYM	R137	K Weisz	Service Delivery & Infrastructure Development	Infrastructure Services	2.2%	Indigent Subsidy for Free Basic Services allocations to comply with legislation	Ratio value spend on free basic alternative services	Spending on free basic alternative services by 30 June 2022	R 30 300 000	Mid-Year Performance Assessment CGS/2022 dated 31/07/2022	R 34 644 838 spent	1	25%	0.04%	R 20 689 870	R 148 230 407 / R 190 126 530	Minimal new applications received due to no repeat from indigents, could be as a result of the municipal elections	Minimal new applications received due to no repeat from indigents, could be as a result of the municipal elections	GOAD	

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Top Layer / Bottom Layer	Project ID / Budget Lineage	Item No	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	4 Public participation meeting conducted	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence	
BL	Operational	N/A	K Weitz	Infrastructure Development	Back to Basics Services	2,22%	Indigent Subsidy for Free Basic Services allocations to comply with legislation	Number of households with free basic alternative energy (indulges) approved	Approving at least 40,000-15,000 households with free basic alternative energy (indulges) by 30 June 2022	R 0	Mid-Year Performance Assessment CCR2022 dated 31/07/2022	13 177 Approved households with free base alternative energy	1	9 800		13 115		Households target will have to be increased to 15 000	Actuals exceed estimated	Actuals exceed estimated	Indigent register	
													2	9 800		14 098		Households target will have to be increased to 15 000	Actuals exceed estimated	Actuals exceed estimated		
													3	9 800 11 350 Hha		14 700						
													4	10,000 - 15 000 Hha								
BL	Operational	R1316	K Weitz	Financial Management		2,22%	To effectively do revenue collection to ensure sound financial matters	Retail value revenue collected from electricity sales	Collecting actual revenue from electricity sales (conventional meters) by 30 June 2022	R 639 652 981 R 222 552 356 + R 207 524 023		R 522 872 889 collected	1	29%		27,38%	R 145 102 102		Sales are dependent on the usage by consumers. Target	GD40		
													2	59%		48,2%	R 260 855 713		Purchases of electricity is just under the estimate for the quarter. Purchases are			
													3	75%		69,8%	R 369 001 126		To reach more clients in the next quarter and implement credit control			
													4	100%								
BL	Operational	R1317	K Weitz	Municipal Management		2,22%	To effectively do revenue collection to ensure sound financial matters	Retail value revenue collected from prepaid electricity sales	Collecting revenue from pre-paid electricity sales by 30 June 2022	R 6 050 504		R 127 298 442 collected	1	75%		26%	R 2 085 745		Purchases of prepaid electricity exceeded the estimate for the quarter	GD40		
													2	90%		48%	R 3 932 140		Purchases of prepaid electricity achievement just under the estimate for			
													3	75%		67%	R 6 040 128		Purchases of prepaid electricity achievement are over the estimate for			
													4	100%								
BL	Operational	R1318	K Weitz	Municipal Management		2,22%	To effectively do revenue collection to ensure sound financial matters	Retail value revenue collected from water sales	Collecting revenue from water sales (conventional meters) by 30 June 2022	R 664 477 824 R 234 383 855 - R 568 819 389		R 127 298 442 collected	1	25%		24%	R 133 005 880		Finaly meters are sent on a monthly basis to Water Section for investigations register consumption for the past 9 months	GD40		
													2	50%		44%	R 249 508 878		The sale of water is dependent on the consumption of consumers and there are water meters that are faulty			
													3	75%		65%	R 384 384 200		Family meters are sent on a monthly basis to Water Section for investigations			
													4	100%								
TL	Operational	R1319	R Keganive	Municipal Financial Viability & Management		2,22%	To collect revenue for property rates to comply with legislation. Implementation of the Property Rates Act, 2004 (Act No. 6 of 2004)	Retail value revenue collected from budgeted revenue for property rates	Collecting actual 64%- 60% of budgeted revenue for property rates by 30 June 2022	R 335 652 000 84% of R 398 222 222 (ated C15-2022 (ated 10/03/2022	Adjustment R 100 000 C15-2022 (ated 10/03/2022	R 259 998 774 collected	1	45%		15%	R 79 382 149		Due to the financial year-end 2021 procedure the Solar system opened in August hence the billing schedule could not be implemented as planned and it has negatively affected payment rates.	GD40		
													2	60%		38%	R 188 508 485		Working hard to address the backlog to ensure catch-up of account payments	Jul -55% Aug -50% Sep -75%		
													3	75%		55%	R 271 320 148					
													4	81%								

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Top Layer	Bottom Layer	IDP Linkage / Project ID	Budget Linkage	Item No	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence																
BL	Operational	Operational	N/A	RM3	N Keggins	Municipal Financial Viability & Management	Good Governance	2.17%	To improve the financial sustainability of the municipality and optimisation of revenue	Percentage of all identified incorrect billed properties corrected	Levying at least 100% of all identified incorrect billed properties by 30 June 2022	R 0		936 incorrect billed properties	1	100% Number of incorrect billed properties identified / Number of accounts corrected	100% 139 Revenue: 139 Updated Clearance applications: 1020 Clearance certificates issued: 483 Ownership transfer: 183 Section 78: 139 Occupational certificates: 13 Valuation objectives: 2 Meter updates: 124							All incorrect accounts identified were corrected	Updated valuation roll, GOAG Town proclamations, scheme changes, subdivisions, consolidations, special consents, occupational certificates, DB841 report, Sac 78 reports, Metered reports														
															2	100% Number of incorrect billed properties identified / Number of accounts corrected	(Received entries for the quarter were all correct 100%) Received entries 100% Updated 100% Clearance applications: 1458 Clearance certificates issued: 415 Ownership transfer: 956 MultiPR Section 78: 552 Occupational certificates: 238 Transfer of existing new properties: 388 Meter updates: 187																						
															3	100% Number of incorrect billed properties identified / Number of accounts corrected																							
															4	100% Number of incorrect billed properties identified / Number of accounts corrected																							
															1	100% Number of months / Number of accounts which accounts were levied before or on 25 of each month	33% 3 months / 1 month in which accounts were levied before or on 25 of each month																						
															2	95% Number of months / Number of accounts which accounts were levied before or on 25 of each month	85% 3 months / 2 months in which accounts were levied before or on 25 of each month																						
															3	95% Number of months / Number of accounts which accounts were levied before or on 25 of each month	95% 3 months / 2 months in which accounts were levied before or on 25 of each month																						
															4	95% Number of months / Number of accounts which accounts were levied before or on 25 of each month	95% 3 months / 2 months in which accounts were levied before or on 25 of each month																						

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Top Layer / Bottom Layer	Operational / Project ID	Budget Linkage	Item No	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objective	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence				
BL	Operational	N/A	EXP1	J Letsoho	Municipal Financial Viability & Management	Financial Management	2,22%	To control credit management to ensure timely payment of invoices and service providers	Percentage of payments within 30 days from date of invoice / statement	Settling at least 25% of all payments (credits) done within 30 days of receipt of invoice / statement by 30 June 2022	R 0		7,37% settled	1	25%		Outstanding Creditors=R198251450, 23 Payments made= 281148816,17 Total outstanding 225730336,40 Payment percentages=12,7%		Could-18 affect the collection rate and reduce the speed rate of payment to service providers	Revenue enhancement project will address the current status	Daily cash flow meetings are in place to prioritise payments	Printout from exp analysis and interpretation here off				
														2	25%		Outstanding Creditors=R1852282801, 51 Payments made= 73137562,75 Total outstanding 2693820394,26 Payment percentages=27%, Oct=16,3%, Nov=7%, Dec=27%		Could-18 affect the collection rate and reduce the speed rate of payment to service providers	Revenue enhancement project will address the current status	Daily cash flow meetings are in place to prioritise payments					
														3	25%		Outstanding Creditors=R2168 924 356,89 Payments made= 1 820 448 807,24 Total outstanding R3 996 373 166,03 Payment percentages=45%, June=20%, Feb=18%, Mar=18%		Could-18 affect the collection rate and reduce the speed rate of payment to service providers	Revenue enhancement project will address the current status	Daily cash flow meetings are in place to prioritise payments					
														4	25%											
														1	98%		87%, 4 Received / 3 Forwarded / 2 Roll Over		Recommendation was forwarded on the 2nd Quarter to the office of Municipal Manager for the approval	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status
														2	88%		86%, 11 Received / 9 Forwarded		The two tenders which were recommended were forwarded on the 3rd Quarter to the office of Municipal Manager for the approval	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status
														3	89%		59%, 02 Received / 02 Forwarded			Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status
														4	88%		88%, No received / No forwarded			Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status
														1	100%		7%, 3 Received / 3 Forwarded / 43 Roll Over			Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status
														2	100%		75%, 9 Received / 0 Forwarded / 3 Roll Over			Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status
														3	100%		25%, 2 Received / 2 Forwarded / 06 Roll over			Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status
														4	100%		100%, No received / No forwarded			Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status	Revenue enhancement project will address the current status

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Top Layer / Bottom Layer	IDP Linkage / Project ID	Budget Linkage	Item No	Responsible Person	Key Performance Area (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Alignment Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolios of Evidence			
OPERATIONAL	Operational	N/A	SCM3	B McKerr	Good Governance and Public Participation	Financial Management	2.22%	To implement internal Co-operation and Controls to ensure compliance with legislation	Percentage of all bid process plans for each advertised specification completed	Complying 100% of all committee specifications by 30 June 2022	R 0		100%	1	100% of received specifications documents / No of bid documents / No of bid committee process plans completed		100% of received specifications documents / No of bid committee process plans completed		100% of received specifications documents / No of bid committee process plans completed					Specification required for process plan. Updated Bid process plan.	
														2	100% of received specifications documents / No of bid committee process plans completed		100% of received specifications documents / No of bid committee process plans completed								
														3	100% of received specifications documents / No of bid committee process plans completed		100% of received specifications documents / No of bid committee process plans completed								
														4	100% of received specifications documents / No of bid committee process plans completed		100% of received specifications documents / No of bid committee process plans completed								
OPERATIONAL	Operational	N/A	SCM4	B Molteni	Good Governance and Public Participation	Financial Management	2.22%	To implement internal Co-operation and Controls to ensure compliance with legislation (Section 27 of SCM Regulation)	Percentage of all received specifications documents advertised correctly within 14 days	Advertising 100% of all received specifications documents correctly within 14 days by 30 June 2022	R 0		51	100% of received specifications documents / No of received specifications documents advertised within 14 working days		79% of received specifications documents / No of received specifications documents advertised within 14 working days		79% of received specifications documents / No of received specifications documents advertised within 14 working days		1. Tenders were referred back due to lack of market analysis and bill of quantities from the user departments. 2. User Departments were not present in the meeting to present their specifications with the market analysis and bills of quantities.	User departments to submit process plan as stated in the procurement plan		Notice, Agenda, Minutes & Attendance Register		
													2	100% of received specifications documents / No of received specifications documents advertised within 14 working days		77% of received specifications documents / No of received specifications documents advertised within 14 working days									
													3	100% of received specifications documents / No of received specifications documents advertised within 14 working days		70% of received specifications documents / No of received specifications documents advertised within 14 working days									
													4	100% of received specifications documents / No of received specifications documents advertised within 14 working days											

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Top Layer / Bottom Layer	DFP Project ID	Budget Linkage	Item No	Responsible Person	Key Performance Areas (KPA)	Back to Basics	Weighting	Objectives	Key Performance Indicators (KPI)	Annual Performance Target	Budget	Revised Target / Adjustment / Budget	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure / Revenue	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
BL			SCM5	B Molteni	Good Governance and Public Participation	Financial Management	2.22%	To implement Internal Co-operation and Controls to ensure compliance with legislation (Section 28 of SCM Regulation)	Percentage of received tender documents successful evaluated within 45 working days	Evaluating 100% of all received tender documents successful within 45 working days by 30 June 2022	R 0		73 Tender documents received / 55 successful evaluated within 45 working days	1	100% No of tender documents received / No of successful evaluated within 45 working days		47% received / 12 evaluated / 18 Roll Over	No of tender documents received / No of successful evaluated within 45 working days	1 tender document extension 18 week resuscitated was cancelled as there was already service provider on the site. 2 Electrical Cable tender was submitted 2nd quarter to BAC 3.COM/SCM/T/15/20/2021 was also	BEC to ensure tenders are evaluated within 45 working days. 2 SCM to improve its record keeping management system after the closing of tender for safeguard		Notices, Agenda, Evaluation report & Attendance Register
BL			SCM6	B Molteni	Good Governance and Public Participation	Financial Management	2.22%	To implement Internal Co-operation and Controls to ensure compliance with legislation (Section 29 of SCM Regulation)	Percentage of all adjudicated tenders successful within 45 working days	Adjudicating 100% of all adjudicated tenders successful within 45 working days by 30 June 2022	R 0		73 Tender documents received / 56 successful adjudicated within 45 working days	1	100% No of tender documents received / No of successful adjudicated within 45 working days		68% Received / 13 Adjudicated / 18 Roll Over	No of tender documents received / No of successful adjudicated within 45 working days	BAC to ensure tenders are adjudicated within 45 working days. 2 SCM to improve its record keeping management system after the closing of tender for safeguard	Chairperson of the BAC to monitor that bid committee meetings plans to adjudicate reports within 7 days		Notices, Agenda, Minutes & Attendance Register, Adjudication report
TL			SCM7	B Molteni	Good Governance and Public Participation	Financial Management	2.22%	To implement a Supply Chain Management policy to comply with legislation	Number of SCM reports submitted to Council on the implementation of SCM policy	Submitting 4 quarterly reports on the implementation of SCM policy to council by 30 June 2022	R 0		4 Quarterly reports submitted but none approved by Council	1	1 Report		1 Received / 0 Forwarded / 4 Roll Over	No of tender documents received / No of successful adjudicated within 45 working days	EM passed away on 16 July 2021 and Regional Committee dissolved to Secretary of the LCA MSA	Election of a new Executive Mayor and Mayoral Committee	New Mayor elected on 28 September 2021	SCM Report, Resolution
			KPI's 48-45 TL 25 BL 20		Good Governance and Public Participation	Financial Management	100%							2	1 Report		1 Received / 0 Forwarded / 4 Roll Over					
					Good Governance and Public Participation	Financial Management								3	1 Report		1 Received / 0 Forwarded / 4 Roll Over					
					Good Governance and Public Participation	Financial Management								4	1 Report		1 Received / 0 Forwarded / 4 Roll Over					

*[Handwritten signature]*

P THELLE  
ACTING CHIEF FINANCIAL OFFICER

*[Handwritten signature]*  
ACTING MUNICIPAL MANAGER

*[Handwritten notes and signatures]*