PERFORMANCE PLAN

2024/25

CHIEF FINANCIAL OFFICER

Ms Fikile Veronica Mareka

Metsimaholo Local Municipality

This plan defines the Council's expectations of the Chief Financial Officer in accordance with the Chief Financial Officer's 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 set out from time to time in the Municipality's Integrated Development Plan (IDP).

The following Municipal Key Performance Areas, Programmes and Objectives as per the approved IDP and SDBIP will inform the **Chief Financial Officer's** performance against set performance indicators.

KPA no.	Key Performance Area	Weight	Programme/Priority Area
1	Basic Service Delivery and Infrastructure Development	**10**	➢ Water ➢ Sanitation and Wastewater ➢ Electricity and Energy ➢ Roads and Storm Water ➢ Project Management ➢ Waste Management ➢ Parks and Recreational Facilities ➢ Disaster Management ➢ Fire Services ➢ Traffic Management ➢ By laws enforcement
2	Local Economic Development	**10**	➢ Local Economic Development ➢ Housing and Human Settlement ➢ Town Planning ➢ Tourism
3	Financial Viability and Management	**60**	➢ Income/Revenue Management ➢ Budget and Financial Statements ➢ Asset Management ➢ Expenditure Management ➢ Supply chain Management
4	Municipal Transformation and Institutional Development	**10**	➢ Institutional Development ➢ Human Resources Development ➢ Occupational Health and Safety ➢ Labour Relations ➢ Records Management Services

			➢ Legal Services
5	Good Governance and Public Participation	**10**	➢ Special Programmes ➢ Youth Development ➢ Leadership and Council Oversight ➢ Public Participation ➢ Council Management (Whippery) ➢ Council Support ➢ Integrated Development Planning ➢ Performance Management ➢ Internal Audit ➢ Compliance ➢ Risk Management ➢ Information and Communications and Technology ➢ Communications ➢ Unit Management ➢ Security Management

2024/2025 ANNUAL BUDGET AND PERFORMANCE ASSESSMENT REPORT FROM JULY 2024 TO JUNE 2025												
OFFICE/ DIRECTORATE: FINANCE												
KEY PEFORMANCE AREA (KPA 3): FINANCIAL VIABILITY AND MANAGEMENT												
PERFORMANCE OBJECTIVES AND INDICATORS						**PERFORMANCE TARGETS**						
							QUARTERLY TARGETS					
Strategic Objective	**Strategy**	**Key Performance Indicator**	**REF No. (IDP/SD BIP)**	**5-year target**	**Baseline (2022/23 Actual Audited result)**	**Annual Target 2024/25**	**Quarter 1**	**Quarter 2**	**Quarter 3**	**Quarter 4**	**Explanation of Target**	**Portfolio of Evidence**
PRIORITY AREA/PROGRAMME: INCOME/REVENUE MANAGEMENT												
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination of Revenue Enhancement	Revenue enhancement strategy developed, annually reviewed and submitted for council approval	IDP 3.1	Develop Revenue Enhancement Strategy, annually review the strategy and submit it for council approval. Development		Review Revenue Enhancement Strategy and submit it for Council approval by 30 June 2025	0	0	Strategic workshop on Reviewed Strategy Submit Reviewed Strategy to Senior Management and Portfolio Committee	Submit Reviewed Strategy to Council for approval	Q3 - Reviewed Strategy presented to Senior Management and Portfolio Committee to process for Council approval Q4 - Reviewed Strategy submitted to Council for approval	Q3 - Workshop Notice/Invite, attendance register, presentation/report Submitted Reviewed Strategy, notice/invite and minutes of both meetings Q4 - Approved Reviewed Strategy and Council Resolution
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination of Revenue Enhancement	% of implementation Revenue Enhancement Strategy Plan	IDP 3.2	100% of implementation of Revenue Enhancement Strategy Plan		100% of implementation of Revenue Enhancement Strategy Plan by 30 June 2025	100% of implementation of Revenue Enhancement Strategy Plan targets for the quarter	100% of implementation of Revenue Enhancement Strategy Plan targets for the quarter	100% of implementation of Revenue Enhancement Strategy Plan targets for the quarter	100% of implementation of Revenue Enhancement Strategy Plan targets for the quarter	Q1 to Q4: maintain 100% implementation of RESP targets for the quarter	Progress report

To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination of the review of Indigent Register	Review of Indigent Policy and approved by Council	IDP 3.3	Review of Indigent Policy and approved by Council		Review of Indigent Policy and approved by Council by 31 May 2025			Submit Reviewed Policy to Senior Management and Portfolio Committee	Submit Reviewed Policy to MAYCO and Council for approval	Q3 - Reviewed Policy presented to Senior Management and Portfolio Committee to process for Council approval Q4 - Reviewed Policy submitted to Council for approval	Q3 - Submitted Reviewed Policy, notice/invite and minutes of both meetings Q4 - Approved Reviewed Policy and Council Resolution
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination of revenue collection	% in improved annual consumer debtors' revenue collection rate	IDP 3.4	91 % in improved annual consumer debtors' revenue collection rate		85% in improved annual consumer debtors' revenue collection rate by 30 June 2025	85% improved annual consumer debtors' revenue collection rate at the end of the quarter	85% improved annual consumer debtors' revenue collection rate at the end of the quarter	85% improved annual consumer debtors' revenue collection rate at the end of the quarter	85% improved annual consumer debtors' revenue collection rate at the end of the quarter	Q1 to Q4: Maintain 85% improved annual consumer debtors' revenue collection rate at the end of each quarter	Schedule C report
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination and facilitation of Indigents registration	Number of Indigent Awareness & registration campaigns conducted	IDP 3.5	10 Indigent Awareness & registration campaigns conducted		1 Indigent Awareness & registration campaigns conducted by 30 June 2025				1 Indigent Awareness & Registration Campaign conducted in various Wards in the municipality by 30 June 2025	Q2 and Q4: Conduct Indigent Awareness & Registration Campaigns throughout all municipal Wards by 30 June 2025	Campaign schedule, Notice/Invite Attendance Registers and Report
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination of the updating of Indigent Register	Quarterly review and Updating of Indigent Register	IDP 3.6	Updating of Indigent Register.		Updating of Indigent Register by 30 June 2025	100% Updating of Indigent Register by 30 September 2024	100% Updating of Indigent Register by 31 December 2024	100% Updating of Indigent Register by 31 March 2025	100% Updating of Indigent Register by 30 June 2025	Q1 to Q4: 100% Updating of Indigent Register quarterly	Updated Indigent Register clearly highlighting updated information

To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Facilitation of Bad Debt incurred and written off	% Of Bad Debt (irrecoverable) incurred and written off	IDP 3.7	% Of allowable Bad Debt (irremovable) incurred and written off Annually		% Of allowable Bad Debt (irremovable) incurred and written-off by 30 June 2025	0	0	Status Report to Senior Management and Portfolio Committee on bad debt incurred and to be written-off	5% of allowable Bad Debt (irremovable) incurred and written-off by Council by 30 June 2025	Q3 - Status Report to Senior Management and Portfolio Committee on bad debt incurred and proposal to be written-off by councilQ4 - Report to Council	Q3 - Status Report to Senior Management and Portfolio Committee, Notice/Invite, attendance register and minutes of each meetingQ4 - Report to Council and Council Resolution
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Compilation of supplementary valuation roll	Number of supplementary valuation roll compiled and approved by Council	IDP 3.8	5 supplementary valuation roll compiled and approved by Council		1 supplementary valuation roll compiled and approved by Council by 31 January 2025	0	0	0	1 supplementary valuation roll compiled and submitted to Council by 30 June 2025	Q3 - supplementary valuation roll compiled and submitted to Council for approval	Approved supplementary valuation roll and Council Resolution
PRIORITY AREA/PROGRAMME: BUDGET AND STATEMENTS												
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Facilitation and Coordination of compilation of Annual Budget	mSCOA compliant Annual Budget prepared and approved by Council	IDP 3.9	mSCOA compliant Annual Budget prepared and approved by Council		mSCOA compliant Annual Budget prepared and approved by Council by 30 June 2025	0	0	2024/25 Adjusted budget tabled in Council by 28 February 2025 and submitted to Treasury as legislated Draft 2025/26 Budget developed and tabled in Council by 31 March 2025 and submitted to Treasury as legislated	Final Draft 2025/26 Budget tabled to Council for approval by 31 May 2025	Q3 - 2024/25 Adjusted budget tabled to council by 28 February 2025 and submission to NT and PT Q3 - Draft 2025/26 Budget tabled in Council by 31 March 2025 and submission to NT and PT Q4 - Final 2025/26 Draft Budget tabled in Council by 31 May 2025 and submitted to NT and PT	Q3 - Approved 2024/25 Adjusted budget and proof of submission to NT and PT Council Resolution Q3 - Approved Draft 2025/26 Budget and proof of submission to NT and PT Council Resolution Q4 - Approved 2025/26 Budget and proof of submission to NT and PT Council Resolution

To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination and facilitation of compilation and submission Section 71 reports and submitted to Treasury	Number of Section 71 reports compiled and submitted to Treasury within 10 days after as per MFMA	IDP 3.10	60 Section 71 reports compiled and submitted to Treasury within 10 days after as per MFMA		12 Section 71 reports compiled and submitted to Treasury within 10 days after month end as per MFMA by 30 June 2025	3 Section 71 reports compiled and submitted to Treasury within 10 days after month end as per MFMA	3 Section 71 reports compiled and submitted to Treasury within 10 days after month end as per MFMA	3 Section 71 reports compiled and submitted to Treasury within 10 days after month end as per MFMA	3 Section 71 reports compiled and submitted to Treasury within 10 days after month end as per MFMA	Q1 to Q4 - 12 Section 71 reports compiled and submitted to Treasury within 10 days after month end as per MFMA by 30 June 2025	Section 71 Report and proof of submission to NT and PT Report to Council and Council Resolution
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination and facilitation of submission Section 72 reports	Number of Section 72 reports submitted to the Executive Mayor & Treasury by the 25th of January, submitted to Council on or before the 31st of January	IDP 3.11	5 Section 72 reports submitted to the Executive Mayor & Treasury by the 25th of January, submitted to Council on or before the 31st of January		1 Section 72 reports submitted to the Executive Mayor & Treasury by the 25th of January, submitted to Council on or before the 31st of January 2025	0	0	1 Section 72 reports submitted to the Executive Mayor & Treasury by the 25th of January, submitted to Council on or before the 31st of January 2025		Q3 - 1 Section 72 reports submitted to the Executive Mayor & Treasury by the 25th of January, submitted to Council on or before the 31st of January 2025	Section 71 Report and proof of submission to Executive Mayor, NT and PT Report to Council and Council Resolution
		Compile and submit cost containment report quarterly	SDBIP 3.1			12 Cost Containment reports submitted to Senior management, Portfolio and MAYCO	3 Cost Containment reports submitted to Senior management, Portfolio and MAYCO	3 Cost Containment reports submitted to Senior management, Portfolio and MAYCO	3 Cost Containment reports submitted to Senior management, Portfolio and MAYCO	3 Cost Containment reports submitted to Senior management, Portfolio and MAYCO	Q1 to Q4: 3 Cost Containment reports submitted to Senior management, Portfolio and MAYCO quarterly	Q1 to Q4: Cost Containment Report and minutes of Senior management, Portfolio and MAYCO
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination of submission of AFS to AG	Number AFS Compiled and submitted to AG by end of August	IDP 3.12	AFS Compiled and submitted to AG annually by end of August		AFS Compiled and submitted to AG by end of August 2025	AFS Compiled and submitted to AG by 31 August 2025	0	0	0	Q1 - AFS Compiled and submitted to AG	Compiled AFS and Proof of submission to AG

To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination of addressing the AGs Findings	Number Audit Action Plan developed by 15 January annually and submitted to Council for approval by 30 January annually	IDP 3.13	Audit Action Plan developed Annually		Audit Action Plan developed by 15 January annually and submitted to Council for approval by 30 January annually	Implementation of 2022/23 FY Audit Action Plan	Draft 2023/24 FY Audit Action Plan developed by 15 December 2024	2023/24 FY Audit Action Plan approved by Council 31 January 2025	Implementation of 2023/24 FY Audit Action Plan	Q1 - Implementation of 2022/23 Audit Action Plan Q2 - Development of Draft 2023/24 FY Audit Action Plan Q3 - Approval of Draft 2023/24 FY Audit Action Plan	Q1 - Progress report on implementation of 2022/23 Audit Action Plan Q2 - Draft 2023/24 Audit Action Plan Q3 - Approved Draft 2023/24 Annual Report and Council Resolution
		Perform detailed Cost of Supply Electricity Tariff review (D Forms)	SDBIP 3.2			Detailed electricity Cost of Supply tariff review by 30 November	Application of Electricity Tariff increase	0	1 Detailed COS electricity tariff	Draft electricity tariff application	Q1: Electricity Tariff application Q3; Detailed COS electricity tariff Q4: Draft application for electricity tariff	Q1: Application and proof of submission Q3: COS electricity tariff report Q4: Draft electricity tariff application
PRIORITY AREA/PROGRAMME: ASSET MANAGEMENT												
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Facilitation of proper valuation, safeguarding, optimization and disposal of municipal assets	Asset Management Policy reviewed and submitted to Council for approval	IDP 3.14	Asset Management Policy developed and submitted to Council for approval		Asset Management Policy Reviewed and submitted to Council for approval by 30 June 2025	0	0	Draft Reviewed Asset Management Policy submitted to Senior Management and Portfolio Committee	Draft Reviewed Asset Management Policy submitted to Council for approval by 30 June 2025	Q3 - Draft Reviewed Policy submitted to Senior Management and Portfolio Committee Q4 - Draft Reviewed Asset Management Policy submitted to Council for approval	Q3 - Draft Reviewed Asset Management Policy submitted to Senior Management and Portfolio Committee, Invite/Notice, attendance register and minutes of both meetings Q4 - Approved Reviewed Policy and Council Resolution

To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination and Facilitation of updating of fixed Asset Register	Updating off Fixed Asset Register annually	IDP 3.15	100% updated of Fixed Asset Register Annually		100% updating of Fixed Asset Register 30 June 2025	0	0	Draft updated Fixed Asset register with movements	100% updated Fixed Asset register with movements by 30 June 2025	Q3 - Draft updated Fixed Asset register with movements Q4 - 100% updated Fixed Asset register with movements	Q3 - Draft updated Fixed Asset register with movements clearly reflecting changes Q4 - Updated Fixed Asset register with movements
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination and Facilitation of updating of fixed Asset Register	Quarterly Asset Verification Report submitted to council	IDP 3.16	12 Asset Verification Report submitted to council		4 Asset Verification Report submitted to council	1 Asset Verification Report submitted to Council by 30 September 2024	1 Asset Verification Report submitted to Council by 31 December 2024	1 Asset Verification Report submitted to Council by 31 March 2025	1 Asset Verification Report submitted to Council by 30 June 2025	Q1 to Q4: Quarterly Asset Verification Report submitted to Council	Quarterly Asset Verification Report submitted to Council Resolution
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination and Facilitation of updating of fixed Asset Register	Monthly Assets report submitted 10 days after month end to Portfolio Committee and Senior management	SDBIP 3.3	Assets Management report submitted to Portfolio and Senior Management		12 Assets Management report submitted to Portfolio and Senior Management	3 Assets Management report submitted to Portfolio and Senior Management	3 Assets Management report submitted to Portfolio and Senior Management	3 Assets Management report submitted to Portfolio and Senior Management	3 Assets Management report submitted to Portfolio and Senior Management	Q1 to Q4: 3 Assets Management report submitted to Portfolio and Senior Management quarterly	Q1 to Q4: Asset Management Register and minutes of Senior Management and Portfolio Committee
PRIORITY AREA/PROGRAMME: EXPENDITURE MANAGEMENT												
To improve Municipality's financial planning, rvenue collection, expenditure and reporting capability	Facilitation of creditors payment	% Of creditors paid within 30 days of receipt of theinvoice	IDP 3.17	100% of creditors paid within 30 days of receipt of the invoice		100% of creditors paid within 30 days of receipt of the invoice by 30 June 2025	100% of creditors paid within 30 days of receipt of the invoice	100% of creditors paid within 30 days of receipt of the invoice	100% of creditors paid within 30 days of receipt of the invoice	100% of creditors paid within 30 days of receipt of the invoice	Q1 to Q4: 100% of creditors paid within 30 days of receipt of the invoice	Expenditure Report
		Complete and submit Bank and grants reconciliation	SDBIP 3.4	Reports on complete and submitted bank and grants reconciliation		4 Report on complete and submitted bank and grants reconciliation	1 Report on complete and submitted bank and grants reconciliation	1 Report on complete and submitted bank and grants reconciliation	1 Report on complete and submitted bank and grants reconciliation	1 Report on complete and submitted bank and grants reconciliation	Q1 to Q4: Quarterly Report on complete and submitted bank and grants reconciliation	Report on complete and submitted bank and grants reconciliation

		Submit quarterly report to CFO on fruitless and wasteful expenditure	SDBIP 3.5	Report on fruitless and wasteful expenditure		12 reports on fruitless and wasteful expenditure	3 reports on fruitless and wasteful expenditure	3 reports on fruitless and wasteful expenditure	3 reports on fruitless and wasteful expenditure	3 reports on fruitless and wasteful expenditure	Q1 to Q4: 3 reports on fruitless and wasteful expenditure quarterly	Report on fruitless and wasteful expenditure
PRIORITY AREA/PROGRAMME: SUPPLY CHAIN MANAGEMENT												
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination of the review of SCM Policy	Supply Chain Policy (SCM) Reviewed and submitted to Council for approval	IDP 3.18	Supply Chain Policy (SCM) Reviewed and submitted to Council for approval		Supply Chain Policy (SCM) Reviewed and submitted to Council for approval by 30 June 2025	0	0	Draft Reviewed SCM Policy submitted to Senior Management and Portfolio Committee	Draft Reviewed SCM Policy submitted to Council for approval by 30 June 2025	Q3 - Draft Reviewed Policy submitted to Senior Management and Portfolio Committee Q4 - Draft Reviewed SCM Policy submitted to Council for approval	Q3 - Draft Reviewed SCM Policy submitted to Senior Management and Portfolio Committee, Invite/Notice, attendance register and minutes of both meetings Q4 - Approved Reviewed SCM Policy and Council Resolution
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination and Facilitation of contract management	% of Contract/SLAs signed in line with tender regulation (within 30 days after receipt of acceptance letter)	IDP 3.19	100% of Contract/SLAs signed in line with tender regulation (within 30 days after receipt of acceptance letter)		100% of Contract/SLAs signed in line with tender regulation (within 30 days after receipt of acceptance letter)	100% of Contract/SLAs signed in line with tender regulation (within 30 days after receipt of acceptance letter)	100% of Contract/SLAs signed in line with tender regulation (within 30 days after receipt of acceptance letter)	100% of Contract/SLAs signed in line with tender regulation (within 30 days after receipt of acceptance letter)	100% of Contract/SLAs signed in line with tender regulation (within 30 days after receipt of acceptance letter)	Q1 to Q4: Maintain 100% signing of Contract/SLAs signed in line with tender regulation (within 30 days after receipt of acceptance letter)	Q1 to Q4: Contract Management Register signed-off by CFO and Signed SLA's
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Coordination and Facilitation of the compilation of Procurement Plan	Number of Institutional Procurement Plans compiled and submitted to Treasury	IDP 3.20	5 Procurement Plan compiled		1 Procurement Plan compiled Annually by 30 June 2025	0	0	Adjusted 2024/25 Procurement Plan in line with Adjusted Budget developed and approved by MM within 10 days thereafter Submit to Council for approval	Submission of Draft 2025/26 Procurement Plan to Treasury by 30 May 2025 2025/26 Procurement Plan approved by MM and submitted to Council by 30 June 2025	Q3 - Adjusted 2024/25 Procurement Plan in line with Adjusted Budget approved by MM within 10 days after approval of Adjusted Budget Q4 - 2025/26 Procurement Plan approved by MM and submitted to	Q3 - Approved Adjusted 2024/25 PP Q4 - Approved 2025/26 PP Report to Council and Resolution Proof of submission to NT and PT

											Council by 30 June 2025	
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Acquisition Management	% Of tenders (>R300000) awarded within 90 days after closing date of the bid	IDP 3.21	100% of tenders (>R300 000) awarded within 90 days of advertisement		100% of tenders (>R300 000) awarded within 90 days of advertisement	100% of tenders (>R300 000) awarded within 90 days of advertisement	100% of tenders (>R300 000) awarded within 90 days of advertisement	100% of tenders (>R300 000) awarded within 90 days of advertisement	100% of tenders (>R300 000) awarded within 90 days of advertisement	Q1 - Q4: Maintain 100% of awarded tenders (>R300 000) within 90 days of advertisement	Tender Advert and appointment letter
To improve Municipality's financial planning, revenue collection, expenditure and reporting capability	Facilitation of appointments adjudicated on successful bidders	% Of Issuing of appointment letters to successful bidders for all categories of tenders / bids within 10 days after receiving the report of the Adjudication Committee	IDP 3.22	100% on appointment of successful bidders		100% of Issued appointment letters to successful bidders for all categories of tenders / bids within 10 days after receiving the approved report from the Accounting Officer by 30 June 2025	100% of Issuing of appointment letters to successful bidders for all categories of tenders / bids within 10 days after receiving the report of the Accounting Officer	100% of Issuing of appointment letters to successful bidders for all categories of tenders / bids within 10 days after receiving the report of the Accounting Officer	100% of Issuing of appointment letters to successful bidders for all categories of tenders / bids within 10 days after receiving the report of the Accounting Officer	100% of Issuing of appointment letters to successful bidders for all categories of tenders / bids within 10 days after receiving the report of the Accounting Officer	Q1 toQ4 - 100% of Issuing of appointment letters to successful bidders for all categories of tenders / bids within 10 days after receiving the report of the Accounting Officer	Approved report by AO Appointment letters Receipt register of appointment letters by service providers
	Performance Evaluation on contracted services	% Departmental Reduction of irregular procurements incurred to avoid irregular expenditure on annual basis	IDP 3.23			100% Institutional Reduction of irregular procurements incurred to avoid irregular expenditure by 30 June 2025	100% Institutional Reduction of irregular procurements incurred to avoid irregular expenditure by 30 September 2024	100% Institutional Reduction of irregular procurements incurred to avoid irregular expenditure by 31 December 2024	100% Institutional Reduction of irregular procurements incurred to avoid irregular expenditure by 31 March 2025	100% Institutional Reduction of irregular procurements incurred to avoid irregular expenditure by 30 June 2025	Q1 to Q4 - 100% Institutional Reduction of irregular procurements incurred to avoid irregular expenditure	Irregular procurements register with corrective measures
PRIORITY AREA/ PROGRAMME: DEPARTMENTAL												
Financial management	Facilitation of spending of allocated funds	% of OPEX Allocation/Budgeted spent	IDP 3.24	100 % of allocated OPEX Budget spending		100% of allocated OPEX Budget spent by 2025	20% of allocated OPEX Budget spent	50% of allocated OPEX Budget spent	75% of allocated OPEX Budget spent	100% of allocated OPEX Budget spent	Reports of allocated OPEX Budget spending reflecting cumulative expenditure Q1 - 20% Q2 - 50% Q3 - 75% Q4 - 100%	Expenditure Report

Financial management	Facilitation of spending of allocated funds	% of CAPEX Allocation/ Budgeted spent	IDP 3.25	100 % of CAPEX allocated spending		100% of allocated CAPEX Budget spent by 2025	20% of allocated CAPEX Budget spent	50% of allocated CAPEX Budget spent	75% of allocated CAPEX Budget spent	100% of allocated CAPEX Budget spent	Reports of allocated CAPEX Budget spending reflecting cumulative expenditure Q1 - 20% Q2 - 50% Q3 - 75% Q4 - 100%	Expenditure Report
Demand Management Plan	Facilitation of procurement	Number of Procurement Plans compiled and submitted to SCM	IDP 3.26	4 Number of Procurement Plan compiled and submitted to SCM		1 Procurement Plan compiled and submitted to SCM by 30 June 2025	0	0	1 Revised 2024/25 Procurement Plan in line with adjusted Budget and revised SDBIP compiled and submitted to SCM by 28 February 2025	2025/26 Procurement Plan must be compiled and submitted to SCM by 30 May 2025	1 Procurement Plan compiled and submitted to SCM by Q1 for 2024/25 & Q4 – 1 for 2025/26	Signed-off revised Procurement Plan
Contract Management	Performance Evaluation of all contracted services	100% of performance Evaluation on contracted services as per Contract Management s116 on monthly basis and reported on quarterly basis	IDP 3.27	100% Performance Level after Evaluations on contracted services in 5 years		100% of performance Evaluation on contracted services as per Contract Management s116 on monthly basis and reported on quarterly basis by 30 June 2024	100% of performance Evaluation on contracted services as per Contract Management s116 on monthly basis and reported on quarterly basis by 30 September 2024	100% of performance Evaluation on contracted services as per Contract Management s116 on monthly basis and reported on quarterly basis by 31 December 2024	100% of performance Evaluation on contracted services as per Contract Management s116 on monthly basis and reported on quarterly basis by 31 March 2025	100% of performance Evaluation on contracted services as per Contract Management s116 on monthly basis and reported on quarterly basis by 30 June 2025	100% of performance Evaluation on contracted services as per Contract Management s116 on monthly basis and reported on quarterly basis based on the contracted services list provided by SCM for the Department	Evaluation report and register
Financial management	Improve municipality's financial planning, revenue collection, expenditure and reporting capability	% On Reduction of irregular expenditure incurred on annual basis	IDP 3.28	100% average Reduction of irregular expenditure incurred on annual basis		100% average Reduction of irregular expenditure incurred on annual basis by 30 June 2025	100% average Reduction of irregular expenditure incurred quarterly	100% average Reduction of irregular expenditure incurred quarterly	100% average Reduction of irregular expenditure incurred quarterly	100% average Reduction of irregular expenditure incurred quarterly	Reduction of irregular expenditure incurred quarterly	Irregular procurements register (confirmed by SCM) with corrective measures

Demand Management Plan	Facilitation and coordination of Staff establishment	% Vacancy rate of departmental staff compliment/ establishment maintained at 25% and below	IDP 3.29	25% average vacancy rate of total staff compliment/ establishment maintained		25% average vacancy rate of total departmental staff compliment/ establishment maintained by 30 June 2025	25% average vacancy rate of total departmental staff compliment/ establishment maintained quarterly	25% average vacancy rate of total departmental staff compliment/ establishment maintained quarterly	25% average vacancy rate of total departmental staff compliment/ establishment maintained quarterly	25% average vacancy rate of total departmental staff compliment/ establishment maintained quarterly	Vacancy rate of total departmental staff compliment/ establishment maintained at below 25% quarterly	Vacancy Rate Status Report
Facilitation and Coordination of Staff Establishment	Facilitation and coordination of Staff establishment	% of vacant funded posts submitted to HR within 7 days from when vacancy arises (from receipt of notice of-resignation/retirement from incumbent)	IDP 3.30	100% of funded posts submitted to HR within 7 days from when vacancy arises (from receipt of notice of-resignation/ retirement from incumbent)		100% of funded posts submitted to HR within 7 days from when vacancy arises (from receipt of notice of-resignation/ retirement from incumbent) by 30 June 2025	100% of funded posts submitted to HR within 7 days from when vacancy arises (from receipt of notice of-resignation/ retirement from incumbent) quarterly	100% of funded posts submitted to HR within 7 days from when vacancy arises (from receipt of notice of-resignation/ retirement from incumbent) quarterly	100% of funded posts submitted to HR within 7 days from when vacancy arises (from receipt of notice of-resignation/ retirement from incumbent) quarterly	100% of funded posts submitted to HR within 7 days from when vacancy arises (from receipt of notice of-resignation/ retirement from incumbent) quarterly	Funded posts which have become vacant must be submitted to HR within 7 days from when vacancy arises (from receipt of notice of- resignation/ retirement from incumbent) quarterly	Copy ofNotice by incumbentCopy of request to HR to fill post - acknowledged by HR (stamp/Signature of HR)
		Number of Departmental meetings held quarterly meetings held	SDIBIP 3.6	Number of Departmental meetings held annually		12 Departmental meetings held annually	3 monthly Departmental meetings held per quarterly	3 monthly Departmental meetings held per quarterly	3 monthly Departmental meetings held per quarterly	3 monthly Departmental meetings held per quarterly	Departmental meetings to be held for Departments engage on tasks completed, plan for future tasks and to address any challenges experienced and corrective measures as well as to mitigate future risks Meetings will be at managerial level as well as all staff in Department at least once a quarter	Invite/notice to meeting, agenda, attendance register and minutes

Signed at SASOLBURG on this the 29 day JULY of 2024.

Signature: _____

Signed and accepted by:

Ms Fikile Veronica Mareka

(Chief Financial Officer)

Signed at SASOLBURG on this the 31st day July of 2024.

Signature: _____

Signed on behalf of Municipality by:

Fusi John Motloung

(Municipal Manager)