

NXUBA LOCAL MUNICIPALITY

DRAFT INSTITUTIONAL SCORECARD 2015/2016

KPA 1: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Priority Area	Strategic Plan Objective	Objective Code	Strategy	Indicator	Indicator Code	Activity / Project	Measurement Source and Frequency	Weight	Budget & Source	Vote No.	Baseline	Q1 Deliverable target	Q2 Financial target	Q3 Evidence target	Q4 Deliverable target	Q1 Financial target	Q2 Evidence target	Q3 Deliverable target	Q4 Financial target	Q4 Evidence target	Annual Target	Custodian	No of KPI	Risk identified			
Policies and By-laws	To ensure that policies and by-laws are in place and implemented by 2017	MTI 1	By developing and monitoring the implementation of policies	Number of policies reviewed and implemented	MTI 1.1	Development of Reclamation Policy	Quarterly reports	N/A	N/A	N/A	41 policies	Develop a draft policy	N/A	Draft policy	Conduct workshop on the developed draft policy	N/A	Attendance register and report	Submission to Council	N/A	Council Resolution approving the policy	Implement the developed policy	N/A	Progress on the implementation of the developed policy	Developed 1 Policy	Director Corporate Services	1	
			By developing By-Law	No of by-laws reviewed and implemented	MTI 1.2	Development of Spuma By-Law	Quarterly reports	N/A	N/A	N/A	16 Bylaws	Conduct workshop on by-law for all municipal offices	N/A	Minutes and attendance registers	Conduct workshop on the developed draft By-Law	N/A	Attendance register and report	Submission to Council	N/A	Council Resolution	Process the By-Law for Gazetting	N/A	Application for gazetting	Developed 1 By-Law	Director Corporate Services	2	
Organizational capacity building	To improve the organization's capacity by 2017	MTI 2	By developing the implementing organizational capacity	Reviewed program	MTI 2.1	Review program	N/A	N/A	N/A	N/A	Approved program	N/A	N/A	N/A	N/A	N/A	Review program and conduct workshop on the reviewed program	N/A	Reviewed program attendance register and minutes reports	Submit to council for adoption	N/A	Council resolution approving the program	Reviewed program	Director Corporate Services	3		
			By filling the budgeted posts	Number of budgeted posts filled	MTI 2.2	Filling of budgeted posts	NA	NA	NA	NA	127 filled posts	Appoint 16 vacant & funded positions	N/A	Appointment letters acceptance letters and advert	Appoint 4 Vacant & Funded Positions	N/A	Appointment letters acceptance letters and advert	Appoint 4 Vacant & Funded Positions	N/A	Appoint 4 Vacant & Funded Positions	28 budgeted posts	Director Corporate Services	4				
			By improving traditional performance through skills development	Number of employees trained as per VSP	MTI 2.4	Training of employees	Quarterly reports	N/A	N/A	N/A	10 trained	10 people trained	N/A	Attendance register correspondence for training and report	10 people trained	N/A	Attendance register correspondence for training and report	10 people trained	N/A	Attendance register correspondence for training and report	40 training people trained	Director Corporate Services	5				
			By reviewing and implementing employee performance management policy	Reviewed Employee Performance Management Policy	MTI 2.6	Review and implement Employee performance management policy	N/A	N/A	N/A	N/A	0	Review 2 Workshop, 8 submit to council for approval and	N/A	Employee Performance Management Policy attendance register council resolution approving the policy	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Develop Employee Performance Management Policy	Director Corporate Services	6			
			By implementing employee performance management policy through employee performance assessments	Number of employee performance assessment conducted	MTI 2.7	Implement employee performance management policy through employee performance assessments	N/A	N/A	N/A	N/A	0	Conduct employee performance assessments	N/A	Quarterly performance assessment reports with evidence	Conduct employee performance assessments	N/A	Quarterly performance assessment reports with evidence	Conduct employee performance assessments	N/A	Quarterly performance assessment reports with evidence	Conduct employee performance assessments	N/A	Quarterly performance assessment reports with evidence	Implement employee performance management policy through employee performance assessments	Director Corporate Services	7	
			By reviewing Job Descriptions and implementing Task Job Evaluation Policy on annual basis	Number of employees reviewed and evaluated job descriptions	MTI 2.8	Implement annual Task Job Evaluation Policy	N/A	N/A	N/A	N/A	0	Develop and submit employee's written Job Descriptions	N/A	Quarterly reports with evidence (proof of submission)	Follow-up and implement the Task Job Evaluation Outcomes	250 000.00	Quarterly reports with evidence	Develop and submit employee's written Job Descriptions	Quarterly reports with evidence	Follow-up and implement the Task Job Evaluation Outcomes	Quarterly reports with evidence	Follow-up and implement the Task Job Evaluation Outcomes	60 reviewed Job Descriptions and 60 Implemented Task Job Evaluation Policy	Director Corporate Services	8		
Records Management	To ensure implementation of a secured and functional records	MTI 3	By reviewing and implementing records management policy	Reviewed Record Management Policy	MTI 3.1	Review and implement Record management policy	N/A	N/A	N/A	N/A	Draft Records management policy	Review Record Management policy and conduct workshop	N/A	Reviewed policy and attendance registers	submit to council for approval	N/A	Council resolution approving the reviewed policy	Implement Record management policy	N/A	Report on implementation	Implement Record management policy	N/A	Report on implementation	Review and implement Record management policy	Director Corporate Services	9	
			By developing file plans	Number of file plans developed	MTI 3.3.1	Development of File plans	N/A	N/A	N/A	N/A	Draft File Plan	Conduct workshop on File Plans	N/A	Minutes and attendance registers	submit to council for approval	N/A	Council resolution approving the reviewed File Plan	Implement Record management policy	N/A	Report on implementation	Implement Record management policy	N/A	Report on implementation	Review and implement Record management policy	Director Corporate Services	10	
			Review and implement leave management procedure manual	Reviewed and implemented records management procedure manual	MTI 3.3.2	Review and implement records management procedure manual	N/A	N/A	N/A	N/A	N/A	Draft records management procedure manual and conduct workshop	Review records management procedure manual and attendance register	N/A	Review records management procedure manual	submit the procedure manual to council for approval	N/A	Council resolution approving the reviewed procedure manual	Implement records management procedure manual	N/A	Report on implementation	Implement records management procedure manual	N/A	Report on implementation	Review and implement records management procedure manual	Director Corporate Services	11
Leave management	To ensure proper leave management by 2017	MTI 4	By reviewing and implementing leave management procedure manual	Implemented leave management procedure manual	MTI 4.1	Implement leave management procedure manual	N/A	N/A	N/A	N/A	Leave management procedure manual	Implement leave management procedure manual	N/A	Report on implementation	Implement leave management procedure manual	N/A	Report on implementation	Review and implement leave management procedure manual	Report on implementation	Review and implement leave management procedure manual	N/A	Report on implementation	Reports on implemented leave management procedure manual	Director Corporate Services	12		

KPA 2 : SERVICE DELIVERY AND INFRASTRUTURE DEVELOPMENT																													
Priority Area	Strategic Plan Objective	Objective Code	Strategy	Indicator	Indicator Code	Activity / Project	Measurement Frequency	Weight	Budget & Source	Vote No.	Baseline	Q1 Deliverable target	Q1 Financial target	Q1 Evidence	Q2 Deliverable target	Q2 Financial target	Q2 Evidence	Q3 Deliverable target	Q3 Financial target	Q3 Evidence	Q4 Deliverable target	Q4 Financial target	Q4 Evidence	Annual Target	Custodian	No of KPI	Risk Identified		
Social Facilities	To ensure the establishment and access to well-maintained social amenities by 2017	SDI 1.1	By constructing social amenities (Community Halls, Sports fields)	No of social amenities constructed	SDI 1.1	Construction of multipurpose center and sports fields	Quarterly reports submitted with POE	N/A	R3 750 000 (MIG)	N/A	7 sports field and 6 community halls, 4 parks with community centre and play ground	Procurement processes and designs		Copy of advert tender documents and appointment letters	Construction processes		Progress report with evidence (pictures)	Construction processes		Progress report with evidence (pictures)	Draw out and completion		Progress report with evidence (pictures) and completion certificates	Construction of multipurpose center and sports fields	Director Technical Services				
		SDI 1.2	By maintaining existing social amenities (Community halls, parks, and sports fields)	No of social amenities maintained	SDI 1.2	Maintain all sports field and 6 community halls, 6 parks with community centre and play ground existing amenities	Reports on maintenance with evidence		Maintain all existing amenities			Reports on maintenance with evidence	Maintain 7 sports field and 6 community halls, 6 parks with community centre and play ground		Reports on maintenance with evidence	Maintain 7 sports field and 6 community halls, 6 parks with community centre and play ground		Reports on maintenance with evidence	Maintain 7 sports field and 6 community halls, 6 parks with community centre and play ground		Reports on maintenance with evidence		Reports on maintenance with evidence		Director Community Services				
Roads and Stormwater	To provide and maintain adequate roads and stormwater services to all four communities by 2017	SDI 2.1	By maintaining all municipal roads and stormwater services to all four communities	Number of kilometers maintained and number of stormwater storage system	SDI 1.3	Maintenance municipal roads and stormwater	Quarterly reports	N/A	R4 million (MIG)	N/A	36 km of roads and 52 stormwater drainage	9 km of roads and 13 stormwater drainage		Quarterly Reports with evidence (pictures)	9 km of roads and 13 stormwater drainage		Quarterly Reports with evidence (pictures)	9 km of roads and 13 stormwater drainage		Quarterly Reports with evidence (pictures)	9 km of roads and 13 stormwater drainage		Quarterly Reports with evidence (pictures)	36 km of roads and 52 stormwater drainage	Director Technical Services	15			
		SDI 2.2	By constructing new roads and stormwater drainage	Number of kilometers constructed and number of stormwater storage system	SDI 2.2	Construction of stormwater	Quarterly reports					10.2 km	Procurement processes and designs		Advert tender documents and appointment letters	Construction of roads		Quarterly Reports with evidence (pictures)	Construction of roads		Quarterly Reports with evidence (pictures)	Completion stage		Quarterly Reports with evidence (pictures) and completion certificate	7km	Director Technical Services			
Electrical Services	To provide and maintain adequate electricity for all in the municipal area by 2017	SDI 3.1	By reducing distribution losses	% of distribution losses reduced	SDI 10.1	Reduce losses on prepaid and conventional meters	Quarterly reports				42%	2.50%	na	Reports on reduction of losses on prepaid and conventional meters	1.50%	na	Reports on reduction of losses on prepaid and conventional meters	1.50%	na	Reports on reduction of losses on prepaid and conventional meters	1.50%	na	Reports on reduction of losses on prepaid and conventional meters	7%	Director Technical Services				
		SDI 3.2	By reducing and separating electricity to the community by 2017	% of distribution losses reduced	SDA 3.1	Reduce losses on prepaid and conventional meters	Quarterly reports					42%	2.50%	na	Reports on reduction of losses on prepaid and conventional meters	1.50%	na	Reports on reduction of losses on prepaid and conventional meters	1.50%	na	Reports on reduction of losses on prepaid and conventional meters	1.50%	na	Reports on reduction of losses on prepaid and conventional meters	7%	Director Technical Services			
		SDI 3.3	By electrifying new houses through grant funding and or own funding	Number of new houses electrified through grant funding and or own funding	SDI 3.2	Electrify houses	Quarterly reports					7000	15	na	Reports and POE	15	na	Reports and POE	15	na	Reports and POE	7	na	Reports and POE	52	Director Technical Services			
		SDI 3.4	By installing high mast lights	Number of street high mast installed	SDI 3.3	Install street lights	Quarterly reports submitted with portfolio of evidence					R750 000 (MIG)	13	Advertise and procure service provider		Advert tender documents and appointment letters	Planning and design of high mast lights		Drawings	Construction of first High mast lights		Quarterly Reports with evidence (pictures)	Construction of second High mast lights		Reports and invoices	2 High mast lights	Director Technical Services		
		SDI 3.5	By maintaining high mast lights and street lights	Number of high mast lights and street lights maintained	SDI 3.4	Maintain high mast lights and street lights	Quarterly reports					R250 000	13	Maintain existing high mast lights and street lights		Quarterly Reports with evidence (pictures)	Maintain existing high mast lights and street lights		Quarterly Reports with evidence (pictures)	Maintain existing high mast lights and street lights		Quarterly Reports with evidence (pictures)	Maintain existing high mast lights and street lights		Quarterly Reports with evidence (pictures)	Maintain 702 street lights and 13 high mast lights	Director Technical Services	13	
Human Settlements	To ensure that all people within the municipal area have access to human settlements by 2017	SDI 4.1	By compiling and verifying beneficiary list	Updated beneficiary list	SDI 4.1	update beneficiary list	Quarterly reports submitted with portfolio of evidence				Existing beneficiary list	Update beneficiary list		Updated signed beneficiary list	Update beneficiary list		Updated signed beneficiary list	Update beneficiary list		Updated signed beneficiary list	Update beneficiary list		Updated signed beneficiary list	Updated beneficiary list	Director Technical Services	14			
		SDI 4.2	By facilitating the ratification of houses	No of houses submitted to the Department for ratification	SDI 4.2	Facilitate ratification of houses	Quarterly reports submitted with portfolio of evidence					0	na	na	Proof of submission to the department of Human Settlement	na	na	Proof of submission to the department of Human Settlement	na	na	Proof of submission to the department of Human Settlement	na	na	Proof of submission to the department of Human Settlement	Director Technical Services	15			
		SDI 4.3	By applying for funding for housing programmes	No of funding application submitted	SDI 4.3	apply for funding for housing programme	Quarterly reports submitted with portfolio of evidence					0	Preparing and submitting the expression of interest for funding programme		Proof of expression of interest document submitted to the relevant funder	na	na	na	na	na	Submission of an Application for funding housing programme	na	na	Proof of submission of funding application	na	na	na	Director Technical Services	16
Solid waste management	To improve waste management by 2017	SDI 5.1	By developing and implementing Waste Management by-law	Developed waste management by-law	SDI 5.1	develop & implement Waste Management by-law	Quarterly reports				na	na	na	draft by-law workshop and submit to council for approval	na	na	minutes attendance register	implementation	na	reports on progress	reports on progress	na	Minutes, attendance register	4 reports	Director Community Services	17			
		SDI 5.2	By legalizing existing transfer station and transfer station	No of existing transfer station legalized	SDI 5.2	legalize existing transfer station and transfer station	Quarterly reports					0	Identify a land for the transfer station		BRF number for the site and minutes of the cemetery and landfill committee	Application to DEA to legalize transfer site	na	na	Proof of application	Identify a land for landfill site	na	na	BRF number for the site and minutes of the cemetery and landfill committee	Application to DEA to legalize transfer site	na	Proof of application and forms	1 landfill site and transfer station	Director Community Services	18
Cemeteries	To ensure that all cemeteries have access to properly maintained and managed cemeteries by 2017.	SDI 6	By maintaining updated cemetery management database	Updated cemetery management database	SDI 6.1	maintain updated cemetery management database	Quarterly reports				existing cemetery management database	update cemetery management database		quarterly updated cemetery management database	na	na	quarterly updated cemetery management database	update cemetery management database	na	quarterly updated cemetery management database	update cemetery management database	na	update cemetery management database	1 updated cemetery management database	Director Community Services	19			
		SDI 6.2	By implementing existing cemetery management by-law	No of reports submitted	SDI 6.2	implement cemetery management by-law	Quarterly reports					0	Implement cemetery management by-law		progress report on implementation	implement cemetery management by-law	na	na	progress report on implementation	implement cemetery management by-law	na	progress report on implementation	implement cemetery management by-law	4 reports	Director Community Services	20			
		SDI 6.3	By identifying suitable cemetery sites	No of sites identified	SDI 6.3	Identify suitable cemetery sites	Quarterly reports					na	na	na	na	na	na	na	na	na	minutes of the meeting for identifying cemetery sites	na	application for legalizing cemetery sites	1 site	Director Community Services	21			
Disaster Management and Fire	To facilitate a systematic communication to ensure efficient response when disaster strikes by 2017	SDI 7	By issuing and participating in ADM Forums	No of meetings	SDI 7.1	Raise and participate in ADM meeting	Quarterly Reports				na	na	na	develop disaster management policy	draft disaster policy	na	na	quarterly report	implement disaster management policy	na	progress report on the implementation of disaster management policy	implement disaster management policy	na	reports on progress	Director Community Services	22			
		SDI 7.2	By engaging ADM and relevant stakeholders	No of meetings	SDI 7.2	engage ADM and relevant stakeholders	Quarterly Reports					1 meeting	na	na	Invitations to the meeting and attendance register	1 meeting	na	na	Invitations to the meeting and attendance register	1 meeting	na	minutes of the meeting and attendance register	1 meeting	na	Invitations to the meeting and attendance register	4 meetings	Director Community Services	23	
Environmental Issues	To facilitate that Hlabba communities have clean and friendly environment and conservation of sensitive and protected areas by 2017	SDI 8	By implementing existing municipal by-laws	No of reports submitted	SDI 8.1	implement existing municipal by-laws	Quarterly Report				na	na	na	Implement existing municipal by-laws	implement existing municipal by-laws	na	na	progress report on implementation	implement existing municipal by-laws	na	progress report on implementation	implement existing municipal by-laws	na	progress report on implementation	4 reports	Director Community Services	24		
		SDI 8.2	By training municipal staff and educating the community on the implementation of the by laws	Number of staff trained	SDI 8.2	train municipal staff and educate community on the implementation of the by laws	Quarterly Report					1 training	na	na	Invitations training report and attendance register	1 training	na	na	Invitations training report and attendance register	1 training	na	Invitations training report and attendance register	1 training	na	Invitations training report and attendance register	4 trainings	Director Community Services	25	

				Number of meetings with the community held	SDI 8.3	Conduct meeting with the community	Quarterly Report	N/A	N/A	N/A	N/A	N/A	1 meeting		Invitations minutes of the meeting and attendance register	1 meeting		Invitations minutes of the meeting and attendance register	1 meeting		Invitations minutes of the meeting and attendance register	1 meeting	na	Invitations minutes of the meeting and attendance register	4 meetings	Director Community Services	26
By-law enforcement	SDI 9	To facilitate that Nubia communities have clean and friendly environment and conservation of sensitive and protected areas by 2017.	By ensuring proper enforcement of by-laws pertaining to the destruction of natural vegetation, animal species and prevention of illegal	Number of reports submitted	SDI 9.1	Ensure proper enforcement of by-laws	Quarterly Report	N/A	N/A	N/A	N/A	review all by laws	na	renewed by-laws	implement by-laws	N/A	Progress report on the implementation of	implement by-laws	na	Reports on Progress	implement by-laws	na	reports on progress	1 report	Director Community Services	27	
	SDI 10	To ensure that Nubia Municipality provides traffic services that is compliant with legislation by 2017.	By developing a legislation compliance checklist	Developed legislation compliance checklist	SDI 10.1	develop a legislation compliance checklist	Quarterly Report	N/A	N/A	N/A	0	N/A	na	N/A	N/A	na	N/A	Develop compliant checklist	na	Council resolution approving compliant checklist	N/A	na	na	compliant checklist	Director Community Services	28	
Traffic Services			By ensuring compliance with traffic regulations	Quarterly compliance report	SDI 10.2	ensure compliance with traffic regulations	Quarterly Report	N/A	N/A	N/A	existing traffic regulations	implement traffic regulations	na	Quarterly Report	implement traffic regulations	na	Quarterly Report	implement traffic regulations	na	Quarterly Report	implement traffic regulations	na	Quarterly Report	4 report	Director Community Services	29	
	Security Services	To have a fully fledged and functioning security services by 2017.	Re-arrange municipal charges in order to reduce guard points and jointly increase manpower as budget permits	Submit strategy to Council for arrangement	SDI 8.2	train municipal staff and educate community on the implementation of the by laws	Quarterly Report	N/A	N/A	N/A		Guard points reduction resolution		implementation of resolution and report	Progress report	Progress report									A fully fledged and functioning security services		
Fleet	To have a fully, properly maintained and functional fleet service by 2017.	By establishing a fleet maintenance and allocation strategy			SDI 9.1	Ensure proper enforcement of by-laws	Quarterly Report	N/A	N/A	N/A		Submit fleet and maintenance strategy to Council		Fleet and maintenance strategy resolution	implementation of resolution and report	Progress report	Progress report								Fully, properly maintained and functional fleet service		

KPA 3: LOCAL ECONOMIC DEVELOPMENT

Priority Area	Strategic Plan Objective	Objective Code	Strategy	Indicator	Indicator Code	Activity / Project	Measurement Source and Frequency	Weight	Budget & Source	Vote No.	Baseline	Q1 Deliverable target	Q1 Financial target	Q1 Evidence	Q2 Deliverable target	Q2 Financial target	Q2 Evidence	Q3 Deliverable target	Q3 Financial target	Q3 Evidence	Q4 Deliverable target	Q4 Financial target	Q4 Evidence	Annual Target	Custodian	No of KPI	Risk identified
Economic Development	Promote local economic development and job creation by 2017	LED 1	By ensuring viability of the existing Co-operatives	No of submitted funding application	LED 1.1	Facilitate Funding applications for registered Co-ops	Quarterly reports	na	R50 000		22 Co-operatives	Assessment of all 22 existing Co-operatives	na	Minutes, attendance Register and detailed report	Selection meeting for 8 targeted Co-ops for funding. Facilitate funding application for 8 Co-ops	na	Minutes, attendance Register and detailed report. Proof of submitted Funding applications	Organize workshop for the 8 selected co-ops	na	Minutes, attendance Register and detailed report	Monitor viability of existing cooperatives	na	Minutes, attendance Register and detailed report	12	Director Corporate Services	31	
			By facilitating the sustainability of jobs created through CWP, EPWP & LED Projects	No. of Jobs created	LED 1.2	Facilitate processes of sustainability of jobs created through CWP, EPWP & LED Projects	Quarterly reports	na		1355.05-115-5960		Created 1000 jobs	sustain 1000 jobs for the year	na	Reports and evidence	monitoring	na	Reports and evidence	15 jobs	na	150	N/A	na	Reports and evidence	500	Director Corporate Services	32
Tourism	Marketing of Ntuba as a tourism destination of choice by 2017	LED 2	By implementing the district Tourism master plan	Number of tourism programmes implemented	LED 2.1	3 Programmes implemented	Quarterly reports	na		1315.05-115-0330	0	Implement Tourism Master Plan	na	Reports on implementation of Tourism Master Plan	Meeting with relevant stakeholders	na	Minutes and attendance registers	Submit to council for adoption	na	Council resolution approving the strategy	Implement Tourism Strategy	na	Reports on implementation and evidence	Develop Tourism strategy	Director Corporate Services	33	
SMME Development	To create an enabling environment for SMME's by 2017	LED 3	By reviewing and implementing SMME Support Plan	Developed SMME's Support Plan	LED 3.1	Reviewed SMME's Support Plan	Quarterly reports	na	R30 000	1315.05-115-0210	0	Review the SMME's Support Plan with relevant stakeholders	na	Minutes, attendance Register and Council Resolution	Implement on of the reviewed SMME & Co-ops Support Plan	na	Quarterly Reports with evidence	Implement on of the reviewed SMME & Co-ops Support Plan	na	Quarterly Reports with evidence	Implement on of the reviewed SMME Support Plan	na	Quarterly Reports with evidence	Reviewed SMME & Co-ops Support Plan	Director Corporate Services	34	
Agriculture Development	To facilitate live-stock improvement and deciduous fruit production by 2017	LED 4	By developing an agricultural development plan	Developed Agricultural Development Plan	LED 4.1	Developed Agricultural Development Plan	Quarterly reports	na	na	na	0	Consultation with relevant stakeholders	na	minutes, attendance registers	Submit MOU to Council for approval	na	Council resolution and signed MOU	Implement the MOU	na	Reports on implementation and evidence	Implement the MOU	na	Reports on implementation and evidence	Reviewed MOU	Director Corporate Services	35	

KPA 4: MUNICIPAL FINANCIAL VIABILITY																											
Priority Area	Strategic Plan Objective	Objective Code	Strategy	Indicator	Indicator Code	Activity/Project	Measurements Source and Frequency	Weight	Budget & Source	Vote No.	Baseline	Q1 Deliverable target	Q1 Financial target	Q1 Evidence	Q2 Deliverable target	Q2 Financial target	Q2 Evidence	Q3 Deliverable target	Q3 Financial target	Q3 Evidence	Q4 Deliverable target	Q4 Financial target	Q4 Evidence	Annual Target	Custodian	No of KPI	Risk Identified
REVENUE ENHANCEMENT	To improve own revenue collection from 50% to 90 % by 2017	MFV 1	By implementing data cleansing	No of reports with accurate debtors list	MFV1.1	Implement data cleansing		N/A	N/A	N/A	0	Implement data cleansing		1 report on data cleaned	Implement data cleansing	N/A	1 report on data cleaned	1 report on data cleaned	N/A	1 report on data cleaned	Implement data cleansing	N/A	1 report on data cleaned	4 reports with cleaned data	CFO	36	
			By implementing debt collection and credit control policy	Number of report on improved revenue collection	MFV1.2	Implement debt collection	Monthly reports	N/A	N/A	N/A	50%	Quarterly report	N/A	Quarterly Billing and collection report showing 5% increase in collection rate	Quarterly report	N/A	Quarterly Billing and collection report showing 5% increase in collection rate	Quarterly report	N/A	Quarterly Billing and collection report showing 5% increase in collection rate	Quarterly report	N/A	Quarterly Billing and collection report showing 5% increase in collection rate	Annual Billing and collection report showing 75% collection rate	CFO	37	
			By reviewing revenue enhancement strategy	Reviewed Revenue enhancement strategy	MFV1.3	review revenue enhancement strategy	Quarterly reports	N/A	N/A	N/A	Revenue enhancement strategy	Review revenue enhancement strategy and conduct workshop	N/A	Attendance register and report/minutes	Conduct workshop	N/A	Attendance register and report/minutes	Submit draft revenue enhancement strategy for approval to council	N/A	Approved strategy and council resolution approving the draft	N/A	N/A	N/A	Reviewed and approved revenue enhancement strategy	CFO	38	
			By implementing revenue enhancement strategy	Implemented revenue enhancement strategy	MFV1.4	implement revenue enhancement strategy	Quarterly implementation reports	N/A	N/A	N/A	Revenue enhancement strategy	implement revenue enhancement strategy		Progress report on implementation and evidence	implement revenue enhancement strategy	N/A	Progress report on implementation and evidence	implement revenue enhancement strategy	N/A	Progress report on implementation and evidence	implement revenue enhancement strategy	N/A	Progress report on implementation and evidence	4 reports on implementation of revenue enhancement strategy	CFO	39	
EXPENDITURE MANAGEMENT	To ensure that all service providers are paid within 30 day period as legislated by 2017	MFV 2	By implementing an invoice register	Invoice register	MFV 2.1	Updating invoice register regularly	Updated monthly invoice register	N/A	N/A	N/A	Existing invoice register	Updated monthly invoice register	N/A	Invoice register	Updated monthly invoice register	N/A	Invoice register	Updated monthly invoice register	N/A	Invoice register	Updated monthly invoice register	N/A	Updated invoice register	Updated invoice register	CFO	40	
			By facilitating usage of submitted system to process orders by SCM	No of orders processed	MFV 2.2	Facilitating usage of submitted system to process orders by SCM	Quarterly reports submitted with portfolio of evidence	N/A	N/A	N/A	Order book	Number of orders completed in order book vs orders captured in system	N/A	System report on orders completed in order book vs orders captured in system reviewed by CFO	Number of orders completed in order book vs orders captured in system	N/A	System report on orders completed in order book vs orders captured in system reviewed by CFO	Number of orders completed in order book vs orders captured in system	N/A	System report on orders completed in order book vs orders captured in system reviewed by CFO	Number of orders completed in order book vs orders captured in system	N/A	System report on orders completed in order book vs orders captured in system reviewed by CFO	4 quarterly reconciliation reports	CFO	41	
			By reconciling service providers in Cashbook to Database and ensuring that the checklist is completed with required documents	Updated Data base	MFV 3.2	Perform cashbook vs database reconciliation	Monthly reconciliation reports	N/A	N/A	N/A	Data base	Reconciled cashbook to database	N/A	3 monthly reconciliation reports	Reconciled cashbook to database	N/A	3 monthly reconciliation reports	Reconciled cashbook to database	N/A	3 monthly reconciliation reports	Reconciled cashbook to database	N/A	3 monthly reconciliation reports	Reconciled cashbook to database	3 monthly reconciliation reports	12 monthly reconciliation reports	CFO
SUPPLY CHAIN MANAGEMENT	To improve the supply chain processes to comply with legislation and regulations by 2017	MFV 3	By entering contracts with service providers	No of Contracts entered into	MFV 3.1	Facilitate the appointment of service providers	Quarterly reports submitted with portfolio of evidence	N/A	N/A	N/A	Current contracts	advertising for service providers	N/A	Advertisements in the news paper	advertising for service providers	N/A	Appointment letter and SLA	N/A	N/A	N/A	N/A	N/A	N/A	Contracts entered into	CFO	42	
			By preparing procurement plans and use these to compile a SCM procurement calendar detailing the critical dates	SCM procurement calendar	MFV 3.3	Facilitate the preparation of SCM procurement calendar	Monthly reports on the procurement plan implementation	N/A	N/A	N/A	Capital budget	Complete procurement plans and implement	N/A	3 monthly progress report with evidence	implement procurement plans	N/A	3 monthly progress report with evidence	implement procurement plans	N/A	3 monthly progress report with evidence	implement procurement plans	N/A	3 monthly progress report with evidence	Annual report on implementation of procurement plans	CFO	44	
BUDGET MANAGEMENT	To develop a credible budget that is compliant with legislation by 2017	MFV 4	By ensuring that the budget is aligned to Treasury format and IGR	Timely submission of budget according to Treasury format and IGR	MFV 4.1	Facilitate process of aligning budget to Treasury format and IGR	Budget evaluation report	N/A	N/A	N/A	Budget 2014/15	Develop budget process plan for 2016/17	N/A	Tabled process plan and council resolution	Preparation of budget for 2016/17	N/A	Draft budget	Table draft to council	N/A	Council resolution noting draft budget	Submit final draft	N/A	Council resolution approving budget	Approved Budget	CFO	45	
FINANCIAL CONTROL	To ensure effective implementation of internal controls by 2017	MFV 5	By reviewing procedure manuals	No of implemented procedure manuals	MFV 5.1	Review procedure manuals	Quarterly reports	N/A	N/A	N/A	6 existing procedure manuals	Review procedure manual	N/A	Reviewed procedure manuals, list of all manuals against reviewed	Conduct workshop and submit to council for approval	N/A	Reviewed procedure manuals, list of all manuals against reviewed	Submit revised procedure manuals for approval	N/A	Council resolution approving financial manuals	N/A	N/A	N/A	Approved procedure manuals	CFO	46	
			By implementing procedure manuals	No of implemented procedure manuals	MFV 5.2	Implement financial procedure manuals	Quarterly reports	N/A	N/A	N/A	existing procedure manuals	Implement financial procedure manuals		Implement on report with evidence	Implement financial procedure manuals	N/A	Implement on report with evidence	Implement financial procedure manuals	N/A	Implement on report with evidence	Implement financial procedure manuals	N/A	Implement on report with evidence	4 implementation reports	CFO	47	
			By compiling a list of reconciliations to be performed and ensure they are performed monthly	No of reconciliations to be performed	MFV 5.3	Compile a list of reconciliations to be performed and perform reconciliations	Monthly reconciliation reports	N/A	N/A	N/A	Bank, debtors, creditors and income Reconciliations	List of reconciliations and reconciliations performed		Approved list of reconciliations and 3 monthly reviewed reconciliations	Reconciliations as per list performed	N/A	3 monthly reviewed reconciliations	Reconciliations as per list performed	N/A	3 monthly reviewed reconciliations	Reconciliations as per list performed	N/A	3 monthly reviewed reconciliations	Reconciliations as per list performed	3 monthly reviewed reconciliations	12 monthly reviewed reconciliations	CFO
ASSET MANAGEMENT	To ensure that municipal assets are safeguarded & maintained by 2017	MFV 6	By updating and verifying asset register	GNAP compliant asset register	MFV 6.1	update and verify asset register	Quarterly reports	N/A	N/A	N/A	Asset register	additions	Monthly report on additions	additions	N/A	Monthly report on additions	additions and asset verification of all assets	N/A	Report on additions and half yearly asset count	additions and disposals, and verification of all assets	N/A	Report on additions and disposals and half yearly asset count	GNAP compliant asset register	CFO	49		

