

FINANCE SCORECARD 2024 - 2025 FINANCIAL YEAR																				
STRATEGIC OBJECTIVE FROM THE IDP	ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET DESCRIPTION	Q1 July - September	TARGET DESCRIPTION	Q2 October - December	TARGET DESCRIPTION	Q3 January - March	TARGET DESCRIPTION	Q4 April - June	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)	KPI WEIGHTING	Responsible Department Business Unit (BU)			
NATIONAL KEY PERFORMANCE AREA 1 : MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT (Weighting 16%)																				
To ensure openness and transparent scm processes	OMM 01	Resolve and communicate appeals	R0,00	The turnaround time to resolve and communicate appeals within the legislated timeframe.	14	All appeals resolved and communicated within 21 days of receipt of the appeal	14	All appeals resolved and communicated within 21 days of receipt of the appeal	14	All appeals resolved and communicated within 21 days of receipt of the appeal	14	All appeals resolved and communicated within 21 days of receipt of the appeal	14	Internal	Register of all appeals with date resolved and communicated	1,45%	Head SCM			
To ensure openness and transparent scm processes	FIN 01	bidders outcome/status	R0,00	The turnaround time to alert unsuccessful bidders of TAC decision.	14	All letters sent out to unsuccessful bidders within 14 days of the TAC decision.	14	All letters sent out to unsuccessful bidders within 14 days of the TAC decision.	14	All letters sent out to unsuccessful bidders within 14 days of the TAC decision.	14	All letters sent out to unsuccessful bidders within 14 days of the TAC decision.	14	Internal	Register of unsuccessful letters sent to bidders	1,45%	Head SCM			
To ensure openness and transparent scm processes	OMM 02	Signatures from MM	R0,00	The turnaround time for MM to sign SCM letters.	2	All letters signed by MM and returned to SCM within 2 days	2	All letters signed by MM and returned to SCM within 2 days	2	All letters signed by MM and returned to SCM within 2 days	2	All letters signed by MM and returned to SCM within 2 days	2	Internal	Register of successful and unsuccessful letters sent to bidders	1,50%	Head SCM			
To ensure openness and transparent scm processes	FIN 02	final letters to bidders	R0,00	The turnaround time to send letters to bidders once received from MM.	3	All letters of regret/success sent to bidders within 3 working days of receipt from MM.	3	All letters of regret/success sent to bidders within 3 working days of receipt from MM.	3	All letters of regret/success sent to bidders within 3 working days of receipt from MM.	3	All letters of regret/success sent to bidders within 3 working days of receipt from MM.	3	Internal	Register of regret letter	1,45%	Head SCM			
To ensure openness and transparent scm processes	FIN 03	tender documents to contract management	R0,00	The turnaround time for Demand management unit to submit the awarded tender documents to contracts management	3	The Demand Management Unit to submit successful bid documents to contract management on the next working day after the appointment letter is sent to the successful bidder.	3	Demand Management to submit successful bid documents to contract management on the next working day following the award letter being issued to the successful bidder.	3	Demand Management to submit successful bid documents to contract management on the next working day following the award letter being issued to the successful bidder.	3	Demand Management to submit successful bid documents to contract management on the next working day following the award letter being issued to the successful bidder	3	Internal	Register of contracts finalised	1,45%	Head SCM			
To ensure openness and transparent scm processes	OMM 03	Draft Contract Document	R0,00	The turnaround time for a draft contract to be drawn up.	14	Contract Management to draft contracts not more than 14 days after the issuing of the letter of award.	14	Contract Management to draft contracts not more than 14 days after the issuing of the letter of award.	14	Contract Management to draft contracts not more than 14 days after the issuing of the letter of award.	14	Contract Management to draft contracts not more than 14 days after the issuing of the letter of award.	14	Internal	Register of contracts finalised	1,45%	Head SCM			
To ensure openness and transparent scm processes	OMM 04	Signing of Final Contract	R0,00	The turnaround time for MM to sign the final contract.	10	MM to sign the final contract within 5 working days of receipt from SCM.	10	MM to sign the final contract within 5 working days of receipt from SCM.	10	MM to sign the final contract within 5 working days of receipt from SCM.	10	MM to sign the final contract within 5 working days of receipt from SCM.	10	Internal	Register indicating turn around time and copy of the first and last page of the contract	1,45%	Head SCM			
To ensure openness and transparent scm processes	OMM 05	TSC	R0,00	The turnaround time for all BUs to table the tender specification	14	All Business units to submit specifications to the TSC by the 31 August 2024	14	All Business units to submit specifications to the TSC by the 31 August 2024	14	No Target	14	No Target	14	Internal	Registers indicating all tenders and their respective dates at the TSC.	1,45%	Head SCM			
To ensure openness and transparent scm processes	OMM 06	TEC	R0,00	The turnaround time for all BUs to submit TEC pre-evaluation reports to TEC.	14	All BUs to submit to the TEC secretariat the pre-evaluation reports within 14 days of tender closing.	14	All BUs to submit to the TEC secretariat the pre-evaluation reports within 14 days of tender closing.	14	All BUs to submit to the TEC secretariat the pre-evaluation reports within 14 days of tender closing.	14	All BUs to submit to the TEC secretariat the pre-evaluation reports within 14 days of tender closing.	14	Internal	Register indicating bid closure and date of submission of pre-evaluation report to the secretariat.	1,45%	Head SCM			
To ensure openness and transparent scm processes	OMM 07	TAC	R0,00	The turnaround time from TEC to TAC	5	Signed TEC recommendations submitted to the TAC secretariat within 5 days of the TEC confirming the minutes.	5	Signed TEC recommendations submitted to the TAC secretariat within 5 days of the TEC confirming the minutes.	5	Signed TEC recommendations submitted to the TAC secretariat within 5 days of the TEC confirming the minutes.	5	Signed TEC recommendations submitted to the TAC secretariat within 5 days of the TEC confirming the minutes.	5	Internal	Register indicating date of finalisation of the bid at TEC and date of submission to the TAC secretariat	1,45%	Head SCM			
To ensure maintenance of existing municipal infrastructure	FIN 03	Upgrade to Finance Building (WIP)	R2 000 000,00	Upgrade to Finance Building (WIP) by target date	100%	100% Upgrade to Finance Building (WIP) by 30 June 2025	10%	1. TSC approval-5% 2. TEC approval-5%	10%	1. TAC approval-5% 2. Appointment letter-5%	30%	Progress report to Finance, LPA and HR portfolio committee on progress of upgrade and expenditure-30%	50%	Completion of Finance building upgrades	Internal	1.TSC minutes 2.TEC Minutes 3. TAC minutes 4. Appointment letter 5. Finance, LPA and HR committee progress report 6. Municipal Services report with Pictures of works done.		Chief Financial Officer		
To ensure maintenance of existing municipal infrastructure	FIN 04	Upgrade to SCM Building (WIP)	R2 000 000,00	Upgrade to SCM Building (WIP) by target date	100%	100% Upgrade to SCM Building (WIP) by 30 June 2025	10%	1. TSC approval-5% 2. TEC approval-5%	10%	1. TAC approval-5% 2. Appointment letter-5%	30%	Progress report to Finance, LPA and HR portfolio committee on progress of upgrade and expenditure-30%	50%	Completion of SCM building upgrades-50%	Internal	1.TSC minutes 2.TEC Minutes 3. TAC minutes 4. Appointment letter 5. Finance, LPA and HR committee progress report 6. Municipal Services report with Pictures of works done.		Head SCM		

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STRATEGIC OBJECTIVE FROM THE IDP	ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET DESCRIPTION	ANNUAL TARGET DESCRIPTION	Q1 July - September	TARGET DESCRIPTION	Q2 October - December	TARGET DESCRIPTION	Q3 January - March	TARGET DESCRIPTION	Q4 April - June	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)	WEIGHTING	Responsible Department Business Unit (BU)
To improve municipal performance	FIN 05	Cascading of PMS	R0,00	The percentage implementation of cascading of the Individual Performance Management System (IPMS) from Task Grade 19 to Task Grade 12.	100%	100% implementation of the cascading of the Individual Performance Management System (IPMS) for Finance Business Unit employees from Task Grade 19 to Task Grade 12 by 30 June 2025	10%	Performance plans for Finance Business Unit employees from T19 to T15 submitted to the IPMS Office by the 30 September 2024.	10%	Performance plans for Finance Business Unit employees from T14 to T12 submitted to the IPMS Office by the 31 December 2024.	40%	1)Email to HR requesting reviews from T19 to T15 by 31 January 2025 2) Adjusted scorecards for T19 to T15 submitted to IPMS office by 31 March 2025	40%	1)Email to HR requesting reviews from T14 to T12 by 30 April 2025 2) Adjusted scorecards for T14 to T12 submitted to IPMS office by 30 June 2025.	Internal	1) List of employees from T19 to T12 that have submitted the performance plans 2)E-mail sent to HR requesting reviews to be conducted for T19 to T12		Chief Financial Officer

NATIONAL KEY PERFORMANCE AREA 2: GOOD GOVERNANCE & PUBLIC PARTICIPATION (Weighting 15%)

To ensure clean audit is received by the municipality	FIN 06	Performance Information submission dates	R0,00	The turnaround time to upload completed Performance Information onto the Electronic Performance Management System.	10	1) Upload completed Performance Information onto the Electronic Performance Management System by the 10th of the month following quarter end.	10	Upload completed Performance Information by the 10th of October 2024, for Q1.	5	Upload completed Performance Information by the 10th of January 2025, for Q2	10	Upload completed Performance Information by the 10th of April 2025, for Q3.	10	Upload completed Performance Information by the 10th of July 2025, for Q4 and Annual.	Internal	Verification by the PME Champions per department.	1,66%	Chief Financial Officer
To ensure clean audit is received by the municipality	FIN 07	AG Action Plans	R0,00	Response time to update commitments from the AG action plan	4	4 AG Action Plans responded to Director Project Executive within 5 days of Director Project Executive submitting the action plan to the department.	1	1 AG Action Plan responded to Director Project Executive within 5 days of Director Project Executive submitting the action plan to the department.	1	1 AG Action Plan responded to Director Project Executive within 5 days of Director Project Executive submitting the action plan to the department.	1	1 AG Action Plan responded to Director Project Executive within 5 days of Director Project Executive submitting the action plan to the department.	1	1 AG Action Plan responded to Director Project Executive within 5 days of Director Project Executive submitting the action plan to the department.	Internal	1)E-mail from Director Project Executive to the department sending them the Action Plan to update. 2) E-mail from the department to Director Project Executive responding to the AG action Plan	1,66%	Chief Financial Officer
To ensure clean audit is received by the municipality	FIN 08	Governance	R0,00	The percentage of AG findings pertaining to FBU resolved in the AG action plan for the 2022/2023 financial year.	100%	100% of AG findings pertaining to FBU resolved in the AG action plan for the 2022/2023 financial year, by 30 June 2025.	20%	20 % of AG Findings pertaining to the FBU for 2022/2023 resolved.	50%	50 % of AG Findings pertaining to the FBU for 2022/2023 resolved.	75%	75 % of AG Findings pertaining to the FBU for 2022/2023 resolved.	100%	100 % of AG Findings pertaining to the FBU for 2022/2023 resolved.		list of AG findings pertaining to FBU contained in the AG action plan; quarterly % resolution of AG findings resolved in the AG action plan		Chief Financial Officer/All Directors
To ensure clean audit is received by the municipality	FIN 09	Governance	R0,00	The number of quarterly responses to the Circular 88 National Indicators to the PME Unit.	4	4 quarterly responses to the Circular 88 National Indicators to the PME Unit by 30 June 2025.	1	Quarter 4 of 2023/2024 response to Circular 88 National Indicators submitted to PME by 10 July.	1	Quarter 1 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 10 October.	1	Quarter 2 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 10 January.	1	Quarter 3 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 10 April.		e-mail from PME sent to departments. Response from departments to PME with completed C88 information	1,69%	Chief Financial Officer

NATIONAL KEY PERFORMANCE AREA 3: FINANCIAL MANAGEMENT AND VIABILITY (Weighting 64%)

To improve expenditure on Capital Budget	FIN 10	Management of CAPEX	R4 190 000	The percentage expenditure on Departmental Capital Budget	90	90% expenditure on Departmental Capex by 30 June 2025 (Total = R3 771 000)	20%	0% expenditure on CAPEX (R 1 257 000)	50%	30% (1 131 300) expenditure on CAPEX (R2 514 000)	60%	60% expenditure on CAPEX (R2 262 600)	90%	90% expenditure on CAPEX (3 771 000)	Internal	1) Report from finance showing Capex Spend	1,64%	Chief Financial Officer
To improve expenditure on Operational Budget	FIN 11	Management of OPEX	R107 471 503	The percentage expenditure Departmental Operating Budget	90%	90% expenditure on Departmental Operating Budget by 30 June 2025. (Total = R96 724 353)	15%	15% expenditure on OPEX As per SDBIP (R14 508 653)	50%	50% expenditure on OPEX As per SDBIP (R48 362 177)	75%	60% expenditure on OPEX As per SDBIP (R58 034 612)	90%	90% expenditure on OPEX As per SDBIP (R96 724 353)	Internal	1) Report from finance showing Opex Spend	1,64%	Chief Financial Officer
To improve expenditure on Operational Budget	FIN 12	Management of Overtime.	R794 133	The percentage of expenditure on the Departmental Overtime Budget	100%	100% spend on Overtime expenditure kept within the allocated budget by 30 June 2025.	25%	Q1 estimated overtime amount in rands = R198 533.25	50%	Q2 estimated overtime amount in rands = R397 066.50	75%	Q2 estimated overtime amount in rands = R397 066.50	100%	Q4 estimated overtime amount in rands = R794 133.00	Internal	Overtime Report from Budget Office.	1,64%	Chief Financial Officer
To improve expenditure on capital Budget	FIN 13	Departmental Procurement Plan	R0	The turnaround time to submit the Departmental Procurement Plan to the SCM Unit.	10	Submission of the Departmental Procurement Plan to the SCM Unit within 10 days of the approval of the budget.	0	No target	0	No target	0	No target	10	Submission of the Departmental Procurement Plan to the SCM Unit within 10days of the approval of the budget.		e-mail submission to SCM unit of Procurement Plan	1,64%	Chief Financial Officer
To improve expenditure on capital Budget	FIN 14	SCM - Procurement Plan	R0	The number of Progress Reports on the Departmental Procurement Plan submitted to SCM Unit.	4	4 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit by 30 June 2025.	1	1 progress report for Q4 of 2023/2024 submitted SCM Unit	1	1 progress report for Q1 of 2024/2025 submitted SCM Unit	1	1 progress report for Q2 of 2024/2025 submitted SCM Unit	1	1 progress report for Q3 of 2024/2025 submitted SCM Unit		Progress Report signed by the CFO and submitted to SCM Unit as well as GG or Manco or Portfolio Committee		Head SCM
To improve expenditure on Operational Budget	FIN 15	Irregular expenditure	R0	The percentage of irregular expenditure maintained.	0%	The department to maintain 0% Irregular expenditure by 30 June 2025.	0%	Nil departmental irregular expenditure.	0	Nil departmental irregular expenditure.	0	Nil departmental irregular expenditure.	0	Nil departmental irregular expenditure.		Spreadsheet from the Expenditure Office indicating departmental irregular expenditure.	1,64%	Chief Financial Officer

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To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 16	% Reduction of debt	R0,00	The percentage reduction of debt in the greater than 60 days category when compared to debt as at 30 June 2024	2% 2% reduction of debt in the greater than 60 days category when compared to debt as at 30/06/2024 by 30 June 2025.	0,5%	Reduction of debt	1%	Reduction of debt	1,5%	Reduction of debt	2%	Reduction of debt	N/A	Debtors age analysis and summary report		Director Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	OPMS 22	CAPITAL EXPENDITURE	R328 472 640,00	The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan (IKPI) -	90% 90% (R295 625 376) of a municipality's capital budget actually spent on capital projects by 30 June 2025	22,5%	(R73 906 344) expenditure on capital budget for projects identified in the IDP.	45%	(R147 812 688) expenditure on capital budget for projects identified in the IDP.	67,5%	(R147 812 688) expenditure on capital budget for projects identified in the IDP.	90%	(R295 625 376) expenditure on capital budget for projects identified in the IDP.	N/A	Copy of Capital Budget Control Report	OMM - All BU with Capital Budgets	Chief Financial Officer
To ensure municipal budget complies with MFMA and Treasury regulations	OPMS 23	Expenditure Management (Irregular expenditure)	R0,00	The percentage reduction of Irregular Expenditure in comparison to 2023/2024 Financial Year End Irregular Expenditure.	70% 70% reduction of irregular expenditure in comparison to the 2023/2024 Financial Year End Irregular Expenditure by 30 June 2025.	20%	Reduction of irregular expenditure in comparison to the 2023/2024	30%	Reduction of irregular expenditure in comparison to the 2023/2024	50%	Reduction of irregular expenditure in comparison to the 2023/2024	70%	Reduction of irregular expenditure in comparison to the 2023/2024	N/A	Spreadsheet from the Expenditure Section showing % of irregular expenditure and the reduction thereof.	OMM - All BU with Irregular expenditure	Director: Expenditure
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	OPMS 24	% Reduction of debt	R0,00	The percentage reduction of debt in the greater than 60 days category when compared to debt as at 30 June 2024	2% 2% reduction of debt in the greater than 60 days category when compared to debt as at 30/06/2024 by 30 June 2025.	0,5%	Reduction of debt	1%	Reduction of debt	1,5%	Reduction of debt	2%	Reduction of debt	N/A	Debtors age analysis and summary report	Finance BU	Director: Revenue
To ensure municipal budget complies with MFMA and Treasury regulations	OPMS 25	Budget - Approval	R0,00	The number of milestones achieved towards the approval of the Annual Budget.	2 Submission of 2 milestones as follows : 1.Draft 2025/2026 budget to council by 31 March 2025. 2.Final 2025/2026 budget to council by 31 May 2025.	No target	Draft 2025/2026 budget	No target	n/a	0	Draft 2025/2026 budget to council by 31 March 2025 : Milestone 1	0	Final 2025/2026 budget to council by 31 May 2025 - milestone 2	N/A	Council resolution, copies of adverts to newspaper	Finance BU	Chief Financial Officer
To ensure municipal budget complies with MFMA and Treasury regulations	OPMS 26	Budget - Reports	R0,00	The number of Budget implementation reports submitted to Council on budget spent	4 i) 1 Budget implementation Section 52(d) reports by 30 June 2025 ii) 1 MFMA 572 Report submitted to Council on budget spent, by 31 March 2025.	1	i) 2023/2024 Q4 Section 52(d) reports tabled to Council by 30 July 2024	1	i) 2024/2025 Q1 Section 52(d) reports tabled to Council by 30 October 2025	1	i) 2024/2025 Section 72(d) report tabled to Council by 31 January 2025	1	i) 2024/2025 Q3 Section 52(d) reports tabled to Council by 30 April 2025	N/A	Council resolution or minutes..	Finance BU	Director: Budget
To ensure financial viability of the municipality	OPMS 27	Radical Economic Transformation	R0,00	The number of progress reports submitted to Finance & Local Public Administration (FLPA) on the percentage of awards made to designated sectors (i.e. Youth, Women and disabled, military veterans)	00:00 4 progress reports submitted to Finance & Local Public Administration (FLPA) on 40 percentage of awards made to designated sectors (i.e. Youth, Women and disabled, Military Veterans) by 30 June 2025	00:00	Q4 progress report - Submission to (FLPA)	00:00	Q1 progress report - Submission to (FLPA)	1	2024/2025 Q2 progress report - Submission to (FLPA)	1	2024/2025 Q3 progress report - Submission to (FLPA)	N/A	FLPA item and resolution	Finance BU	Head : SCM
To ensure financial viability of the municipality	OPMS 28	Analysis of Key ratios to ensure that it remains within or exceed agreed upon targets	R0,00	Ratio of Outstanding service debtors to annual revenue actually received for services (i.e. electricity and refuse)	0,25:1 Outstanding service debtors to revenue not greater than 0,5:1	0,25:1	Outstanding service debtors to revenue not greater than 0,5:1	0,25:1	Outstanding service debtors to revenue not greater than 0,5:1	0,25:1	Outstanding service debtors to revenue not greater than 0,5:1	0,25:1	Outstanding service debtors to revenue not greater than 0,5:1	N/A	Details of calculations	Finance BU	Director: Budget and Compliance
To ensure financial viability of the municipality	OPMS 29	Analysis of Key ratios to ensure that it remains within or exceed agreed upon targets	R0,00	Debt coverage ratio. Total operating revenue received - operating grants/ debt service payments	15:01 Not less than 15:01	15:01	Not less than 15:01	15:01	Not less than 15:01	15:01	Not less than 15:01	15:01	Not less than 15:01	N/A	Details of calculations	Finance BU	Director: Budget and Compliance

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STRATEGIC OBJECTIVE FROM THE IDP	ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET DESCRIPTION	Q1 July - September	TARGET DESCRIPTION	Q2 October - December	TARGET DESCRIPTION	Q3 January - March	TARGET DESCRIPTION	Q4 April - June	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)	KPI WEIGHTING	Responsible Department Business Unit (BU)
To ensure financial viability of the municipality	OPMS 30	Unencumbered cash coverage Ratio : The Ratio indicates the Municipality's ability to meet at least its monthly fixed operating commitments from unencumbered cash and short-term investment without collecting any	R0,00	Unencumbered cash coverage Ratio	1	Unencumbered cash coverage Ratio of 1 month.	1	Unencumbered cash coverage Ratio of 1 month.	1	Unencumbered cash coverage Ratio of 1 month.	1	Unencumbered cash coverage Ratio of 1 month.	1	N/A	Formula: ((Unencumbered Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortization, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)	Finance BU	Director Budget and Compliance
To ensure financial viability of the municipality	OPMS 31	AFS submission to AG.	R0,00	The number of Annual Financial Statements (AFS) to the Auditor General (AG).	1	1 Annual Financial Statements (AFS) submitted to the Auditor General (AG) by 31 August 2024.	1	AFS to AG by 31 August 2024.	0	No target	0	No target	0	N/A	e-mail confirmation of submission to AG.	Finance BU	Director Budget and Compliance
To ensure financial viability of the municipality	OPMS 32	Free Basic Electricity. Consumers registered on the indigent register.	R0,00	The percentage of indigent households earning less than R5000 per month with access to Free Basic Electricity.	1	100% of indigent households, as per Council's Indigent Register, earning less than R5000 per month with access to Free Basic Electricity by 30 June 2025.	100%	100% of registered indigent households getting free basic electricity.	100%	100% of registered indigent households getting free basic electricity.	100%	100% of registered indigent households getting free basic electricity.	100%	All wards	Indigent register and a sample of applications	Finance BU	Director Revenue
To ensure financial viability of the municipality	OPMS 33	Free Solid Waste Removal. Consumers registered on the indigent register.	R0,00	The percentage of indigent households earning less than R5000 per month with access to Free Basic Solid Waste.	1	100% of indigent households, as per councils indigent register, earning less than R5000 per month with access to basic level of Free Solid Waste removal by 30 June 2024.	100%	100% of registered indigent households getting free basic solid waste.	100%	100% of registered indigent households getting free basic solid waste.	100%	100% of registered indigent households getting free basic solid waste.	100%	All wards	Indigent register and a sample of applications	Finance BU	Director Revenue
To ensure proper Asset Management in line with prevailing accounting standards	FIN 17	Assets Management	R0,00	The number of reports submitted to the Secretariat of the Finance and Corporate Services Portfolio Committee on the management of Assets	4	4 reports submitted to the Secretariat of the Finance and Corporate Services Portfolio Committee on the management of Assets	1	1 report submitted to the Secretariat of the Finance and Corporate Services Portfolio Committee on the management of Assets	1	1 report submitted to the Secretariat of the Finance and Corporate Services Committee on the management of Assets	1	1 report submitted to the Secretariat of the Finance and Corporate Services Committee on the management of Assets	Internal	Proof of submission to secretariat/FLPA AGENDA	1,64%	Director: Budget and Compliance	
To ensure compliance with financial management and legislative requirements	FIN 18	Financial management	R0,00	The number of Unauthorised Irregular Fruitless & Wasteful expenditure (UIFW) registers submitted to Cogta, Council and AG	4	4 UIFW registers submitted to Cogta, Council and AG by 30 June 2025	1	1 Updated UIFW register submitted to Council, COGTA and AG on 30 September 2024	1	1 Updated UIFW register submitted to Council, COGTA and AG on 31 December 2024	1	1 Updated UIFW register submitted to Council, COGTA and AG on 31 December 2024	Internal	Copies of UIFW registers, Proof of submission to Cogta, AG and Council	1,64%	Director: Expenditure	
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 19	Revenue protection and enhancement	R0,00	Debtors Age Analysis submitted to MM via Manco by target date	4	4 Debtors Age Analysis submitted to MM via Manco at the end of each quarter.	1	Submit 2023/2024 Q4 debtors age analysis to MM via Manco by 30 September 2024. (Item to be submitted to Manco secretariat.)	1	Submit Q1 debtors age analysis to MM via Manco by 31 December 2024. (Item to be submitted to Manco secretariat.)	1	Submit Q1 debtors age analysis to MM via Manco by 31 December 2024. (Item to be submitted to Manco secretariat.)	Internal	Proof of submission of report to the secretariate of Manco	1,64%	Director: Revenue	
To ensure proper Asset Management in line with prevailing accounting standards	FIN 20	Improved planning of annual asset processes	R0,00	Date of submission of Annual Asset Plan to Asset Management Committee (AMC).	30	Submission of Annual Asset Plan to AMC on 30 September 2024	30	Submission of the Asset Annual Plan to AMC on 30 September 2024.	0	N/A	0	N/A	Internal	Proof of submission to AMC	1,64%	Director: Budget and compliance	
To improve expenditure on Capital Budget	FIN 21	Development and Monitoring of annual procurement plan	R0,00	The number of reports submitted to Manco on the turn around time to finalise formal tender awards	4	4 analysis reports submitted to Manco by 30 June 2025 on the turn around time to finalise formal tender awards.	1	1 Analysis report to Manco on the average number of days it takes to finalise formal tender by 30 September 2024. (1 report submitted to the secretariat of Manco).	1	1 Analysis report to Manco on the average number of days it takes to finalise formal tender by 31 December 2024. (1 report submitted to the secretariat of Manco).	1	1 Analysis report to Manco on the average number of days it takes to finalise formal tender by 31 December 2024. (1 report submitted to the secretariat of Manco).	Internal	Proof of submission of the Supply Chain Management report to the secretariate of Manco	1,64%	Head SCM	
To improve expenditure on Capital Budget	FIN 22	Development and Monitoring of annual procurement plan	R0,00	The number of Reports to MM via FLPA on the sittings of the Supply Chain Management Committee and attendance of members	4	4 Reports to MM via FLPA Secretariat on the sittings of the Supply Chain Management Committee and attendance of members on 30 June 2025	1	1 Report to MM via FLPA Secretariat on the sittings of the Supply Chain Management Committee and attendance of members.	1	1 Report to MM via FLPA Secretariat on the sittings of the Supply Chain Management Committee and attendance of members.	1	1 Report to MM via FLPA Secretariat on the sittings of the Supply Chain Management Committee and attendance of members.	Internal	Item and resolution to FLPA	1,64%	Head SCM	

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STRATEGIC OBJECTIVE FROM THE IDP	ORG SCORECARD OPMS-NO.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET DESCRIPTION	ANNUAL TARGET DESCRIPTION	Q1 July - September	TARGET DESCRIPTION	Q2 October - December	TARGET DESCRIPTION	Q3 January - March	TARGET DESCRIPTION	Q4 April - June	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)	WEIGHTING	Responsible Department Business Unit (BU)
To improve expenditure on Capital Budget	FIN 23	Improved turnaround time for finalisation of tender awards	R0,00	Improved average turn around of tender procurement processes in accordance with the procurement plan	12	Ensure improved average turnaround time of tender processes in accordance with the procurement plan with a maximum turnaround time of 12 weeks by 30 June 2025 for all standard tenders i.e.: excluding. 1) 2 stage bidding. 2) Long term contracts. 3) Tenders whose validity period exceeds 56 to 90 days (original and extended). 4) Banking tenders. 5) Tenders whose closing date	12	12 weeks maximum turnaround time of tender procurement processes in accordance with the procurement plan by 30 September 2024.	12	12 weeks maximum turnaround time of tender procurement processes in accordance with the procurement plan by 31 December 2024.	12	12 weeks maximum turnaround time of tender procurement processes in accordance with the procurement plan by 31 December 2024.	12	12 weeks maximum turnaround time of tender procurement processes in accordance with the procurement plan by 30 June 2025.	Internal	SCM Report indicating the average tender turn around time	1,64%	Head SCM
To improve expenditure on Capital Budget	FIN 24	Prevention of Irregular, Fruitless and Wasteful Expenditure	R0,00	The number of reports submitted to the secretariat of MPAC on the investigation and prevention of irregular, fruitless and wasteful expenditure for the Finance Business Unit. by 30 June 2024	4	4 reports submitted to the secretariat of MPAC on the investigation and prevention of irregular, fruitless and wasteful expenditure for the Finance Business Unit by 30 June 2025.	1	1 report submitted to the secretariat of MPAC on investigation and prevention of irregular, fruitless and wasteful expenditure for the Finance Business Unit by 30 September 2024	1	1 report submitted to the secretariat of MPAC on investigation and prevention of irregular, fruitless and wasteful expenditure for the Finance Business Unit by 31 December 2024	1	1 report submitted to the secretariat of MPAC on investigation and prevention of irregular, fruitless and wasteful expenditure for the Finance Business Unit by 31 December 2024	1	1 report submitted to the secretariat of MPAC on investigation and prevention of irregular, fruitless and wasteful expenditure for the Finance Business Unit by 30 June 2025	Internal	Reports submitted to the secretariat of Council/MPAC. Council/MPAC resolutions	1,64%	Director: Expenditure
To ensure that the revenue of the municipality is collected and accounted for	FIN 25	Revenue protection and enhancement	R0,00	Revenue collected on: Electricity -95% Rates - 95% Refuse - 95% by 30 June 2024	95%	Revenue collected on : Electricity - 95% Rates - 95% Refuse - 95% by 30 June 2025	Electricity 95% Rates - 95% Refuse - 95%	Revenue collected on: Electricity - 95% Rates - 95% Refuse - 95% by 30 Sept 2024	Electricity 95% Rates - 95% Refuse - 95%	Revenue collected on: Electricity - 95% Rates - 95% Refuse - 95% by 31 Dec 2024	Electricity 95% Rates - 95% Refuse - 95%	Revenue collected on: Electricity -95% Rates - 95% Refuse - 95% by 31 Dec 2024	Electricity 95% Rates - 95% Refuse - 95%	Revenue collected on: Electricity -95% Rates - 95% Refuse - 95% by 30 June 2025	Internal	Spreadsheet of Revenue collection from electricity, rates and refuse. Print out from munsoft and contour showing all registered Payers on the system.	1,64%	Director: Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 26	debt collection	R0,00	The percentage increase in debt collection in the 120 day and over category when compared to the 2023/2024 financial year by target date	30%	Increase debt collection in the 120 day and over category by 30% when compared to the 2023/2024 financial year by 30 June 2025.	7,50%	Increase debt collection in the 120 day and over category by 7.5% when compared to the 2023/2024 financial year	15%	Increase debt collection in the 120 day and over category by 15% when compared to the 2023/2024 financial year	22,50%	Increase debt collection in the 120 day and over category by 15% when compared to the 2023/2024 financial year	30%	Increase debt collection in the 120 day and over category by 30% when compared to the 2023/2024 financial year	Internal	Financial report	1,64%	Director: Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 27	debt collection	R0,00	The number of Correspondences/Notices/reminders issued to defaulting consumers by target date	32 000	32 000 Correspondences/Notices/reminders issued to defaulting consumers by 30 June 2025.	8000	8000 Correspondences/Notices/reminders issued to defaulting consumers by 30 September 2024.	8000	8000 Correspondences/Notices/reminders issued to defaulting consumers by 31 December 2024.	8000	8000 Correspondences/Notices/reminders issued to defaulting consumers by 31 December 2024.	8000	8000 Correspondences/Notices/reminders issued to defaulting consumers by 31 March 2025.	All wards	1. Copy of final demands to defaulters. 2. The number of SMS's sent to Debtors.	1,64%	Director: Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 28	Debt Collection	R0,00	The number of debtors handed over to attorneys by target date	460	450 debtors handed over to attorneys by 30 June 2025	115	115 debtors handed over to attorneys by 30 September 2024	115	115 debtors handed over to attorneys by 31 December 2024	115	115 debtors handed over to attorneys by 31 December 2024	115	115 debtors handed over to attorneys by 30 June 2025		Copy of handover letters to attorneys for defaulters	1,64%	Director: Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 29	Tariff report	R0,00	The number of reports submitted to CFO comparing the Nersa approved electricity tariffs to the tariffs on the billing system by target date	4	4 tariff assurance reports submitted to CFO comparing the Nersa approved electricity tariffs to the tariffs on the billing system.	1	1 analysis report submitted to CFO comparing the Nersa approved electricity tariffs to the tariffs on the billing system.	1	1 analysis report submitted to CFO comparing the Nersa approved electricity tariffs to the tariffs on the billing system.	1	1 analysis report submitted to CFO comparing the Nersa approved electricity tariffs to the tariffs on the billing system.	1	1 analysis report submitted to CFO comparing the Nersa approved electricity tariffs to the tariffs on the billing system.	Internal	Nersa approval letter. Tariff report from the system checked and signed by Director Revenue	1,64%	Director: Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 30	Listing of meters issued by Supply Chain Management to Electricity Business Unit and confirmation of registration	R0,00	The number of analysis reports of meters issued by Supply Chain Management to Electricity Business Unit to ensure that meters are registered on the billing system by target date	4	4 analysis reports of meters issued by Supply Chain Management to Electricity Business Unit to ensure that meters are registered on the billing system.	1	1 analysis reports of meters issued by Supply Chain Management to Electricity Business Unit to ensure that meters are registered on the billing system.	1	1 analysis reports of meters issued by Supply Chain Management to Electricity Business Unit to ensure that meters are registered on the billing system.	1	1 analysis reports of meters issued by Supply Chain Management to Electricity Business Unit to ensure that meters are registered on the billing system.	1	1 analysis reports of meters issued by Supply Chain Management to Electricity Business Unit to ensure that meters are registered on the billing system.	Internal	Spreadsheet indicating listing of meters issued by Supply Chain Management to Electricity Business Unit and confirmation of registration on the billing system. E-mail to Electricity Business Unit of meters issued by Supply Chain Management but not yet registered on the billing system.	1,64%	Director: Revenue

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STRATEGIC OBJECTIVE FROM THE IDP	ORG SCORECARD OPMS-No.	NAME OF PROJECT	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET DESCRIPTION	Q1 July - September	TARGET DESCRIPTION	Q2 October - December	TARGET DESCRIPTION	Q3 January - March	TARGET DESCRIPTION	Q4 April - June	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)	KPI WEIGHTING	Responsible Department Business Unit (BU)
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 31	Submission of faulty meter listing to Electricity Business Unit	R0,00	The number of reports submitted to electricity business unit on faulty meters	12 reports to Electricity Business Unit on faulty meters	3	3 reports to Electricity Business Unit on faulty meters	3	3 reports to Electricity Business Unit on faulty meters	3	3 reports to Electricity Business Unit on faulty meters	3	3 reports to Electricity Business Unit on faulty meters	Internal	Confirming via e-mail of submission of faulty meter listing to Electricity Business Unit	1,64%	Director: Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 32	Submission of prepaid non purchases report	R0,00	The number of reports on prepaid non purchases submitted to Electricity business unit .	4 reports to Electricity Business Unit on prepaid non purchases	1	1 report to Electricity Business Unit on prepaid electricity non purchases	1	1 report to Electricity Business Unit on prepaid electricity non purchases	1	1 report to Electricity Business Unit on prepaid electricity non purchases	1	1 report to Electricity Business Unit on prepaid electricity non purchases	Internal	Confirmation via e-mail the submission of prepared non purchases reports to Electricity Business Unit	1,64%	Director: Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 33	Summary and investigation of meter consumption	R0,00	The number of Analysis reports on consumption for billed meters by target date	4 meter analysis consumption reports on meters billed on estimates for a period longer than 2 months and submission to the contractor and Electricity Business Unit for investigation	1	1 meter analysis consumption report on meters billed on estimates for a period longer than 2 months and submission to the contractor and Electricity Business Unit for investigation	1	1 meter analysis consumption report on meters billed on estimates for a period longer than 2 months and submission to the contractor and Electricity Business Unit for investigation	1	1 meter analysis consumption report on meters billed on estimates for a period longer than 2 months and submission to the contractor and Electricity Business Unit for investigation	1	1 meter analysis consumption report on meters billed on estimates for a period longer than 2 months and submission to the contractor and Electricity Business Unit for investigation	Internal	Summary the meter analysis report of the meter consumption submitted to Electricity Business Unit and contractor	1,64%	Director: Revenue
To ensure that the revenue of the municipality is collected and accounted for by improving Credit Control and Debt Collection processes	FIN 34	Meter movement	R0,00	The number of days for billing of meter movement	5 Updating the billing system records within 5 days of receipt of meter movement forms and all supporting documentation from the business units for the meter take on.	5	Within 5 days of receipt of meter movement forms and all supporting documentation for the meter take on the billing system records needs to be updated	5	Within 5 days of receipt of meter movement forms and all supporting documentation for the meter take on the billing system records needs to be updated	5	Within 5 days of receipt of meter movement forms and all supporting documentation for the meter take on the billing system records needs to be updated	5	Within 5 days of receipt of meter movement forms and all supporting documentation for the meter take on the billing system records needs to be updated	Internal	The meter movement forms and summary of meter connection form	1,64%	Director: Revenue

NATIONAL KEY PERFORMANCE AREA 5: LOCAL ECONOMIC DEVELOPMENT (Weighting 5%)

To ensure financial management.	FIN 35	Service provider Assessment.		The number of Service Provider Assessments reports submitted to Manco & SCM contract's manager on all service providers within the department.	4 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager on all service providers within the department by 30 June 2025.	1	Q4 of 2023/2024 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager.	1	Q1 of 2024/2025 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager.	1	Q2 of 2024/2025 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager.	1	Q3 of 2024/2025 Service Provider Assessments reports submitted to Manco & SCM Contract's Manager.		E-mail to Contracts Manager/Manco resolution/E-mail of Manco item to Manco secretariat.	1,66%	Chief Financial Officer
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CHIEF FINANCIAL OFFICER: Mr S. RAJCOOMAR

Signature:

Date: 2024/07/26

MUNICIPAL MANAGER: Mr N.J MDAKANE

Signature:

Date: 26/07/2024