



Review of individual performance reviews for 30 June 2021	Individual Performance Assessments conducted by Head of Department on Middle Managers and 2 Individual Performance Reviews conducted by Middle Managers on their direct reports/reports for 30 June 2021	90	2019/20 Individual reviews conducted	Conduct Quarter 1 performance reviews for Middle Managers and Practitioner/Officers by 30 September 2020	Signed assessments sheets for Middle Managers and Practitioners, Attendance register	Completed Quarter 2 performance reviews for Middle Managers and Practitioners/Officers by 31 December 2020	Signed assessment sheets for Middle Managers and Practitioners/Officers by 31 March 2021	Signed assessments sheets for Middle Managers and Practitioners/Officers by 30 June 2021	Conduct Quarter 4 performance reviews for Middle Managers and Practitioners/Officers by 30 June 2021	Signed assessments sheets for Middle Managers and Practitioners, Attendance register	Municipal Manager	GDPF 1	
Review of 2020/21 ODP by 30 June 2021	Approved Review 2021/0021 ODP by 30 June 2021	92/21-00	2019/20 ODP	Information of 2021/0022 ODP/Budget & PMB Process Plan to Council by 30 September 2020 Quarterly Report on rep forum conducted Rep Forum Conduct ODP/Budget & PMB Rep Forum by 30 September 2020	Previous Plans Council Resolution, Quarterly Report on rep forum conducted Rep Forum New Paper Advert, Rep Forum attendance Registers	Conduct ODP/Budget & PMB Rep Forum on 28 October 2020 Quarterly Report by 31 December 2020	Quarterly report on implementation of 2021/02 previous plan Rep Forum New Paper Advert, Rep Forum Attendance Register and proof of payment	Conduct Strategic Planning Session and Submit Draft 2021/0022 ODP to Council by 31 March 2021	Strategic Planning session report and attendance registers, Proof of Submission of Draft 2021/0022 ODP to Council by 30 June 2021	Conduct ODP/Budget & PMB Resolutions on Draft 2021/02 ODP/Budget and Submit Final 2021/0022 ODP to Council by 30 June 2021	New Paper Advert ResolutionReport on Resolutions conducted attendance registers and Proof of submission of Final 2021/0022 ODP to Council	Municipal Manager	GDPF 2
Number of Stakeholder Data developed and progress implemented in the Communication Action Plan by 30 June 2021	Stakeholder Data developed and 20 programmes implemented in the Communication Action Plan by 30 June 2021	96	2019/20 Communication Action Plan	Stakeholder Data developed and 20 programmes implemented in the Communication Action Plan by 30 September 2020	Stakeholder Data developed and 20 programmes implemented in the Communication Action Plan by 31 December 2020	A programme implemented in the Communication Action Plan by 31 December 2020	A programme implemented in the communication action plan programmes	A programme implemented in the Communication Action Plan by 31 March 2021	Programme implemented in the Communication Action Plan by 30 June 2021	Programme implemented in the Communication Action Plan by 30 June 2021	Municipal Manager	GDPF 3	
One Audit Management System with CAATS data integration capability implemented by 30 June 2021	One Audit Management System with CAATS data integration capability implemented by 30 June 2021	92/21-00	Not Applicable	Terms of reference and Advertisement of Award System with CAATS data integration capability by 30 September 2020	Appointment of service provider for Audit Management System with CAATS data integration capability by 31 December 2020	Service provided Appointment letter for Audit Management System with CAATS data integration capability by 31 March 2021	Installation of Audit Management System with CAATS data integration capability and training of Internal Audit staff by 31 March 2021	Proof of installation and attendance register for training	Not Applicable	Not Applicable	Municipal Manager	GDPF 4	
Number of Fraud and Risk meetings by 30 June 2021	Fourteen that Four quarterly Fraud and Risk Committee meetings held by 30 June 2021	101-006	Fraud Fraud and Risk Committee meeting by 30 June 2020	Conduct one quarterly Fraud and Risk Committee meeting by 30 September 2020	Mins of the quarterly attendance register of Fraud and Risk Committee Meeting	Conduct one quarterly Fraud and Risk Committee meeting by 31 December 2020	Mins of the quarterly attendance register of Fraud and Risk Committee Meeting	Conduct one quarterly Fraud and Risk Committee meeting by 31 March 2021	Mins of the quarterly attendance register of Fraud and Risk Committee Meeting	Conduct one quarterly Fraud and Risk Committee meeting by 30 June 2021	Municipal Manager	GDPF 5	
Number of Fraud Ethics and Risk awareness workshop conducted by 30 June 2021	One Fraud Ethics and Risk awareness workshop conducted by 30 June 2021	Not Applicable	Not applicable	Not applicable	Not applicable	Conduct formal annual Fraud Ethics and Risk awareness workshops by 31 November 2020	Programme and attendance register of the Fraud Ethics and Risk awareness	Not applicable	Not applicable	Not applicable	Municipal Manager	GDPF 6	
Number of Disciplinary board meetings held by 30 June 2021	Four (4) Disciplinary board meetings held by 30 June 2021	862-700	2019/20 Disciplinary board meetings	One Disciplinary board meeting held by 30 September 2020	Disciplinary board meeting held by 31 December 2020	One Disciplinary board meeting held by 31 November 2020	Disciplinary board meeting held by 31 March 2021	One Disciplinary board meeting held by 31 March 2021	Disciplinary board meeting held by 30 June 2021	Disciplinary board meeting held by 30 June 2021	Municipal Manager	GDPF 7	
Number of reports on implementation of Risk Management action plan submitted to Audit Committee by 30 June 2021	Four (4) quarterly reports on the implementation of Risk Management action plan submitted to Audit Committee by 30 June 2021	96	Four quarterly Risk Management Report by 30 June 2021	Submission of Quarter 1 report on the implementation of Risk Management Action Plan to Audit Committee by 30 September 2020	Signed quarterly report by Internal audit to Audit Committee on the implementation of Risk Management Action Plan by 31 December 2020	Submission of Quarter 2 report on the implementation of Risk Management Action Plan to Audit Committee by 31 December 2020	Signed quarterly report by Internal audit to Audit Committee on the implementation of Risk Management Action Plan by 31 March 2021	Submission of Quarter 3 report on the implementation of Risk Management Action Plan to Audit Committee by 31 March 2021	Signed quarterly report by Internal audit to Audit Committee on the implementation of Risk Management Action Plan and Audit Committee Agenda	Submission of Quarter 4 report on the implementation of Risk Management Action Plan to Audit Committee by 30 June 2021	Municipal Manager	GDPF 8	
Number of Audit Committee Reports submitted to Council by 30 June 2021	4 Audit Committee reports submitted to Council by 30 June 2021	96	Four quarterly Audit Committee report by 30 June 2021	Telling of Quarter 1 Audit Committee report to Council by 30 September 2020	Council agenda and Quarter 1 committee report by 31 December 2020	Telling of Quarter 2 Audit Committee report to Council by 31 December 2020	Council agenda and Quarter 2 signed audit committee report by 31 March 2021	Telling of Quarter 3 Audit Committee report to Council by 31 March 2021	Council agenda and Quarter 3 signed audit committee report by 30 June 2021	Telling of Quarter 4 Audit Committee report to Council by 30 June 2021	Municipal Manager	GDPF 9	
2020/21 Annual Internal Audit Plan developed and approved and submitted to Audit Committee for approval by 30 June 2021	One (1) 2020/21 Annual Internal Audit Plan developed and approved and submitted to Audit Committee for approval by 30 September 2020	96	2019/20 Annual Internal Audit Action Plan	Development of 2020/20 Annual Internal Audit Plan and submitting to Audit Committee by approval by 30 September 2020	2019/20 Annual Internal Audit Committee minutes approving 2020/20 Annual Internal Audit Plan	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Municipal Manager	GDPF 10	
Conduct 2019/20 Annual Report Resolutions for Telling of 2019/20 Annual Report by 30 June 2021	Conduct One (1) 2019/20 Annual Report Resolutions by 30 June 2021	91/21-010	2018/19 Annual Report Resolutions	Unscheduled Annual Report and to Council for voting by 30 September 2020	Unscheduled Annual Report and Council Draft Annual Report by 31 December 2020	Not Applicable	Not Applicable	Telling of council report to Council for approval. Conduct 2019/20 Annual Report Resolutions and Telling of 2019/20 Annual Report to Council for approval by 31 March 2021	Oversight report on resolutions conducted , Oversight report on resolutions conducted and Council resolution approving 2019/20 Annual Report	Not Applicable	Municipal Manager	GDPF 11	
Number of SPU programmes implemented by 30 June 2021	4 SPU programmes implemented by 30 June 2021	132/24-10	Not Applicable	One SPU programme completed by 30 September 2020	Quarterly report and compliance register of the event	One SPU programme completed by 31 December 2020	Quarterly report and compliance register of the event	One SPU programme completed by 31 March 2021	Quarterly report and attendance register of the event	One SPU programme completed by 30 June 2021	Municipal Manager	GDPF 12	

APPROVED BY:  
CLR M.T.SINHA  
AND/OR