



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

2011/12 BUSINESS PLAN

BUSINESS UNIT: FINANCE AND SCM UNIT

Compiled by:

A handwritten signature in black ink, appearing to be 'M. S. S.' followed by a flourish.

CHIEF FINANCIAL OFFICER

DATE: 13/4/2011

Approved by:

ACTING DIRECTOR-GENERAL
DATE

1.1 FINANCE & SUPPLY CHAIN MANAGEMENT

Purpose	To provide credible, client orientated Financial Management Services for Department.								
Measurable Objective	Provision of financial management advice and services to all the branches of the department for improved service delivery and compliance with the financial regulations.								
Key Policy Priority	Sustainable Resource Management								
Expected Outcome	Create efficient, competitive and responsive infrastructure network								
			TARGET 2011/12						
Strategic Objective	Output	Measures/Indicators	Annual Target	Q1	Q2	Q3	Q4	Budget Cost	Responsible Person
Ensure effective corporate governance processes and sound resources management	Improved budgeting	Budget allocation: Facilitate the compilation of the budget for the department: <ul style="list-style-type: none"> • MTEF • Rollovers • MTEF • Adjustment Estimates Estimates of National Expenditure	Adherence to National Treasury budget cycle guidelines	Roll-over request to National Treasury	MTEF submission to National Treasury	ENE submission to National Treasury	ENE Approved	Total Budget R74395 million	D:MA
	Improved expenditure management and reporting	Monthly and quarterly expenditure reports Produce In Year Monitoring reports timely Discuss Quarterly expenditure performance	100% Monthly reporting	100%	100%	100%	100%		D:MA

	with managers Manage the expenditure allocation in the ledger							
Improved Revenue Management	Revenue collected: Conduct monthly reconciliations of rental debtors Implement the revenue management policy.	80 % of revenue collected	40% of the annual target	60% of the annual target	80% of the annual target	100% of the annual target		D: FA Regional Finance Heads
Improved debtors management	Reduced debtors book: Review and update the Debtor's policy. Send monthly statements Produce monthly reconciliations	60% reduction from the opening balance as at 1 st April 2010	20% of the annual target	60% of the annual target	80% of the annual target	100% of the annual target		D: FA Regional Finance Heads
Managed suspense accounts	Current at year end: Investigate &	100% reconciled with supporting documents	20% of the annual target	60% of the annual target	80% of the annual target	100% of the annual target		D: FA Regional

	Clear old amounts					target		Finance Heads
	Produce Monthly reconciliations							
Improved Monthly and Year end reporting	<p>Timely submission of the AFS:</p> <p>Prepare Interim and Year end AFS Plans and circulate to the Regions.</p> <p>Manage the preparations for interim and year end closure</p> <p>Consolidate and compile the AFS.</p> <p>Manage quality control of the inputs.</p>	Accurate and timely submitted AFS	100%	N/A	N/A	100%		D:FA
	<p>Timely submission of the compliance reports to National Treasury:</p> <p>Consolidate and submit the compliance certificate.</p> <p>Consolidate and submit the reports on irregular expenditure. Fruitless expenditure to NT.</p> <p>Consolidate and submit</p>	Accurate and timely submitted reports	100% monthly report	100% monthly report	100% monthly report	100% monthly report		D: FA Regional Finance Heads CD: SCM

		SCM reports to NT							
	Improved internal controls	Developed /reviewed policies : Develop policies (10)	100% financial policies	60%	100%	Monitoring	Monitoring		CD:SC M D: FA Regional Finance Heads
	Effective risk management	Compliance with the PFMA and other financial prescripts: Review and update risk register Develop and implement controls	100%	100%	N/A	N/A	N/A		D: FA Regional Finance Heads CD:SC M
	Safe guard of financial records	All batches must be properly filed : Secure filing and retrieving of financial records	Daily	100%	100%	100%	100%		D: FA Regional Finance Heads CD:SC M
	Verified entity maintenance	Accurate entity maintenance: Timely capturing of supplier banking details	7 working days	100%	100%	100%	100%		D: FA

	Compliant & Accurate movable asset register	Unqualified Audit Report Conduct biannual asset verification Conduct monthly reconciliation Update movable asset register	Mar 2012	100% compliance	100% compliance	100% compliance	100% compliance		CD:SC M D: Movable Asset Management
Ensure improved service delivery in all departmental programmes to meet client expectations	Improved Payments of invoices	Settle invoices within 14 days: Check compliance with payment processes. Process payments within 5 working days.	14 days turnaround time	100%	100%	100%	100%		D: FA Regional Finance Heads
	Effective procurement of goods & Services	Implemented Strategic Sourcing: Fast track the implementation of term contracts Implement the turnaround times:	10 term contracts by Mar 2012 45 days for Bids 14 days for Quotations	Establish 5 term contracts 100% compliance with the set target	Establish 5 term contracts 100% compliance with the set target	Monitor Performance & Turnaround times 100% compliance with the set target	Monitor Performance & Turnaround times 100% compliance with the set		CD:SC M

							target		
SCM Centre of Excellence	<p>Electronic accessibility of tender documents on the website and EFT functionalities for the sale of the documents:</p> <p>Finalise the Project Plan and get approval for electronic tender documents</p> <p>Develop & implement the system</p> <p>Enhancement of the SCM tool kit</p> <p>Manage performance of service providers</p>	Full implementation by Mar 2012	100% Completion of the project plan	100% Approval & development of system	50% Implementation and training	100% Implementation and training	R5 mil	CD:SCM	

	Effective Logistics Management	<p>Improved Turnaround times :</p> <p>Sign off turnaround times with business units.</p> <p>Improve registry for receiving of invoices</p> <p>Implement and rollout the invoice tracking tool</p>	Mar 2012	100% compliance with the set turnaround times	100% compliance with the set turnaround times	100% compliance with the set turnaround times	100% compliance with the set turnaround times		
Promote an enabling environment for the creation of both short and sustainable work opportunities, so as to contribute to the national goal of job creation and poverty alleviation	Trained interns	Number of trainees within the Branch Finance & Supply Chain	30 interns by Mar 2012	10 intake	10 intake	5 intake	5 intake		D: FA D:MA CD:SC M



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

2011/12 BUSINESS PLAN

BUSINESS UNIT: MONITORING & EVALUATION UNIT

Compiled by:

CD: MONITORING & EVALUATION UNIT

DATE: 08/04/2011

Approved by:

ACTING DIRECTOR-GENERAL

DATE:

PROGRAMME 1: ADMINISTRATION

SUB PROGRAMME 1: MONITORING & EVALUATION

BUSINESS PLAN: 2011-12

Purpose								
Develop, manage and coordinate overall monitoring and evaluation activities within the department								
Measurable Objective								
Building a developmental state including improvement of public services and strengthening democratic institutions								
Key Policy Priority								
Efficient and effective development oriented Public Service and an empowered fair and inclusive citizenship								
Expected Outcome								
Efficient and effective development oriented Public Service and an empowered fair and inclusive citizenship								
Strategic Objective	Output	Performance Indicator	Annual Target	Target 2011/12				Allocated Budget
				Q1	Q2	Q3	Q4	
Ensure effective corporate governance and sound resource management	Implementation of M&E policy and related prescripts	Policy guidelines implementation	50%					R640 000
			Implementation plan	Workshop 3 regional offices and 3 H/O branches/business units (12.50%)	Workshop 3 regional offices and 3 H/O branches/business units (12.50%)	Workshop 3 regional offices and 3 H/O branches/business units (12.50%)	Workshop 3 regional offices and 3 H/O branches/business units (12.50%)	
	Development and implementation of an integrated M&E Framework	Developed an integrated framework	100%	Research & development of ToRs (33.33%)	Secure services of external M&E expertise (33.33%)	Develop & conclude the framework (33.33%)	Framework implementation (30%)	
		Framework implementation	30%				Consultative workshops with 3 Head Office branches/business units 2 Regions	

Expected Outcome	Efficient and effective development oriented Public Service and an empowered fair and inclusive citizenship							
Strategic Objective	Output	Performance Indicator	Annual Target	Target 2011/12				COST
Ensure effective corporate governance and sound resource management	Monitor business units' compliance to reporting requirements as determined in the business plans	Mandatory periodic reports (quarterly)	100%	Q1	Q2	Q3	Q4	R0
				25% Review and implementation of the revised reporting template	25% Monitor compliance	25% Monitor compliance	25% Monitor compliance	
Expected Outcome Strategic Objective Ensure effective corporate governance and sound resource management	Conduct compulsory consultative workshops with business units, advocating the implementation of M&E	Improved buy-in and compliance to reporting requirements	100%	Q1	Q2	Q3	Q4	R0
				25% Implementation of M&E Circular No. 1 (quality check/ verification/validation of reported performance information	25% Implementation of M&E Circular No. 1 (quality check/ verification/validation of reported performance information	25% Implementation of M&E Circular No. 1 (quality check/ verification/validation of reported performance information	25% Implementation of M&E Circular No. 1 (quality check/ verification/validation of reported performance information	
				Advocate M&E business processes	Advocate M&E business processes	Advocate M&E business processes	Advocate M&E business processes	

	Collate and analyze programme performance reports	Analyzed performance reports	100%	Q1	Q2	Q3	Q4		
				25% analysis and consolidation of quarterly reports	25% analysis and consolidation of quarterly reports	25% analysis and consolidation of quarterly reports	25% analysis and consolidation of quarterly reports		
		Qualitative and quantitative reports	100%	Q1	Q2	Q3	Q4		
				25% structured performance monitoring reports	25% structured performance monitoring reports	25% structured performance monitoring reports	25% structured performance monitoring reports		
					Presentation to EXCO for endorsement	Presentation to EXCO for endorsement	Presentation to EXCO for endorsement	Presentation to EXCO for endorsement	
	Impact evaluation of identified programme/project	Validated and verified programme reports	50%	Q1	Q2	Q3	Q4		
						50%			

Efficient and effective development oriented Public Service and an empowered fair and inclusive citizenship							
Output	Performance Indicator	Annual Target	Target 2011/12				
Access to manually collated data in order to eliminate mismanagement of information	Validated data submitted as Portfolio of Evidence for improved data integrity	80%	Q1	Q2	Q3	Q4	R0
			20% Analysis of programme performance reports & PoEs	20% Analysis of programme performance reports & PoEs	20% Analysis of programme performance reports & PoEs	20% Analysis of programme performance reports & PoEs	
Translation of manually collated data to functional web based system to support the collation and analysis of programme performance reports	Integrated information systems that will support effective decision making	30% SPM implementation	Q1	Q2	Q3	Q4	
			Guided by IS implementation plan	Guided by IS implementation plan	Guided by IS implementation plan	Guided by IS implementation plan	

	Conduct regular spot-checks (project visits) for conformance to quality, stipulated norms and project sustainability	Validated and verified site visit reports	5%	Q1	Q2	Q3	Q4	
							5% identified project sites visited	