



## AVAILABLE BRASIKA PRODUCTS

ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
<b>SCM RELATED</b>			
1.	SCM Blueprint – updated in 2019 with latest PPPFA regs 2017 and IDMS (reviewed by NT)	SCM Blueprint One-pager Presentation: Learner-guide	<b>ISSUING INSTRUCTION</b> <b>PURPOSE AND OBJECTIVES</b> <b>DOCUMENT STRUCTURE</b> CHAPTER 1: APPROACH – ‘HOW TO NAVIGATE SYSTEM’ CHAPTER 2: APPLICATION CHAPTER 3: MAINTENANCE CHAPTER 4: IMPLEMENTATION CHAPTER 5: SCM DICTIONARY <b>PART 1: INSTITUTIONALISATION</b> CHAPTER 6: DEPARTMENTAL SCM SYSTEM CHAPTER 7: SCM REFORMS CHAPTER 8: LEGISLATIVE MANDATE CHAPTER 9: OBJECTIVES FOR SUPPLY CHAIN MANAGEMENT CHAPTER 10: STRUCTURE OF THE SUPPLY CHAIN MANAGEMENT UNIT CHAPTER 11: PRIMARY RESPONSIBILITIES OF MANAGEMENT AND USERS CHAPTER 12: SCM COMPETENCIES AND CAPACITY DEVELOPMENT MODEL CHAPTER 13: CORE PRINCIPLES CHAPTER 14: DELEGATIONS CHAPTER 15: SCM COMMITTEE SYSTEM CHAPTER 16: SCM GOVERNANCE CHAPTER 17: SUPPLY CHAIN MANAGEMENT ABUSE, COMPLAINTS AND DISPUTES MECHANISM CHAPTER 18: SUPPLY CHAIN MANAGEMENT APPEAL MECHANISM CHAPTER 19: ACCESS TO INFORMATION <b>PART 2: DEMAND MANAGEMENT</b> PURPOSE CHAPTER 20: DEMAND MANAGEMENT SYSTEM CHAPTER 21: PROCUREMENT PLANNING CHAPTER 22: STRATEGIC SOURCING CHAPTER 23: TENDER STRATEGY ALIGNED TO PPPFA



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ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			<p>CHAPTER 24: CONSULTANTS REDUCTION PLANS CHAPTER 25: COST CONTAINMENT MEASURES</p> <p><b>PART 3: ACQUISITION MANAGEMENT</b></p> <p>PURPOSE</p> <p>CHAPTER 26: PROCUREMENT PROCESS ALIGNED TO THRESHOLDS CHAPTER 27: COMMODITY SPECIFIC SOURCING STRATEGY CHAPTER 28: PROCUREMENT PROCEDURES CHAPTER 29: SUPPLIER DATABASE CHAPTER 30: CONTRACTING AND PRICING STRATEGIES CHAPTER 31: DRAFTING OF SPECIFICATIONS CHAPTER 32: PROCUREMENT BETWEEN R0.01 AND R... (PETTY CASH) CHAPTER 33: PROCUREMENT BETWEEN R... AND R...(QUOTATIONS) CHAPTER 34: PROCUREMENT ABOVE R.... (TENDERS) CHAPTER 35: STANDARD BIDDING DOCUMENTS CHAPTER 36: RECEIVING OF BIDS CHAPTER 37: EVALUATION OF BIDS CHAPTER 38: ADJUDICATION OF BIDS CHAPTER 39: NEGOTIATION WITH PREFERRED SUPPLIERS CHAPTER 40: REJECTION OF BIDS CHAPTER 50: CANCELLATION AND RE-INVITATION OF BIDS CHAPTER 51: OTHER ACQUISITION METHODS</p> <ul style="list-style-type: none"><li>A. LIMITED BIDDING</li><li>B. EMERGENCY PROCUREMENT</li><li>C. UNSOLICITED BIDS</li><li>D. ROTATION OF BIDDERS</li><li>E. PRE-APPROVED LISTS OF BIDDERS</li><li>F. TRANSVERSAL CONTRACTS</li><li>G. CONTRACTS ARRANGED BY OTHER ORGANS OF STATE</li><li>H. GRANTS</li><li>I. FINANCE/OPERATING LEASES</li></ul>



<b>AVAILABLE BRASIKA PRODUCTS</b>			
<b>ITEM</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>LIST OF DOCUMENTS/TEMPLATES</b>
			<p>J. DONATIONS AND SPONSORSHIPS K. PUBLIC PRIVATE PARTNERSHIPS [PPP] L. IMPLEMENTING AGENTS M. PROCUREMENT FROM ABROAD</p> <p><b>PART 4: CONTRACTS AND CONTRACT MANAGEMENT</b> PURPOSE CHAPTER 52: MANDATES FOR MANAGING AND ADMINISTRATION OF CONTRACTS CHAPTER 53: SPECIAL CONDITIONS OF CONTRACT [SCC] CHAPTER 54: CONTRACT PERFORMANCE MONITORING CHAPTER 55: CONTRACT PRICE ADJUSTMENTS CHAPTER 56: VARIATIONS AND EXPANSIONS CHAPTER 57: ENFORCEMENT OF CONTRACTS</p> <p><b>PART 5: LOGISTICS, INVENTORY AND MOVABLE ASSET MANAGEMENT</b> PURPOSE CHAPTER 58: LOGISTICS AND INVENTORY MANAGEMENT CHAPTER 59: MOVABLE ASSET MANAGEMENT</p> <p><b>PART 6: DISPOSAL MANAGEMENT</b> PURPOSE CHAPTER 60: DISPOSAL MANAGEMENT SYSTEM CHAPTER 61: REVENUE FROM DISPOSALS</p> <p><b>PART 7: SUPPLY CHAIN MANAGEMENT PERFORMANCE</b> PURPOSE CHAPTER 62: SUPPLY CHAIN MANAGEMENT PERFORMANCE INDICATORS CHAPTER 63: SUPPLY CHAIN MANAGEMENT REPORTING REQUIREMENTS</p> <p><b>PART 8: RISK MANAGEMENT AND INTERNAL CONTROL</b> PURPOSE CHAPTER 64: RISK MANAGEMENT FRAMEWORK CHAPTER 65: INTERNAL CONTROL FRAMEWORK</p> <p><b>PART 9: INFRASTRUCTURE AND CONSTRUCTION PROCUREMENT</b> CHAPTER 66: ALIGNMENT WITH SCM SYSTEM 16 A</p>



AVAILABLE BRASIKA PRODUCTS			
ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			CHAPTER 67: CIDB CHAPTER 68: IDMS AND CONSTRUCTION PROCUREMENT PROCESS <b>PART 10: TRANSITIONAL AND MISCELLANEOUS MATTERS</b> CHAPTER 69: PHASED IMPLEMENTATION CHAPTER 70: EXEMPTIONS CHAPTER 71: REFERENCES
2.	<b>Bid Committee Framework and SOP</b>	Management of bid committees, inclusive of IDMS	1. Framework and SOP 2. Bid committee one-pager 3. Presentation: Bid Committee and Risk Management <b>CONTENT:</b> 4. Abbreviations, definitions and descriptions 5. Context 6. Expected outcomes 7. Approach 8. Application 9. Maintenance 10. Implementation 11. Training 12. Governance and regulatory framework 13. Bid committee system related to infrastructure contracts 14. Bid specification committee 15. Bid evaluation committee 16. Bid adjudication committee 17. Resolution of disagreements 18. Generic committee duties 19. Secretariat 20. Meetings, minutes, records and thresholds 21. Ethical standards 22. Gift register 23. SCM committee standard operating procedure



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<b>ITEM</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>LIST OF DOCUMENTS/TEMPLATES</b>
			<ul style="list-style-type: none"><li>24. Monitoring and evaluation</li><li>25. Form control</li><li><b>TEMPLATES:</b></li><li>26. Committee member Appointment letter template</li><li>27. Procurement Plan</li><li>28. Request for tender</li><li>29. Bid document pack checklist</li><li>30. BSC agenda</li><li>31. Declaration of interest and confidentiality</li><li>32. BSC minutes</li><li>33. BSC resolution</li><li>34. Bid advertisement</li><li>35. Compliance assessment</li><li>36. Technical report</li><li>37. Functionality report</li><li>38. BEC report</li><li>39. BEC agenda</li><li>40. BEC minutes</li><li>41. BAC agenda</li><li>42. BAC minutes</li><li>43. BAC resolution</li><li>44. Letters to preferred bidders</li><li>45. Letter of final award</li><li>46. Bid committee compliance and monitoring assessment</li></ul>
3.	<b>Demand management Framework and SOP</b>	Management of demand and procurement planning	<ul style="list-style-type: none"><li>1. Framework and SOP</li><li>2. Demand roadmap one-pager</li><li>3. Presentation</li><li><b>CONTENT:</b></li><li>4. Abbreviations, definitions and descriptions</li><li>5. Context</li></ul>



## AVAILABLE BRASIKA PRODUCTS

ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			<ul style="list-style-type: none"><li>6. Objectives</li><li>7. Approach</li><li>8. Application</li><li>9. Maintenance</li><li>10. Implementation</li><li>11. Training</li><li>12. Governance and regulatory framework</li><li>13. Demand management principles</li><li>14. Demand management sop</li><li>15. Monitoring and evaluation</li><li>16. Form control</li></ul> <p><b>TEMPLATES:</b></p> <ul style="list-style-type: none"><li>17. Procurement Plan</li><li>18. Tender format/strategy</li><li>19. Specifications/TOR</li><li>20. Risk considerations</li><li>21. Contractual considerations</li><li>22. Adjudication criteria and weights [<i>convert columns to serve as evaluation score sheets</i>]</li><li>23. Request for Tender</li><li>24. Tender pack checklist</li><li>25. Bid Committee Appointment letters</li><li>26. Declaration of interest</li><li>27. Pre-evaluation assessment report</li><li>28. Pre-evaluation comparative list</li><li>29. BEC report</li><li>30. BEC agenda</li><li>31. Attendance register</li><li>32. BEC submission</li><li>33. BAC resolution</li><li>34. Letters of award</li></ul>



AVAILABLE BRASIKA PRODUCTS			
ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			35. Contract manager and administrator appointment letters and index of file 36. Contract register 37. Contract management assessment 38. Tender file index
4.	<b>Acquisition Management Framework and SOP</b>	Acquisition Management processes	1. Framework and SOP 2. Acquisition Management one-pager 3. Presentation <b>CONTENT:</b> 4. Abbreviations, definitions and descriptions 5. Context 6. Expected outcomes 7. Approach 8. Application 9. Maintenance 10. Implementation 11. Training 12. Governance and regulatory framework 13. Acquisition management sop 14. Monitoring and evaluation 15. Form control <b>TEMPLATES:</b> 16. Transaction checklist: quotes 17. Transaction checklist: tenders 18. Transaction checklist: alternative sourcing strategies (limited bidding) 19. Transaction checklist: other procurement methods
5.	<b>Contract management Framework and SOP</b>	Management and administration of SCM contracts	1. Framework 2. Contract management one-pager Presentation: Contract and Risk Management <b>CONTENT:</b> 3. Issuing instruction



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ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			<ul style="list-style-type: none"><li>4. Abbreviations, definitions and descriptions</li><li>5. Context</li><li>6. Expected outcomes</li><li>7. Approach</li><li>8. Application</li><li>9. Maintenance</li><li>10. Implementation</li><li>11. Governance and regulatory framework</li><li>12. Conclusion of valid contract</li><li>13. Contract management and administration</li><li>14. Contract administrator</li><li>15. Contract manager</li><li>16. Correction of incorrect acceptance</li><li>17. Placing orders</li><li>18. Non-contractual purchases</li><li>19. Payments</li><li>20. Over/under deliveries</li><li>21. Insolvency, liquidation, death, sequestration or judicial management of contractors</li><li>22. Transfer or cession</li><li>23. Contract variations/amendments</li><li>24. Unsatisfactory performance and contract termination</li><li>25. Contract reporting questionnaire: national treasury</li><li>26. Contractor assessment</li><li>27. Monitoring and evaluation</li><li>28. Form control</li><li>29. Document definition</li></ul> <p><b>TEMPLATES:</b></p> <ul style="list-style-type: none"><li>30. Contract management file cover page</li><li>31. Contract management file index page</li><li>32. Contract administration file cover page</li></ul>





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ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			<ul style="list-style-type: none"><li>33. Contract administration file index page</li><li>34. Mandate as contract manager</li><li>35. Mandate as contract administrator</li><li>36. Contractor performance review template</li><li>37. Contract considerations template by Bid Specification Committee</li><li>38. SCM contract compliance checklist</li></ul>
6.	<b>Emergency procurement Framework and SOP</b>	Management of emergency procurement	<ul style="list-style-type: none"><li>1. Framework and SOP</li><li>2. Presentation: Emergency Procurement</li></ul> <p><b>CONTENT:</b></p> <ul style="list-style-type: none"><li>3. Abbreviations, definitions and descriptions</li><li>4. Context</li><li>5. Nature of departmental activities and related procurement incidence emergencies</li><li>6. Objectives</li><li>7. Approach</li><li>8. Application</li><li>9. Maintenance</li><li>10. Implementation</li><li>11. Training</li><li>12. Governance and regulatory framework</li><li>13. Emergency incidence procurement principles</li><li>14. Emergency incidence procurement process</li><li>15. Monitoring and evaluation</li><li>16. Form control</li></ul> <p><b>TEMPLATES:</b></p> <ul style="list-style-type: none"><li>17. Classification and categorisation certificate for predictable emergency incidence procurement form</li><li>18. Classification and categorisation certificate for ad hoc emergency incidence procurement form</li><li>19. Post facto report: Quote/Order form for predictable/ad hoc emergency incidence procurement (internal use) form</li><li>20. Post execution assessment form</li><li>21. Compliance review form</li></ul>



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ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
7.	<b>Deviations/Limited bidding Framework and SOP</b>	Management of limited bids or deviations	1. Framework and SOP 2. Limited bidding one-pager 3. Presentation: Limited bidding <b>CONTENT:</b> 4. Abbreviations, definitions and descriptions 5. Context 6. Approach 7. Objectives and aim 8. Application 9. Maintenance 10. Implementation 11. Limited bidding process 12. Monitoring and evaluation 13. Form control <b>TEMPLATE:</b> 14. Limited bidding application and management form
8.	<b>Consequence Management:</b> <ul style="list-style-type: none"> <li>• <b>Monitoring &amp; Evaluation</b></li> <li>• <b>Complaints</b></li> <li>• <b>SCM abuse</b></li> </ul>	The management of SCM complaints and disputes as well as monitoring and evaluation of SCM performance	1. Framework and SOP 2. Consequence management process flows 3. Presentation: SCM Consequence Management <b>CONTENT:</b> 4. Issuing instruction 5. Abbreviations, definitions and descriptions 6. Context 7. Objectives 8. Approach 9. Application 10. Maintenance 11. Implementation 12. Governance framework 13. Detection of SCM system abuse



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ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			<ul style="list-style-type: none"><li>14. Role-players roles and responsibilities</li><li>15. Investigation and treatment of SCM system abuse</li><li>16. Guidelines for the taking of an affidavit and administration of an oath</li><li>17. Form control</li><li>18. Document definition</li></ul> <p><b>TEMPLATES:</b></p> <ul style="list-style-type: none"><li>19. Notification Form</li><li>20. SCM system abuse and complaints register</li><li>21. Investigator appointment Form</li><li>22. Case file cover page Form</li><li>23. Index/Checklist Form</li><li>24. Declaration of interest and confidentiality</li><li>25. Classification of reported SCM system abuse Form</li><li>26. SCM system abuse Management Decision Form</li><li>27. Referral to SAPS/SIU/PP Form</li><li>28. Referral to FC Form</li><li>29. Case file logbook</li><li>30. Report on SCM system abuse investigation Form</li><li>31. Review Certificate Form</li><li>32. Referral to ... re POB</li><li>33. Referral to OCPO re AO</li><li>34. Referral to HRM re staff</li><li>35. Referral to Competition Commission</li><li>36. Letter informing bidder of intent to restrict</li><li>37. Report to RPM SteerCom</li><li>38. Inform supplier of outcome</li><li>39. Notification to OCPO</li><li>40. Rejection letter to bidder</li><li>41. Letter of demand</li><li>42. Submission for write-off template</li></ul>

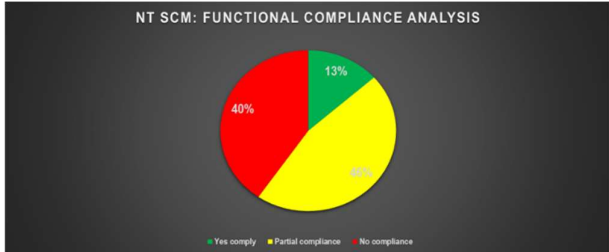



AVAILABLE BRASIKA PRODUCTS			
ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			<ul style="list-style-type: none"><li>43. Submission for condonation Template</li><li>44. SCM system abuse File Closure Form</li><li>45. SCM control register (matrix)</li><li>46. M&amp;E compliance checklist</li><li>47. Affidavit and Oath Form</li></ul>
9.	<b>PPPFA/LED</b>	Mechanism to manage PPPFA and Local Economic Development	<ul style="list-style-type: none"><li>1. Policy or Mechanism</li><li>2. PPPFA/LED One-pager</li><li>3. Presentation: PPPFA/LED</li></ul> <p><b>CONTENT:</b></p> <ul style="list-style-type: none"><li>4. Foreword</li><li>5. Preamble</li><li>6. Purpose and objectives</li><li>7. Legislative framework</li><li>8. Principles</li><li>9. Policy statements</li><li>10. Preference targets</li><li>11. Procurement process</li><li>12. Deviations and exemptions</li><li>13. Non-compliance</li><li>14. Complaints, enquiries, disputes or appeals</li><li>15. Access to information</li><li>16. Performance management</li><li>17. Administration of preferential procurement</li><li>18. Maintenance</li><li>19. Implementation</li><li>20. Definitions</li></ul> <p><b>TEMPLATES:</b></p> <ul style="list-style-type: none"><li>21. Guideline Questionnaire</li><li>22. Template tender strategy document</li><li>23. Template monitoring tool</li></ul>




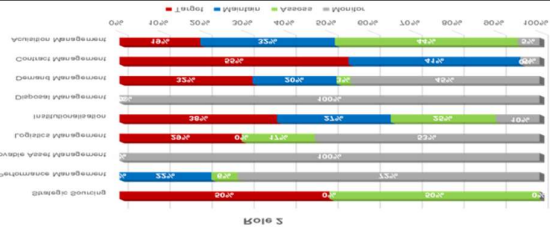
AVAILABLE BRASIKA PRODUCTS											
ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES								
10.	<b>Risk management on a case-by-case basis</b>	Mechanism to identify and treat pre-bid, mid-bid and post-bid risks	<ol style="list-style-type: none"> <li>1. Framework and SOP</li> <li>2. SCM risk management one-pager</li> <li>3. Presentation: Risk Management</li> </ol> <p><b>CONTENT:</b></p> <ol style="list-style-type: none"> <li>4. Abbreviations</li> <li>5. Context</li> <li>6. Expected outcomes</li> <li>7. Approach</li> <li>8. Application</li> <li>9. Maintenance</li> <li>10. Implementation</li> <li>11. Governance and regulatory framework</li> <li>12. Risk management in relation to SCM</li> <li>13. 7-steps to conduct risk management</li> <li>14. Rules on the application of the risk management toolkit</li> <li>15. Monitoring and evaluation</li> </ol> <p><b>TEMPLATES:</b></p> <ol style="list-style-type: none"> <li>16. SCM Risk Management Toolkit</li> <li>17. Risk management compliance checklist</li> <li>18. Supplier debriefing</li> <li>19. Political instruction</li> </ol>								
SCM RELATED ORGANISATIONAL DIAGNOSTICS											
11.	<b>Audit readiness</b>	Assessment questionnaire	Addressing minimum compliance <div style="text-align: center;"> <p><b>IDM Audit Readiness Assessment</b></p> <table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>73%</td> </tr> <tr> <td>Partial</td> <td>22%</td> </tr> <tr> <td>No</td> <td>5%</td> </tr> </tbody> </table> <p>• No • Yes • Partial</p> </div>	Category	Percentage	Yes	73%	Partial	22%	No	5%
Category	Percentage										
Yes	73%										
Partial	22%										
No	5%										



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12.	<b>Functional/compliance readiness</b>	Assessment questionnaire	Addressing compliance against FMCMM level 3 institution 
13.	<b>SCM Maturity assessment</b>	Assessment questionnaire	Assessing FMCMM level of maturity 
14.	<b>Chief Procurement Officer</b>	How to reposition SCM to a CPO function: position paper and implementation plan	<ol style="list-style-type: none"> <li>1. CPO position paper</li> <li>2. Submission</li> </ol>
15.	<b>SCM Institutionalisation/ improvement plan</b>	SCM institutionalisation implementation plan	Implementation task sheet (see example provided)
16.	<b>SCM i-develop report</b>	Report on SCM learning needs based on NT online toolkit	<ol style="list-style-type: none"> <li>1. Record the current status of the Institution's SCM practitioner' profile</li> <li>2. Record high-level outcomes of the actual i-Develop assessment sessions</li> <li>3. Analyse data and give feedback on findings and recommendations of the learning needs</li> <li>4. High-level consolidated recommendations</li> </ol>



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ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			 

OTHER MUNICIPAL FINANCIAL POLICIES	
17.	Land Disposal Policy
18.	Property Rates Policy
19.	Asset management Policy
20.	Cash and Investment Policy
21.	Tariff Policy
22.	Budget Policy
23.	Virement Policy
24.	Funding and reserve Policy
25.	Indigent & Free basic services Policy
26.	Borrowing Policy
27.	Grant-in-Aid Policy
28.	Credit control Policy

OTHER PRODUCTS						
29.	Financial Delegations	MFMA/PFMA delegations consisting of: <ul style="list-style-type: none"> <li>Framework</li> <li>Delegations table</li> <li>One-pager</li> <li>Presentation</li> </ul>	<div style="background-color: #e6f2ff; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>GEORGE - DELEGATIONS BY THE ACCOUNTING OFFICER (MFMA)</b></p> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr> <td style="width: 33%; vertical-align: top; padding: 2px;"> <p><b>Municipal Revenue</b></p> <ul style="list-style-type: none"> <li>Banking, cash management and investments</li> <li>Municipal Bank Accounts – Items 7-14</li> <li>Retail, charitable, trust and other funds – Items 15-17</li> <li>Cash Management and Investments – Items 18-20</li> <li>Disposal of capital assets – Items 21-24</li> </ul> <p><b>Municipal Budgets</b></p> <ul style="list-style-type: none"> <li>Municipal Budgets – Items 25</li> <li>Annual budgets – Item 26-29</li> <li>Contents of Annual Budgets and supporting documents – Item 29</li> <li>Funding of expenditure – Items 30-31</li> <li>Capital projects – Item 32</li> <li>Publication of Annual Budgets – Items 33-39</li> <li>Consolidation on local budgets – Item 40-43</li> <li>Approval of annual budget – Items 43-49</li> <li>Failure to approve budget before start of the budget year – Item 45</li> <li>Consequences of failure to approve budget before the start of the budget year – Items 47-49</li> <li>Non-Compliance with provisions of Chapter 4 – Municipal budgets – Items 50-53</li> <li>Municipal Adjustment Budget – Items 54-59</li> <li>Unforeseen &amp; Unallocable expenditure – Items 60-62</li> <li>Shifting of funds between multi-year appropriations – Items 63-68</li> <li>Unauthorized, irregular or fruitless and wasteful expenditure – Items 61-66</li> <li>Contracts having future budgetary implications – Item 67-71</li> </ul> <p><b>Debt</b></p> <ul style="list-style-type: none"> <li>Direct term debt – Item 80-81</li> <li>Long term debt – Item 82-84</li> <li>Security – Item 85</li> <li>Municipal Guarantees – Item 86</li> </ul> </td> <td style="width: 33%; vertical-align: top; padding: 2px;"> <p><b>Responsibilities of Mayors</b></p> <ul style="list-style-type: none"> <li>Budgetary control and early identification of financial problems – Item 87</li> </ul> <p><b>Responsibilities of Officials</b></p> <ul style="list-style-type: none"> <li>Municipal Managers to be Accounting Officers – Items 88 – 89</li> <li>Fiduciary Responsibilities of Accounting Officers – Items 90 – 92</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>General financial management functions – Items 93 - 103</li> <li>Asset and Liability Management – Items 104-108</li> <li>Financial Management – Items 109-113</li> <li>Expenditure Management – Items 114-129</li> <li>Expenditure of staff benefits – Item 130</li> <li>Funds transferred to organisations and bodies outside government – Items 131-134</li> <li>Budget Preparation – Items 135 - 136</li> <li>Budget Implementation – Items 137-141</li> <li>Impending shortfalls, overspending and overdrafts – Item 142-143</li> </ul> <p><b>Reports and Reportable Matters</b></p> <ul style="list-style-type: none"> <li>Monthly budget statement – Item 144-145</li> <li>Mid-year budget and performance assessment – Item 146-149</li> <li>Reports on failure to adopt or implement budget related and other policies – Item 150</li> <li>General Reporting obligations – Items 151-152</li> <li>Information placed on website – Item 153</li> </ul> <p><b>Financial Administration</b></p> <ul style="list-style-type: none"> <li>Top Management – Item 154</li> </ul> <p><b>Municipal Budget and Treasury Office</b></p> <ul style="list-style-type: none"> <li>Competency levels of professional financial officials – Item 155</li> </ul> <p><b>Public and Private Partnerships</b></p> <ul style="list-style-type: none"> <li>Public Private Partnerships – Items 156-160</li> </ul> </td> <td style="width: 33%; 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# AVAILABLE BRASIKA PRODUCTS

ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
30.	SCM Delegations	MFMA/PFMA/SCM Policy delegations consisting of: <ul style="list-style-type: none"> <li>• Framework</li> <li>• Delegations table</li> <li>• One-pager</li> <li>• Presentation</li> </ul>	<div style="text-align: center; border: 1px solid black; padding: 5px; background-color: #f9cb9c;"> <b>MUNICIPAL SCM SYSTEM MAP linked to Delegations (Annexure C1, C2 or C3)</b> </div>
31.	Administrative Delegations	Detailed administrative delegations related to 95 pieces of legislation consisting of: <ul style="list-style-type: none"> <li>• Framework</li> <li>• Delegations table</li> <li>• One-pager</li> <li>• Presentation</li> </ul>	<div style="text-align: center; border: 1px solid black; padding: 5px; background-color: #c6e0b4;"> <b>ADMINISTRATIVE DELEGATIONS</b> </div>





AVAILABLE BRASIKA PRODUCTS			
ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
32.	Investment Facilitation SOP	<p>The main purpose of the IFSOP is to create uniform investment promotion and facilitation processes and procedures in the municipality in order to attract new investors, and retain existing ones, whilst at the same time satisfying the legal and legislative objectives as well as the governance objectives of economy, efficiency and fairness.</p> <p>The IFSOP consists of:</p> <ul style="list-style-type: none"> <li>• Research papers</li> <li>• Detailed IFSOP</li> <li>• Templates</li> <li>• Process flows</li> <li>• Presentations</li> </ul>	<p><b>IFSOP Main Processes</b></p> <ol style="list-style-type: none"> <li><b>Investment Policy Statements</b> (Go to 1)             <ul style="list-style-type: none"> <li>1.1 Development</li> <li>1.2 Policy Statements</li> <li>1.3 Consultation</li> <li>1.4 Adoption</li> <li>1.5 Communication</li> <li>1.6 Implementation</li> </ul> </li> <li><b>Planning</b> (Go to 2)             <ul style="list-style-type: none"> <li>2.1 Research</li> <li>2.2 Development</li> <li>2.3 Consultation</li> <li>2.4 Adoption</li> <li>2.5 Communication</li> </ul> </li> <li><b>Implementation</b> (Go to 3)             <ul style="list-style-type: none"> <li>3.1 Land Issues</li> <li>3.2 Municipal Services</li> <li>3.3 Financial Issues</li> <li>3.4 Financial Issues</li> <li>3.5 Risk Management</li> </ul> </li> <li><b>Application</b> (Go to 4)             <ul style="list-style-type: none"> <li>4.1 Application Process</li> </ul> </li> <li><b>Approval</b> (Go to 5)             <ul style="list-style-type: none"> <li>5.1 Roles and responsibilities</li> <li>5.2 Consultation</li> <li>5.3 Approval</li> <li>5.4 Implementation of Decision</li> </ul> </li> <li><b>SCM</b> (Go to 6)             <ul style="list-style-type: none"> <li>6.1 SCM Investment Underwriting</li> <li>6.2 Documentation</li> <li>6.3 Adoption</li> <li>6.4 Communication</li> <li>6.5 Implementation</li> </ul> </li> <li><b>Contract</b> (Go to 7)             <ul style="list-style-type: none"> <li>7.1 Development</li> <li>7.2 Negotiation</li> <li>7.3 Review</li> <li>7.4 Review of Terms</li> <li>7.5 Performance Management</li> <li>7.6 Reporting</li> <li>7.7 Plan or non-performance</li> <li>7.8 Exit/Investment</li> </ul> </li> <li><b>Accounting &amp; Asset management</b> (Go to 8)             <ul style="list-style-type: none"> <li>8.1 Accounting Process</li> <li>8.2 Asset Management</li> </ul> </li> <li><b>Enforcement, Monitoring, Reporting</b> (Go to 9)             <ul style="list-style-type: none"> <li>9.1 Enforcement</li> <li>9.2 Monitoring</li> <li>9.3 Reporting</li> </ul> </li> </ol>
33.	Financial Manual (needs update)	Compendium of prescripts:	<p><b>Legislation</b></p> <ol style="list-style-type: none"> <li>1.1. Regulatory environment</li> <li>1.2. Supreme legislation</li> <li>1.3. Primary financial legislation</li> <li>1.4. Sub-ordinate financial legislation</li> <li>1.5. Complimentary legislation</li> </ol> <p><b>Policies</b></p> <ol style="list-style-type: none"> <li>1.6. Policies</li> </ol> <p><b>Strategies</b></p> <ol style="list-style-type: none"> <li>1.7. Strategies</li> </ol>



AVAILABLE BRASIKA PRODUCTS			
ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			<p><b>Norms</b></p> <ul style="list-style-type: none"><li>1.8. Plans</li><li>1.9. Frameworks</li><li>1.10. Guidelines</li><li>1.11. Standards</li><li>1.12. Instructions</li><li>1.13. Practices</li><li>1.14. Circulars</li><li>1.15. Codes of conduct</li><li>1.16. Operating procedures</li><li>1.17. Directives</li><li>1.18. Rules</li><li>1.19. Measures</li><li>1.20. Papers</li><li>1.21. Statements &amp; speeches</li><li>1.22. Manuals</li><li>1.23. Methodologies</li><li>1.24. Compliance checklists</li><li>1.25. Programmes</li><li>1.26. Reports</li><li>1.27. Financial agreements</li><li>1.28. Cabinet minutes</li><li>1.29. Handbooks</li></ul> <p><b>Interpretations</b></p> <ul style="list-style-type: none"><li>1.30. Case law &amp; legal opinions</li><li>1.31. Interpretation of legislation<ul style="list-style-type: none"><li>1.31.1. Conflicting legislation</li><li>1.31.2. Executing administrative actions</li><li>1.31.3. Illegal administrative actions</li><li>1.31.4. Consequences of illegal administrative actions</li></ul></li></ul>



## AVAILABLE BRASIKA PRODUCTS

ITEM	NAME	DESCRIPTION	LIST OF DOCUMENTS/TEMPLATES
			<p><b>Structures</b> 1.32. Governance structure 1.33. Assurance provision 1.34. Organisational structure</p> <p><b>Systems</b> 1.35. Financial management 1.36. Administrative 1.37. Operational 1.38. Electronic</p>