

Tokologo local Municipality

**Service Delivery and Budget
Implementation Plan**

2015/16

TABLE OF CONTENTS

1	Purpose	3
2	Introduction	3
3	Legislative Framework.....	3
4	Componets.....	4
5	Reporting on the SDBIP.....	4
2.1	Monthly Reporting	4
2.2	Quarterly Reporting.....	5
2.3	Mid-year Reporting.....	5
6	Revision of the SDBIP	6
7	Stages of the SDBIP	6
7.1	Planning.....	7
7.2	Strategising	7
7.3	Tabling.....	7
7.4	Adoption / Approval	7
7.5	Publishing	7
7.6	Implementation and monitoring.....	7
8	Budgetary Information	8
7.1	Revenue	8
7.2	Expenditure	10
9	Quarterly Projections Of Service Delivery Targets And Performance Indicators	14
9.1	Directorate: Office of the Municipal Manager	15
9.2	Directorate: Finance Department	21
11.4	Directorate: Corporate Services.....	30
11.5	Directorate: Technical Services	38
12	Ward information for expenditure and service delivery	47
13	Detailed capital works plan broken down by ward over three years	48
15	Conclusion	49

1. PURPOSE

The purpose of this document is to present the Service Delivery and Budget Implementation Plan (SDBIP) of Tokologo Local Municipality for the 2015/16 financial year

2. INTRODUCTION

Section 1 of the Municipal Finance Management defines the Service Delivery and Budget implementation Plan as a detailed plan approved by the Mayor of the municipality for implementing the municipality's delivery of municipal services and its annual budget and which must include (as part of the top-layer) the following:

- a) projections for each month of-
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- b) Service delivery targets and performance indicators for each quarter”.
- c) any other matters that may be prescribed, and includes any revisions of such plan by the mayor in terms of section 54(1) (c).

The Service Delivery and Budget Implementation Plan (SDBIP) gives effect to the Integrated Development Plan and the budget of the municipality. It is an expression of the objectives of the Municipality in quantifiable outcomes that will be implemented by the administration for the financial year starting from 1 July 2015 to 30 June 2016. It includes the service delivery targets and performance indicators for each quarter which is linked to the performance agreements of senior management. It therefore facilitates oversight over financial and non-financial performance of the municipality and allows the Accounting Officer to monitor the performance of the Senior Managers, the Mayor to monitor the performance of the Accounting Officer, and the Community to monitor the performance of the Municipality.

As the budget gives effect to the strategic priorities of the municipality it is important to supplement the budget and the IDP with a management and implementation plan. The SDBIP serves as the commitment by the Municipality, which includes the administration, council and community, whereby the intended objectives and projected achievements are expressed in order to ensure that desired outcomes over the long term are achieved and these are implemented by the administration over the next twelve months.

3. LEGISLATIVE FRAMEWORK

In terms of Section 53 (1) (c) (ii) of the Local Government: Municipal Finance Management Act (MFMA), the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate the following

- (a) projections for each month of –
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote
- (b) service delivery targets and performance indicators for each quarter, and
- (c) other matters prescribed

Section 53 of the MFMA stipulates that the Mayor should approve the SDBIP within 28 days after the approval of the budget. The Mayor must also ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are made public within 14 days after their approval.

4. COMPONENTS

National Treasury directives are clear on the contents and methodology to derive at the SDBIP. As a first step, the IDP objectives need to be quantified and related into key performance indicators. The budget is aligned to the objectives, projects and milestones to enable the SDBIP to serve as monitoring tool for service delivery. What gets measured, gets done, therefore it should be noted, that in order to improve on certain processes and co-operation within the municipality, Performance indicators have been developed for measurement purposes during 2015-2016 financial year.

Tokologo Local Municipality has incorporated the following relevant components into the SDBIP,

1. Monthly projections of Revenue by Source.
2. Monthly projections of Revenue and Expenditure by Vote.
3. Quarterly projections of service delivery targets and performance indicators for each vote.
4. Ward information
5. Capital Works Plan over three years.

In the development of the Municipality's SDBIP, cognizance was taken of the IDP Priorities, Objectives and Strategies ensuring progress towards the achievement thereof. The SDBIP of the Municipality is aligned to the Key Performance Areas (KPA's) as prescribed by Regulations 805 of 2006 and the IDP Guidelines by COGTA for purposes of alignment to the Performance Agreements of the Municipal Manager and Managers directly accountable to the Municipal Manager.

The Institutional Indicators will form part of the Performance Agreements and Plans of the Municipal Manager and Managers directly accountable to the Municipal Manager. Indicators are assigned quarterly targets and responsibilities to monitor performance.

5. REPORTING OF THE SDBIP

This section covers reporting on the SDBIP as a way of linking the SDBIP with the oversight and monitoring operations of the administration.

A series of reporting requirements are outlined in the MFMA. Both the Mayor and the Accounting Officer have clear roles to play in preparing and presenting these reports. The SDBIP provides an excellent basis for generating the reports for which MFMA gives very clear outlines. The reports then allow the Council of the Tokologo Municipality to monitor the implementation of service delivery programs and initiatives of the Municipality.

5.1 Monthly Reporting

Section 71 of the MFMA stipulates that reporting on actual revenue targets and spending against the budget should occur on a monthly basis. This reporting must be conducted by the accounting officer of a

municipality no later than 10 working days, after the end of each month. Reporting must include the following:

- (i) actual revenue, per source;
- (ii) actual borrowings;
- (iii) actual expenditure, per vote;
- (iv) actual capital expenditure, per vote;
- (v) the amount of any allocations received

If necessary, explanation of the following must be included in the monthly reports:

- a) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
- b) any material variances from the service delivery and budget implementation plan and;
- c) any remedial or corrective steps taken or to be taken to ensure that the projected revenue and expenditure remain within the municipalities approved budget.

5.2 Quarterly Reporting

Section 52 (d) of the MFMA compels the mayor to submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality within 30 days of the end of each quarter. The quarterly performance projections captured in the SDBIP form the basis for the mayor's quarterly report.

5.3 Mid-year Reporting

Section 72 (1) (a) of the MFMA outlines the requirements for midyear reporting. The Accounting Officer is required by the 25th January of each year to assess the performance of the municipality during the first half of the year taking into account –

- (i) the monthly statements referred to in section 71 of the first half of the year
- (ii) the municipalities service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
- (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
- (iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities.

Based on the outcomes of the mid-year budget and performance assessment report, an adjustment budget may be tabled if actual revenue or expenditure amounts are materially different from the projections contained in the budget. The SDBIP is also a living document and may be modified based on the mid-year performance review. Thus the SDBIP remains a kind of contract that holds the Municipality accountable to the community.

6. REVISION OF THE SDBIP

The Mayor must decide on receipt of a section 71 or 72 budget monitoring report whether to amend the SDBIP in the light of the information received. Before deciding on the revision of the SDBIP, the Mayor must solicit advice from the Municipal Manager. Below are the steps that need to be followed to allow the Mayor's obligations under section 54 of the MFMA to be fulfilled.

- a) Each directorate will provide the Municipal Manager with information as required under section 71 and/or 72 of the MFMA and this information will be submitted to the Mayor by the 10th working day of each month.
- b) For financial performance, the information will show a comparison of actual performance against the planned income and expenditure included in the SDBIP.
- c) For capital projects, each variance of +/- 10% or R50, 000 whichever is the greater will be highlighted. The Director: Technical Services / Director responsible for the capital project will be required to provide a written report covering:
 - The reason for the variance
 - If necessary, what corrective measures have been put in place
 - Whether the start and finish dates of the capital project need amending.
 - Whether the project specification will need to be amended.
 - Revised monthly estimates of expenditure for the project.
- d) At the end of each quarter, Directors must supply the Municipal Manager with the actual performance against each of the performance indicator targets (non-financial targets). This information must be submitted to the Mayor by the 10th working day after each quarter along with the budget monitoring information for that quarter as provided by Budget & Treasury Office.
- e) If the actual performance on any indicator varies from the planned performance the Municipal Manager / Mayor can ask the responsible Director for a written report asking for an explanation of the variance and, if the performance is worse than projected, what measures have been put in place to ensure that the projected level of performance can be met in the future.
- f) The Municipal Manager will then review these reports and decide whether the SDBIP should be amended. A report will then be submitted to the Mayor, together with a motivation / advice whether there is a need for revision of the annual budget / SDBIP.

7. SDBIP CYCLE

The SDBIP process comprises the following stages, which forms part of a cycle of the entire municipal planning:

7.1 Planning

During this phase the SDBIP process Plan is developed, to be tabled with the IDP Process Plan. SDBIP related processes e.g. workshop schedules, distribution of circulars and training workshops, are also reviewed during this phase.

7.2 Strategizing

During this phase the IDP is reviewed and subsequent SDBIP programmes and projects for the next 5 years based on local, provincial and national issues, previous year's performance and current economic and demographic trends etc.

7.3 Tabling

The SDBIP is tabled with the draft IDP and budget before Council. Consultation with the community and stakeholders of the IDP on the SDBIP is done through budget hearings and formal local, provincial and national inputs or responses are also considered in developing the final document.

7.4 Adoption / Approval

Under the MFMA the process for approval of the SDBIP is covered under Chapter 7: Responsibilities of Mayors and Chapter 8: Responsibilities of municipal officials. Under chapter 8 the Accounting Officer must submit a draft of the SDBIP to the Mayor within 14 days of the budget being approved as well as drafts of the annual performance agreements required in terms of the Municipal Systems Act.

Chapter 7 of the MFMA requires the Mayor to "take all reasonable steps" to ensure that the SDBIP is approved by the Mayor within 28 days after the approval of the budget and that the SDBIP is made public no later than 14 days after that. It is clear in terms of the MFMA that the responsibility for approval of the SDBIP is vested with the Mayor and not Council. National Treasury' MFMA Circular 55 requires that municipalities should submit and table a draft SDBIP together with the draft Budget and IDP.

7.5 Publishing

The adopted SDBIP is made public and is published on Council's website. In addition to the publication of the SDBIP, performance agreements of the Municipal Manager and Managers appointed in terms of section 56 of the Municipal Systems Act (as amended) will also be made public. Actual performance will also be made public through MFMA section 71 & 72 reports.

7.6 Implementation and monitoring

Section 54 of the MFMA sets out the responsibilities of the Mayor with regard to budgetary control and the early identification of financial problems. When a budget monitoring report is received under section 71 and/or 72 of the MFMA, the Mayor must check whether the budget is being implemented in accordance with the SDBIP. If it is decided to amend the SDBIP, any revisions to the service delivery targets

and performance indicators must be made with the approval of Council following an adjustments budget. The Mayor must issue instructions to the Accounting Officer to ensure that the budget is implemented in terms of the SDBIP. The revised SDBIP must be promptly made available to the public.

The section 71 and 72 budget monitoring reports required under the MFMA should provide a consolidated analysis of the Municipality's financial position including year-end projections. As detailed earlier, the Mayor must consider these reports under section 54 of the MFMA and then make a decision as to whether the SDBIP should be amended.

The Adjustments Budget concept is governed by various provisions in the MFMA and is aimed at instilling and establishing an increased level of discipline, responsibility and accountability in the municipality's finances. In simple terms, funds can be transferred within a vote but any movements between votes can only be agreed by an adjustments budget.

At the end of each quarter, Directors must supply the Municipal Manager with the actual performance against each of the performance indicator targets. This information must be submitted to the Mayor by the 10th working day after each quarter along with the budget monitoring information for that quarter as provided by Budget & Treasury Office.

If the actual performance on any indicator varies from the planned performance the Municipal Manager can ask the responsible Director for a written report asking for an explanation of the variance and, if the performance is worse than projected, what measures have been put in place to ensure that the projected level of performance can be met in the future? The Municipal Manager will then review the report and decide whether the SDBIP should be amended and advise the Mayor accordingly.

8. BUDGETARY INFORMATION

8.1 Revenue

One of the most important and basic priorities for any municipality is to collect all its revenue as budgeted for – the failure to collect all such revenue will undermine the ability of the municipality to deliver on services. The municipality MUST ensure that it has instituted measures to achieve monthly revenue targets for each revenue source. The revenue projections relate to actual cash expected to be collected and should reconcile to the cash-flow statement approved with the budget documentation. The reason for specifying actual revenue collected rather than accrued (billed) revenue is to ensure that expenditure does not exceed actual income

The relevant table from the documentation that accompany the budget, is Schedule A1, table SA25 which gives the monthly projections for revenue by source, is included below

FS182 Tokologo - Supporting Table SA25 Budgeted monthly revenue

Description	Ref	Budget Year 2015/16												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2015/16	Budget Year +1 2016/17	Budget Year +2 2017/18
R thousand																
Revenue By Source	-															
Property rates		470	470	470	470	470	470	470	470	470	470	470	470	5,640	5,950	6,265
Property rates - penalties & collection charges													-	-	-	-
Service charges - electricity revenue		1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	18,060	19,053	20,063
Service charges - water revenue		248	248	248	248	248	248	248	248	248	248	248	248	2,975	3,138	3,305
Service charges - sanitation revenue		281	281	281	281	281	281	281	281	281	23	281	2,101	4,932	5,203	5,479
Service charges - refuse revenue		180	180	180	180	180	180	180	180	180	15	180	1,818	3,633	3,833	4,036
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		37	37	37	37	37	37	37	37	37	3	37	524	900	949	999
Interest earned - external investments		57	57	57	57	57	57	57	57	57	5	57	109	683	721	759
Interest earned - outstanding debtors		89	89	89	89	89	89	89	89	89	7	89	171	1,068	1,127	1,186
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines		8	8	8	8	8	8	8	8	8	1	8	16	99	104	110
Licenses and permits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Agency services											-	-	-	-	-	-
Transfers recognized - operational		20,605				15,546				13,246			-	49,397	46,477	44,818
Other revenue		36	36	36	36	36	36	36	36	36	36	36	36	428	452	476
Gains on disposal of PPE													-	-	-	-
Total Revenue (excluding capital transfers and contributions)		23,516	2,911	2,911	2,911	18,457	2,911	2,911	2,911	16,157	2,313	2,911	6,996	87,814	87,007	87,496

Table SA26 provides the monthly projections for revenue by vote, is included below

FS182 Tokologo - Supporting Table SA26 Budgeted Monthly Revenue (municipal vote)

Description	Ref	Budget Year 2015/16												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2015/16	Budget Year +1 2016/17	Budget Year +2 2017/18
Revenue by Vote	-															
Vote 1 - [COUNCIL GENERAL		362	362	362	362	362	362	362	362	362	362	362	362	4,348	4,587	4,831
Vote 2 - MUNICIPAL MANAGER		374	374	374	374	374	374	374	374	374	374	374	374	4,484	4,730	4,981
Vote 3 - FINANCIAL SERVICES		1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,142	14,219	15,001	15,796
Vote 4 - ASSESMENT RATES		322	322	322	322	322	322	322	322	322	322	322	2,120	5,663	5,974	6,291
Vote 5 - CORPORATE SERVICES		486	486	486	486	486	486	486	486	486	486	486	985	6,326	6,674	7,028
Vote 6 - COMMUNITY AND SOCIAL SERVICES		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 7 - TECHNICAL SERVICES		670	670	670	670	670	670	670	670	670	670	670	670	8,041	12,034	16,643
Vote 8 - ELECTRICITY		2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	8,425	34,609	30,018	31,060
Vote 9 - WATER		3,301	3,301	3,301	3,301	3,301	3,301	3,301	3,301	3,301	3,301	3,301	2,591	38,899	38,405	52,524
Vote 10 - WASTE WATER MANAGEMENT		1,153	1,153	1,153	1,153	1,153	1,153	1,153	1,153	1,153	1,153	1,153	2,716	15,401	16,099	11,409
Vote 11 - SOLID WASTE MANAGEMENT		390	390	390	390	390	390	390	390	390	390	390	1,863	6,150	6,267	7,402
Vote 12 - [NAME OF VOTE 12]											-		-	-	-	-
Vote 13 - [NAME OF VOTE 13]													-	-	-	-
Vote 14 - [NAME OF VOTE 14]													-	-	-	-
Vote 15 - [NAME OF VOTE 15]													-	-	-	-
Total Revenue by Vote		10,627	10,627	10,627	10,627	10,627	10,627	10,627	10,627	10,627	10,627	10,627	21,247	138,140	139,790	157,963

8.2 Expenditure

The expenditure projections relate to cash paid and should reconcile to the cash flow statement adopted with the budget documentation.

FS182 Tokologo - Supporting Table SA25 Budgeted Monthly Expenditure

Description R thousand	Ref	Budget Year 2015/16												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2015/16	Budget Year +1 2016/17	Budget Year +2 2017/18
Revenue by Vote	-															
Vote 1 - [COUNCIL GENERAL		362	362	362	362	362	362	362	362	362	362	362	362	4,348	4,587	4,831
Vote 2 - MUNICIPAL MANAGER		374	374	374	374	374	374	374	374	374	374	374	374	4,484	4,730	4,981
Vote 3 - FINANCIAL SERVICES		1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,189	1,142	14,219	15,001	15,796
Vote 4 - ASSESMENT RATES		322	322	322	322	322	322	322	322	322	322	322	2,120	5,663	5,974	6,291
Vote 5 - CORPORATE SERVICES		486	486	486	486	486	486	486	486	486	486	486	985	6,326	6,674	7,028
Vote 6 - COMMUNITY AND SOCIAL SERVICES		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 7 - TECHNICAL SERVICES		670	670	670	670	670	670	670	670	670	670	670	670	8,041	12,034	16,643
Vote 8 - ELECTRICITY		2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	8,425	34,609	30,018	31,060
Vote 9 - WATER		3,301	3,301	3,301	3,301	3,301	3,301	3,301	3,301	3,301	3,301	3,301	2,591	38,899	38,405	52,524
Vote 10 - WASTE WATER MANAGEMENT		1,153	1,153	1,153	1,153	1,153	1,153	1,153	1,153	1,153	1,153	1,153	2,716	15,401	16,099	11,409
Vote 11 - SOLID WASTE MANAGEMENT		390	390	390	390	390	390	390	390	390	390	390	1,863	6,150	6,267	7,402
Vote 12 - [NAME OF VOTE 12]											-		-	-	-	-
Vote 13 - [NAME OF VOTE 13]													-	-	-	-
Vote 14 - [NAME OF VOTE 14]													-	-	-	-
Vote 15 - [NAME OF VOTE 15]													-	-	-	-
Total Revenue by Vote		10,627	10,627	10,627	10,627	10,627	10,627	10,627	10,627	10,627	10,627	10,627	21,247	138,140	139,790	157,963
Expenditure by Vote to be appropriated	-															

Tokologo Municipality Service delivery and Budget Implementation Plan 2015-16

Vote 1 - [COUNCIL GENERAL	625	625	625	625	625	625	625	625	625	625	625	625	7,498	7,911	8,330
Vote 2 - MUNICIPAL MANAGER	572	572	572	572	572	572	572	572	572	572	572	572	6,858	7,235	7,619
Vote 3 - FINANCIAL SERVICES	1,209	1,209	1,209	1,209	1,209	1,209	1,209	1,209	1,209	1,209	1,209	1,206	14,503	15,300	16,111
Vote 4 - ASSESMENT RATES	3	3	3	3	3	3	3	3	3	3	3	343	377	398	419
Vote 5 - CORPORATE SERVICES	706	706	706	706	706	706	706	706	706	706	706	706	8,471	8,937	9,411
Vote 6 - COMMUNITY AND SOCIAL SERVICES	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 7 - TECHNICAL SERVICES	550	550	550	550	550	550	550	550	550	550	550	1,250	7,296	7,697	8,105
Vote 8 - ELECTRICITY	1,647	1,647	1,647	1,647	1,647	1,647	1,647	1,647	1,647	1,647	1,647	9,761	27,882	29,416	30,975
Vote 9 - WATER	294	294	294	294	294	294	294	294	294	294	294	894	4,128	4,355	4,585
Vote 10 - WASTE WATER MANAGEMENT	449	449	449	449	449	449	449	449	449	449	449	1,319	6,255	6,599	6,949
Vote 11 - SOLID WASTE MANAGEMENT	379	379	379	379	379	379	379	379	379	379	379	379	4,545	4,802	5,068
Vote 12 - [NAME OF VOTE 12]												–	–	–	–
Vote 13 - [NAME OF VOTE 13]												–	–	–	–
Vote 14 - [NAME OF VOTE 14]												–	–	–	–
Vote 15 - [NAME OF VOTE 15]												–	–	–	–
Total Expenditure by Vote	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	6,433	17,053	87,813	92,650	97,571

FS182 Tokologo - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description R thousand	Ref	Budget Year 2015/16												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2015/16	Budget Year +1 2016/17	Budget Year +2 2017/18
Multi-year expenditure to be appropriated	1															
Vote 1 - [COUNCIL GENERAL													-	-	-	-
Vote 2 - MUNICIPAL MANAGER													-	-	-	-
Vote 3 - FINANCIAL SERVICES													-	-	-	-
Vote 4 - ASSESMENT RATES													-	-	-	-
Vote 5 - CORPORATE SERVICES													-	-	-	-
Vote 6 - COMMUNITY AND SOCIAL SERVICES													-	-	-	-
Vote 7 - TECHNICAL SERVICES		319	319	319	319	319	319	319	319	319	319	319	319	3,832	7,594	11,467
Vote 8 - ELECTRICITY		477	477	477	477	477	477	477	477	477	477	477	477	5,724	2,363	4,000
Vote 9 - WATER		2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	33,000	35,000	50,000
Vote 10 - WASTE WATER MANAGEMENT		615	615	615	615	615	615	615	615	615	615	615	615	7,382	7,639	2,500
Vote 11 - SOLID WASTE MANAGEMENT		32	32	32	32	32	32	32	32	32	32	32	32	388	188	1,000
Vote 12 - [NAME OF VOTE 12]													-	-	-	-
Vote 13 - [NAME OF VOTE 13]													-	-	-	-
Vote 14 - [NAME OF VOTE 14]													-	-	-	-
Vote 15 - [NAME OF VOTE 15]													-	-	-	-
Capital multi-year expenditure sub-total	2	4,194	4,194	4,194	4,194	4,194	4,194	4,194	4,194	4,194	4,194	4,194	4,194	50,326	52,783	68,967

9. QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS

This section of the Service Delivery and Budget implementation Plan details non-financial measurable performance objectives in the form of service delivery targets and other performance indicators. The focus here is on outputs, and not inputs or internal management objectives. Service delivery targets relate to the level and standard of service being provided to the community and include targets for the reductions in backlogs of basic services.

The Performance Objectives and Strategies of the Municipality are informed and aligned to the following five (5) Key Performance Areas as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001)

- (i) Municipal transformation and institutional development
- (ii) Service delivery and infrastructure development
- (iii) Municipal financial viability and management
- (iv) Good governance and public participation
- (v) Local economic development

Each directorate within the Municipality has devised Key Performance Indicators and targets on which departmental performance can be measured against on a quarterly. Below is the Service delivery targets and Indicators for each directorate

9.1 DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

DEPARTMENT: MUNICIPAL MANAGER										
MUNICIPAL MANAGER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014-2015 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
Good governance and public participation	To ensure oversight and leadership capacity	Review and approval of the audit committee charter and risk profile document on an annual basis	Date of Approval	Approved Audit Committee Charter. Risk Policy not approved	Risk Management Policy, reviewed and approved by 31 Aug 2015	Risk Management Policy approved by Council				Council Minutes/Resolution and Risk Management Policy
		Risk register reviewed and approved	Date of Approval	Risk Register Approved in Jan 2015	Approved risk Register by 15 July 2015	Risk Register approved				Audit Committee Resolution and Risk Register
		Compilation of Risk Management Reports	Number of Risk Management Reports	2 Risk Reports Compiled	4 Quarterly Risk Management Reports by 30 June 2016	1 RM Report	1 RM Report	1 RM Report	1 RM Report	Risk Management Reports
		Meetings held by the Audit committee	Number of Meetings Held	7 Audit Committee meetings held	4 quarterly audit committee meetings held by 30 June 2016	1 Meeting held	1 Meeting held	1 Meeting held	1 Meeting held	Attendance Registers and Audit Committee minutes
		Reports submitted to Council from the Audit Committee	Number of Reports submitted	4 Reports submitted to Council	4 quarterly Audit Committee Reports submitted to Council by 30 June 2016	1 Report	1 Report	1 Report	1 Report	Council Minutes and Audit Committee Reports
		Performance Audit Committee Reports submitted to Council	Number of Reports submitted to Council	1 Performance Report submitted	2 Bi-annual Performance Audit Committee Report submitted to Council by 30 June 2016	1 Report		1 Report		Council Minutes and Performance Committee Reports
		Internal Audit charter and Audit Plan reviewed and approved	Approval Date	Audit Plan approved in January 15	Reviewed and approved Charter and Risk Based Audit Plan by 30 June 2016	1 Approved Charter and Internal Audit Plan				Internal Audit Charter and Audit Committee minutes
		Internal Audit Quarterly Reports compiled	Number of Reports	4 Reports compiled	4 Quarterly Internal Audit Report by 30 June 2016	1 IA Report	1 IA Report	1 IA Report	1 IA Report	Internal Audit Reports and AC Minutes

DEPARTMENT: MUNICIPAL MANAGER										
MUNICIPAL MANAGER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014-2015 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Budget timelines and IDP review process plan approved by Council	Approval Date	Budget times and IDP review process plan approved	1 Schedule of budget timelines and IDP review process plan by 31 August 2015	Approved schedule of budget and IDP review process plan				Council Resolution/Budget timelines and IDP Process Plan
		IDP consultation meetings	Number of IDP consultative meetings held	3 Consultative Meetings Held	6 IDP Consultative meetings held by 31 May 2016			6 Consultative Meetings held		Attendance registers, schedule, IDP
		IDPs developed and adopted by Council in line with the MSA and IDP revised framework	Adoption date	IDP adopted by Council in May 2015	IDP adopted by Council by 30 May 2016		Consolidated community inputs and prepared a report	Tabled Draft IDP.	IDP Adopted by Council	Council Resolution and IDP
		Sector plans integrated in line with the IDP revised framework	Number of Meetings	Public participation meetings held	4 Meetings held by 30 June 2016	1 Meeting	1 Meeting	1 Meeting	1 Meeting	Attendance Registers and minutes and Reports
		Submission of Annual Financial Statements within the prescribed timeframe	Submission Date	AFS submitted by 30 August 2015	Submit Annual Financial Statement to the Auditor General by 30 August 2015	AFS submitted to Auditor General				Acknowledgement of Receipt
		Sustaining of the existing Audit Outcome	Audit Opinion from the Audit General Audit Report	Unqualified Audit Opinion	Achieve an unqualified Audit opinion by 30 November 2015		Unqualified Audit Opinion Achieved			Auditor General Audit Report
		Adoption of Annual Report	Adoption date	Annual Report adopted in March 15	Council to adopt the Annual Report by 31 March 2016		31 January 2016 tabled annual report to Council and adoption in March 2016	Adopt Annual Report		Council Resolution

DEPARTMENT: MUNICIPAL MANAGER										
MUNICIPAL MANAGER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014-2015 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Adoption of Oversight report of Annual report	Adoption date	Oversight Report adopted in March 2015	Adoption of the Oversight Report by Council on 31 March 2016			Oversight Report Adopted		Council Resolution and Oversight Report
		Municipal Council oversight report submitted to MEC for Local Government	Submission Date	Report no submitted to COGTA	Submit the Oversight Report to COGTA by 30 April 2016			Submit Oversight Report		Acknowledgement of Receipt/Oversight Report
Municipal Transformation and Organizational Development	Strengthen planning and capacity in the municipality	Workshops conducted on delegation of powers	Number of Workshop conducted	No workshop conducted	1 Workshop Conducted on delegation of powers by 31 March 2016			1 Workshop Conducted		Attendance Registers
		Develop Performance agreement that are aligned to the SDBIP and budget	Developed Performance agreements	4 performance agreements developed	4 Performance Agreements aligned to the SDBIP and budget developed by 25 July 2015	4 Performance Agreements developed				Performance Agreements aligned to the SDBIP and Budget
		Performance agreements for S54/56 signed in terms of section 57 of the MSA	Signature Date		4 performance agreements signed and approved by 31 July 2015	4 Performance Agreement signed and Approved				Signed Performance Agreements
		Municipality with an reviewed approved Performance Management framework	Approval Date	No review conducted	Performance Management framework reviewed and approved by 30 June 2016				Approved and reviewed PM framework	Council resolution and policy framework
		Number of individual(section 54/56 managers) performance reviews conducted	Number of performance reviews conducted	4 Reviews Conducted for the year	8 performance reviews conducted (4 reviews by 31 Mar 2015 and other 4 reviews by 30 June 2016		4 Reviews conducted		4 Reviews conducted	Attendance reviews/Invitations and reports

DEPARTMENT: MUNICIPAL MANAGER										
MUNICIPAL MANAGER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014-2015 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Improved performance and service delivery	Number of quarterly performance reports submitted to Internal Audit and Audit Committee		4 quarterly performance reports submitted to Internal Audit and Audit Committee by 30 June 2016	1 quarterly performance report submitted	1 quarterly performance report submitted	1 quarterly performance report submitted	1 quarterly performance report submitted	4 Quarterly performance reports and Audit Committee minutes
		Annual performance Report aligned with the SDBIP and performance Agreements	Annual Performance Report	Annual Performance Report compiled	1 Annual Performance Report developed by 6 August 2015	Annual Performance Report compiled				Annual Performance Report
		SDBIP aligned to the IDP and the budget developed and approved	Approval Date	SDBIP approved by the Mayor	1 Credible SDBIP approved by the Mayor by 28 July 2015	Mayor approved SDBIP				Approved SDBIP
Local Economic Development	Establish SMME's and co-operatives	Finalized and Council approved Employee Appraisal System and Performance Framework	Approval Date	No system in place	Employee Appraisal System approved by 31 December 2015		Approved EA System in place			Council Resolution and Employee Appraisal System
		Involvement of SMME's in Municipal Projects	% Involvement of SMME's in project		60% Involvement of SMME's in Municipal Projects by 30 June 2016		20% of SMME's Involved in municipal projects	20% of SMME's Involved in municipal projects	20% of SMME's Involved in municipal projects	Contracts with Service providers
		Number of training conducted for SMME'S	Number of Workshop conducted	No workshop conducted	2 workshops conducted for SMME's by 30 June 2016		1 workshop conducted		1 workshop conducted	Attendance Register/Invites
		Number of training conducted for SMME'S	Number of SMMEs trained on Business Management Skills		5 SMMEs trained on Business Management Skills by 31 March 2016			5 SMMEs trained		Attendance Registers and Training manuals

DEPARTMENT: MUNICIPAL MANAGER										
MUNICIPAL MANAGER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014-2015 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Marketing of game farm and hunting season.	Number of adverts	No marketing done	1 Advert placed on the Municipal website by 30 June 2016				Advert placed on the Municipal website	Advert/ Municipal website print screen
	To create an environment that promote the development of the local economy	Corporative established through Municipal assistance	Number of cooperatives established		4 Co -operatives established by 31 March 2016			4 Co-operatives established		Memorandum of Incorporation
		LED Strategy aligned to the Provincial and National LED Strategy/Framework developed	Approval Date	Draft LED Strategy	1 LED strategy approved by 29 February 2016			LED Strategy approved		Approved LED Strategy
		Public participation conducted to develop a strategy.	Number of consultative meetings held	No meetings held	4 Consultative Meetings held by 31 December 2015		4 Meetings held			Attendance registers
		LED Strategy implementation Plan developed and resourced	Implementation Plan developed	No Plan developed	1 LED Implementation Plan developed and approved by 29 February 2016			1 LED Implementation Plan approved		Approved Implementation Plan
		Number of municipal LED intergovernmental platforms convened	Number of LED forums convened	No forums convened	2 forums convened(1 by 31 march 2016 and 1 by 30 June 2016)		1 forum convened		1 forum convened	Attendance registers
		Number of work opportunities created through EPWP	Number of Jobs created		180 Jobs created through EPWP by 30 June 2016		80 Jobs	50 Jobs	50 Jobs	Employments Contracts
		Number of jobs created through other municipal initiatives such as infrastructure projects etc.	Number of Jobs created		100 jobs created by 30 June 2016		50 Jobs		50 Jobs	Employments Contracts

9.2 DIRECTORATE: FINANCE DEPARTMENT

BUDGET AND TREASURY OFFICE										
CHIEF FINANCIAL OFFICER										
						QUARTERLY TARGETS 2015-16				POE
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	
Municipal Financial Viability and Management	Enhance revenue collection	Submit NERSA D-Forms at the End of October 2014	Date of submission of the NERSA D-Forms		Submit NERSA D-Forms by 31st October 2015		Submitted NERSA D-Forms			NERSA D-Forms or Acknowledgement of Receipt from NERSA
		Application for Tariff increases (D7) at the end of 31 January 2015	Date of submission of the NERSA D-Forms		Submit Application for Tariff increases (D7) by 31st January 2016			Submitted Application for Tariff increases		NERSA D-Forms or Acknowledgement of Receipt from NERSA
		Amount over - spent on expenditure budget at year end	% over - spent on the budget as per Variance Reports		0% Over-expenditure on the budget by 30 June 2016				0%	Variance Reports or Sec 71 Reports
		MSIG Activity Plan Submitted Timeously	Date of submission of the MSIG Activity Plan to COGTA		MSIG Activity Plan submitted to CODGTA by 31st May 2016				MSIG Activity Plan submitted	Proof of Submission of MSIG Activity plan or acknowledgement of receipt from the COGTA and MSIG Activity Plan
		FMG Activity Plan Submitted Timeously	Date of submission of the FMG Activity Plan to Cogta		FMG Activity Plan submitted to National Treasury by 30th April 2016				FMG Activity Plan submitted	Proof of Submission of FMG Activity plan or acknowledgement of receipt from the COGTA and FMG Activity Plan
		Conditional Grants spend in accordance with DoRA and Grant Frameworks	% Spent on Conditional Grants as per Grant Register		100% Expenditure on Grants as per DoRA conditions by 30 June 2016	25% Expenditure	25% Expenditure	25% Expenditure	25% Expenditure	Updated Conditional Grants Register

BUDGET AND TREASURY OFFICE										
CHIEF FINANCIAL OFFICER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Updated Conditional Grants Register	Number of updates on the Conditional Grants Register	12 updates	12 Updates of the Conditional Grants Register by 30 June 2016	3 updated Conditional Grants Registers	3 updated Conditional Grants Registers	3 updated Conditional Grants Registers	3 updated Conditional Grants Registers	Updated Conditional Grants Register
		Improvement in the Collection rate of the Municipality	% of collection rate achieved		80% Collection Rate achieved by 30 June 2016	80%	80%	80%	80%	Finance Reports on debt collection
		Basic service restrictions undertaken	% of restrictions undertaken	No restrictions undertaken	100% of consumers not paying accounts services rest	100%	100%	100%	100%	Cut- off lists and letters to consumers
		Debt acknowledgement agreement entered into and honored by consumers	% agreements entered into with consumers		100% agreements for payment of outstanding debt entered into with consumers by	100%	100%	100%	100%	Consumer agreements against outstanding debt
		Full implementation of the MPRA	% of valuation roll implemented		100% valuation roll implemented by 30 June 2016	25% valuation roll implemented	25% valuation roll implemented	25% valuation roll implemented	25% valuation roll implemented	Physical verification and
		Effective Revenue Management	Number of monthly bank reconciliation submitted	12 monthly Bank Reconciliations compiled	12 monthly bank reconciliation submitted by 30 June 2016	3 monthly bank reconciliation submitted	3 monthly bank reconciliation submitted	3 monthly bank reconciliation submitted	3 monthly bank reconciliation submitted	Monthly Bank Reconciliations
		Effective Revenue Management	Amount of own revenue collected within the financial year		80% budget revenue collected by 30 June 2016	80% budget revenue collected	80% budget revenue collected	80% budget revenue collected	80% budget revenue collected	Sec 71 Reports and bill R Reports

BUDGET AND TREASURY OFFICE										
CHIEF FINANCIAL OFFICER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Service accounts issued for service charges / services rendered by the municipality	Number of service accounts issued to consumers		12 monthly service accounts issued to consumers by 30 June 2016	3 monthly accounts issued	3 monthly accounts issued	3 monthly accounts issued	3 monthly accounts issued	Billing Report from Consbil or Bill R
		Approved and updated indigent register	Annual update and approval of the register		12 updates done on the indigent register by 30th June 2015	3 updated Indigent Registers	3 updated Indigent Registers	3 updated Indigent Registers	3 updated Indigent Registers	Updated Indigent register and application forms or
	Compliance with legislative framework and MFMA.	Submission of the AFS to Auditor General	Date of submission of the AFS to Audit General		AFS submitted to Auditor General by 31st August 2015	AFS submitted				Signed AFS and Acknowledgement of Receipt from Auditor General
		Compilation and Submission of the Annual Financial Statements	Date of Submission		1 AFS submitted to AG by 30 Aug 2015	AFS submitted to Auditor General				Annual Financial Statements
		Time table Submitted Timeously	Date of Submission of the Budget timelines to council		Budget timelines submitted to council for approval by 31 August 2015	Budget timelines submitted to council				Acknowledgement of the budget timelines by the office of the MM / Council minutes or resolution
		Adherence to the National Treasury Budget Regulations issued in terms of MFMA in section 4	% adherence to Regulations		100% adherence to NT Budget Regulations by 30 June 2016	100% Adherence	100% Adherence	100% Adherence	100% Adherence	Compliance Register/Checklists
		Draft 2015-16 Annual Budget tabled to Council for consideration	Date of tabling of the Draft Annual Budget		1 Draft Budget tabled to council by 30 March 2016			Draft Budget Tabled		Draft Annual budget and Council minutes / Resolution
		2014-16 Annual Budget approved by Council	Date of approval of the Final Annual Budget		Final Budget Approved on the 30 th May 2016				Final Budget Approved	Council resolution / minutes pertaining to the budget

BUDGET AND TREASURY OFFICE										
CHIEF FINANCIAL OFFICER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Budget consultation meetings	Number of budget consultative meetings held		8 meetings held by 30 June 2014					Budget presented and attendance registers
		Draft financial management and budget related policies submitted Council for approval	Date of Approval of the Budget Related policies		Approved Budget related policies by 31st May 2016				Approved Budget related policies	Approved financial management and budget related policies and Council resolution
		Conduct workshops on all new policies developed	Number of workshops held		1 Workshop to be conducted for all policies developed by 30 June 2016				1 Workshop to be conducted for all policies developed	Policies and attendance registers
		Mid-year budget and performance report compiled and submitted to the Mayor and National and Provincial Treasury	Date of Submission of the Mid-Year Budget and Performance Assessment Report		1 Mid-Year Budget and Performance Assessment Report submitted to the Mayor and NT/PT by 25th January 2016		Mid-Year Budget and Performance Assessment Report submitted			Mid-year budget and performance report and acknowledgement of Receipts
			Tabled Mid- year budget and performance assessment to Council		Table the Mid-year budget and performance assessment to Council by 31 January 2016		Tabled Mid-year budget and performance assessment			
		Compilation of the 2015-16 Adjustments Budget in line with the MBRR	Date of approval		1 Adjustment Budget prepared and approved by 29 February 2016			Approved Adjustment Budget		Adjustment budget and Council Resolution/Council Minutes

BUDGET AND TREASURY OFFICE										
CHIEF FINANCIAL OFFICER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Payment of creditors within 30 days	% of creditors paid within 30 days		100% of the creditors paid within 30 days after receiving the relevant /correct statement or invoice by 30 June 2016	100% creditors paid within 30 Days	100% creditors paid within 30 Days	100% creditors paid within 30 Days	100% creditors paid within 30 Days	Creditors Payment Schedule
		All report as per the MFMA section 71 submitted to National and Provincial Treasury	Number of reports submitted to National and Provincial Treasury		12 Section 71 reports submitted to National and Provincial Treasury within 10 working days after the end of each month 12 by 30th June 2016	3 Section 71 Reports submitted to NT/PT	3 Section 71 Reports submitted to NT/PT	3 Section 71 Reports submitted to NT/PT	3 Section 71 Reports submitted to NT/PT	Acknowledgement report from the LG database and 12 Sec 71 Reports
		Improvement in budget implementation	Number of sec 52 reports submitted to the Mayor		4 Finance quarterly Report submitted to the Mayor by 30 June 2016	1 sec 52 Report submitted	1 sec 52 Report submitted	1 sec 52 Report submitted	1 sec 52 Report submitted	Acknowledgement of receipts and Quarterly Finance Report
		Audit Action plan developed in January 2015	Date of Development of the Audit Action Plan		Audit Action Plan developed by the 31st January 2016		Audit Action Plan developed	all the queries raised by AG in the action plan addressed		Inclusion of the audit action plan in the annual report of the 2013/14 financial year or Audit Action Plan
		Implementation of SCM Policy	Number of Quarterly Reports on SCM Implementation to Council		4 Quarterly SCM Implementation Reports to Council by 30 June 2016	1 Report	1 Report	1 Report	1 Report	Council resolution and quarterly Reports

BUDGET AND TREASURY OFFICE										
CHIEF FINANCIAL OFFICER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Publication of contracts awarded with a value above R100 000	Number of Reports made on contracts above R 100 000 made public		11 reports on contracts above R100 000 made public on municipal website	2 Reports of Contract above R 100 000 published	3 Reports of Contract above R 100 000 published	3 Reports of Contract above R 100 000 published	3 Reports of Contract above R 100 000 published	Reports on contracts above R100 000 made public on municipal website
		Submission of Sec 75 Information to the IT department for uploading on a municipal website	% sec 75 documents submitted to IT Department		100% submission of documents to be Uploaded on the website as outlined by section MFMA section 75	100%	100%	100%	100%	Existence of the relevant reports on the municipal website
Good governance and community participation	Promote effective procedures and system	Monthly submission of VAT returns to SARS	Number of returns submitted		12 VAT 201 Returns submitted to Sars by 30th June 2016	3 VAT 201 Returns submitted to Sars	3 VAT 201 Returns submitted to Sars	3 VAT 201 Returns submitted to Sars	3 VAT 201 Returns submitted to Sars	VAT 201 returns or acknowledgement of Receipt from SARS
		Monthly submission of PAYE / UIF / SDL returns(EMP201)	Number of returns submitted by the 7th of every month		12 EMP 201 Returns submitted to SARS by 30th June 2016	3 EMP 201 Returns submitted to SARS	3 EMP 201 Returns submitted to SARS	3 EMP 201 Returns submitted to SARS	3 EMP 201 Returns submitted to SARS	EMP 201 SDL or acknowledgement of Receipt from SARS
		Updated Fixed Asset Register in line with GRAP 17	Number of updates on the Fixed Assets Register		4 updates on the Fixed Assets Register by 30 June 2016	1 updated on the Fixed Assets Register	1 updated on the Fixed Assets Register	1 updated on the Fixed Assets Register	1 updated on the Fixed Assets Register	Updated Fixed Assets Register
		Management / CFO response to internal audit queries	% Response to Internal Audit Queries raised		100% Response to queries raised by the Internal Audit Unit	100%	100%	100%	100%	Internal Audit Monthly Progress Report

BUDGET AND TREASURY OFFICE										
CHIEF FINANCIAL OFFICER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Written response to audit queries and variance reports are submitted during management meetings	% response submitted		100% Internal and External Audit queries responded to by 30 June 2015	100%	100%	100%	100%	Internal Audit Monthly Progress Reports and AG findings Register
		Quarterly updates of the supplier database	Number of updates done on the Supplier Database		3 Quarterly updates of the Supplier Database by 30 June 2016		1 Updated Supplier Database	1 Updated Supplier Database	1 Updated Supplier Database	Updated supplier database (increase in service providers)
		Expenditure classification for all expenditure incurred by the municipality per month	Unauthorized, Irregular, fruitless and wasteful expenditure Registers		12 updates in the Expenditure Classification Registers by 30th June 2015	3 updated Expenditure Classification Registers	3 updated Registers	3 updated Registers	3 updated Registers	Unauthorized, Irregular, fruitless and wasteful expenditure registers
		Number of Finance interns rotations between departments (every three months)	Number of Performance Review and training Reports		10 Performance Review and Training Reports(5 Reports bi-annually) by 30 June 2016		5 Reports		5 Reports	Performance Evaluation and Training Reports
		Sustaining of the existing Audit Outcome	Audit Opinion from the Audit General Audit Report	Unqualified Audit Opinion	Achieve an unqualified Audit opinion by 30 November 2015		Unqualified Audit Opinion Achieved			Auditor General Audit Report
		Quarterly Movable asset verifications	Number of Counts and verifications conducted		4 Quarterly movable asset verification report by 30 June 16	1 Report	1 Report	1 Report	1 Report	Counts sheets/ Verifications Reports

BUDGET AND TREASURY OFFICE										
CHIEF FINANCIAL OFFICER										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Improved fleet management	Number of monthly fleet management reports on Incidents, Repairs and maintenance, licensing and usage of Municipal fleet		12 Monthly Fleet management Reports by 30 June 2016	3 Reports	3 Reports	3 Reports	3 Reports	Monthly Reports
		Improved fleet management	Number of fuel usage reconciliations		12 Monthly Fuel usage reconciliations by 30 June 2016	3 Reconciliations	3 Reconciliations	3 Reconciliations	3 Reconciliations	Monthly Approved fuel usage reconciliations
		Report for year-end stock count – inventory list	Number of counts conducted		1 Annual Inventory Count Conducted by 30 June 2016				1 Annual Inventory Counted Conducted	Annual Inventory Count Sheets and Count procedures

9.3 DIRECTORATE: CORPORATE SERVICES

CORPORATE SERVICES										
DIRECTOR-CORPORATE SERVICES										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
Municipal Institution development and Transformation	Strengthen planning and capacity in the municipality	Reviewed the organigram of the municipality	% job descriptions for each post		100% post in the staff establishment with a job description by 31 December 2015		All post with Job descriptions			Staff Establishment and Job descriptions
		Job evaluation conducted	% posts evaluated		100% post evaluated by 31 March 2016			100% post evaluated		Job evaluation Reports
		Capacitation of municipal employees on collective agreements, Human Resource Policies	Number of Inductions held		2 Bi-annual Inductions held by 30 June 2016		1 Orientation held		1 Orientation held	Attendance registers and training manuals
		Employees employed in accordance with the EEP targets	% EE targets achieved		50% of EE targets achieved by 31 March 2016			50 EE targets achieved		Employment Equity Reports
		Improvement in the vacancy Rate	% posts filled as per the approved staff establishment		90% of the posts filled on the staff establishment by 31 March 2016			90%		Appointment letters and staff establishment or HR Reports
		Number of critical posts filled	Number of critical posts filled		2 Critical posts filled (Director Community services and Supply Chain Manager) by 30 June 2016				2 posts filled	Appointment letters

CORPORATE SERVICES										
DIRECTOR-CORPORATE SERVICES										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Skills Audit undertaking by the Municipality	Number of skills Audit conducted		1 Skills Audit Conducted by 31 December 2015		Skills Audit Completed			Skills Audit questionnaires and Report
		WSP Developed, Approved and Submitted to LG Seta	Date of Approval and Submission		WSP Prepared, approved and submitted by 30 April 2016.			Prepare and approve a WSP, and submitted	Submit it to LG Seta	Approved Work Skills Plan and Acknowledgement of receipt, council resolution
		Employment Equity plan is developed consistent with section 20 of the EE and other EE Regulations and Report on the workplace skills plan submitted to LGSETA annually	Date of Submission and approval		1 Employment Equity Plan developed by 30 January 2016			1 EE Plan submitted	1 EE Plan and EER submitted	EE Plan and Training Report
		Employees attending training as identified on the Municipal WSP Document	% employees attending training		60 % of Employees to attend training as per the WSP by 30 June 2016		20%	20%	20%	Monthly Employees Training Reports as per WSP
		Improvement in capacitation of Councillors	Number of councilors trained		8 Councillors trained on Municipal operations and systems by 30 June 2016		4 Councillors	4 Councillors		Attendance Registers/ Training Reports
		Internships and learnership opportunities created	Number of Internships and learnerships		5 learnerships created by 31 December 2015		5 learnerships created			Appointment letters
		Amount of the Budget spent on implementation of the WSP	% budget spend on implementation of WSP		100% allocation for WSP Training spent on implementation of WSP by 30 June 2016	25%	25%	25%	25%	Budget Vote/vote Number and WSP training reports

CORPORATE SERVICES										
DIRECTOR-CORPORATE SERVICES										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Number of bursaries awarded	Number of bursaries awarded		30 Bursaries awarded by 30 September 2015	30 bursaries awarded				Bursary Contracts signed by beneficiaries
		Implementation of Wellness programs	Number of activities implemented for Wellness program		2 Employee wellness programs undertaken (1 in December and 1 in June) by 30 June 2016		1 employee wellness program		1 employee wellness program	Attendance registers/training manual/wellness manuals
		OHS return of earnings submitted to Department of Labour	Date of Submission		1 OHS return submitted by 31 May 2016				Submit Return of earnings	Proof of submission
		Improved safe and healthy working environment	Number of reports to comply with OHS regulations produced		2 reports to comply with OHS regulations produced by 31 March 2016	1 OHS report		1 OHS report		OHS reports
		Improved safe and healthy working environment	Number of OHS committee meetings held		4 meetings held by 30 June 2016	1 meeting held	1 meeting held	1 meeting held	1 meeting held	Attendance registers and minutes
		Record management system implementation	Date of implementation		Record Management System implementation by 31 December 2015		Implement Record Management System			Record Management System
		Decrease in litigations against the municipality	Number of quarterly litigation reports submitted to Municipal Manager		4 quarterly litigation reports submitted to Municipal Manager by 30 June 2016	1 litigation report	1 litigation report	1 litigation report	1 litigation report	Quarterly litigation Reports

CORPORATE SERVICES										
DIRECTOR-CORPORATE SERVICES										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Schedule approved by MM and Unions and meetings of LLF take place as scheduled	Date of Approval		1 Schedule if LLF Meetings Schedule Approved by 31 September 2015	Approved LLF Meeting Schedule				Schedule of LLF Meetings and Attendance Registers
		Number of Local Labour Forum meetings held	Number of meetings		4 quarterly LLF meetings held by 30 June 2016	1 Meeting held	1 Meeting held	1 Meeting held	1 Meeting held	Attendance Registers and approved minutes
		Municipal Website updated with relevant information as per section 75 of MFMA	% of documents uploaded against requirements of sec 75 of the MFMA		100% of documents uploaded by 30 June 2016	100%	100%	100%	100%	Documents uploaded on the Municipal Website
	Ensure safety and security of residents	Workshops conducted on Occupational health and safety act	Number of workshops conducted		2 Number of Workshops conducted by 30 June 2016		1 Workshop Conducted		1 Workshop Conducted	Attendance Registers
		Public participation and approval of by-laws.	Number of public participation held and Date of approval		6 public participations held on by laws by 31 March 2016			6 public consultation meetings held	by-laws approved	Attendance Registers, Council minute/resolution/by-laws
		Road safety awareness by the Community	Number of campaigns implemented for road safety.		3 Road safety awareness campaigns held (1 for each town) by 31 May 2016		1 Road safety awareness for Boshof by 30 September 2015	1 Road safety awareness for Dealesville by 31 March 2016	1 Road safety awareness for Hertzogville by 31 May 2016	Attendance Register, Training manuals/

CORPORATE SERVICES										
DIRECTOR-CORPORATE SERVICES										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Crime Prevention Awareness	Number of crime prevention awareness campaigns held		3 Crime prevention awareness campaigns held (1 for each town) by 31 May 2016		1 Crime prevention awareness for Boshof by 30 September 2015	1 Crime prevention awareness for Dealesville by 31 March 2016	1 Crime prevention awareness for Hertzogville by 31 May 2016	Attendance Register, Training manuals/
		Improved municipal intervention on issues related to special group.	3 HIV & AIDS campaigns conducted		3 HIV & AIDS campaigns conducted by 31 March 2016		1 HIV & AIDS campaigns conducted	1 HIV & AIDS campaigns conducted	1 HIV & AIDS campaigns conducted	Attendance registers and reports
		Report on Crime Prevention and Road safety Awareness held to council	Number of Reports		3 Reports on crime prevention awareness by 31 May 2016		1 Report	1 Report	1 Report	Awareness Campaign Reports and Council minutes
		Improvement in Public and Road safety	Number of road blocks conducted	12 road blocks conducted by 30 June 2016	12 road blocks conducted by 30 June 2016	4 road blocks conducted	4 road blocks conducted	4 road blocks conducted	4 road blocks conducted	Attendance registers and reports
		Revenue generated from traffic fines	R figure of revenue generated from traffic fines		60 000 Revenue generated from traffic fines by 30 June 2016	R 8 000	R 15 000	R 12 000	R 25 000	Traffic fines cheques from Court, Traffic Officer Report and Cash Book
Good Governance & Public Participation	To ensure oversight and leadership capacity	Agendas for meetings of the Council and committees are distributed at least 48 hours prior to the commencement of the meeting	Hrs. prior to the meeting		All council meeting agendas distributed 48 Hours before the Council sitting by 30 June 2016	48 Hours prior to the meetings	48 Hours prior to the meetings	48 Hours prior to the meetings	48 Hours prior to the meetings	Acknowledgment of Receipt and Schedule of Council Meetings
		Written and informal legal advice requested and expenditure of legal advises obtained	Number of legal reports		12 Monthly Legal reports by the 30 June 2016	3 Reports	3 Reports	3 Reports	3 Reports	Legal Advice Report

CORPORATE SERVICES										
DIRECTOR-CORPORATE SERVICES										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
		Functional section 79 and 80 committees monitored	Establishment of Council Committees		Council committees established by 31 December 2015		Council committees established			Council resolution
		Council seating schedule published.	Publication date		Council seating Schedule published by 31 September 2015	Council Seating schedule published				Newspapers or advert
		Improved oversight	Number of council sittings held		6 Council sittings held by 30 June 2016	2 council sittings held	1 council sitting held	2 council sittings held	1 council sitting held	Attendance register and minute
		Implementation of Council resolutions	% of council resolutions implemented		100% of resolutions taken by Council implemented by 30 June 2016	100% Implementation	100% Implementation	100% Implementation	100% Implementation	Council resolution execution register
		Approved delegation of powers	Date of approval		Delegation of powers approved by Council by 31 December 2015		Approved delegation of powers			Council resolution and delegation of powers
	To ensure an effective and progressive participation	Increased transparency and accountability to the community	Number of functional Ward committees		Ward committee established for each ward by 31 September 2015	Ward Committees established				Committee members list
			Number of Mayoral Izimbizo's held and issues raised		6 Imbizos held (2 for each town) by 30 June 2016		3 Imbizos held for each town		3 Imbizos held for each town	Attendance registers and Notices or adverts
		Spatial Development Framework alignment with the IDP	Reviewed and updated SDF		Review and approve the SDF by 31 May 2016				Reviewed and approved SDF	Approved Spatial Development Framework
		Complainant management implemented	% resolution of Community complaints		100% resolution of complaints by the Community (within 48 hours) by 30 June 2016	100% Resolution of Complaints	100% Resolution of Complaints	100% Resolution of Complaints	100% Resolution of Complaints	Complaints Management Reports

CORPORATE SERVICES										
DIRECTOR-CORPORATE SERVICES										
						QUARTERLY TARGETS 2015-16				
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2014 - 15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE
Municipal Institution development and Transformation	Ensure provision of adequate shelter	Land Use Management System developed and approved in line with the SPLUMA	Date of Approval		Develop and approve Land Use Management Systems by 30 April 2016			Land Use Management Systems		Approved Land Use Management Systems
		Municipal tribunal established	Establishment date		Establish Municipal tribunal by 31 March 2016			Municipal tribunal established		Approved terms of reference and attendance registers
		Awareness on National Building Regulation by the Community	Number of workshops conducted		3 Workshops(1 for each town) held by 31 March 2016			3 Workshops held		Attendance registers and training manuals
		Provision of secure tenure, title deeds	% households (beneficiaries) provided with secure tenure, title deeds		100% households(beneficiaries) provided with title deeds by 31 May 2016				Beneficiaries provided with title deeds	Acknowledgement of receipt by beneficiaries
		Updated beneficiary waiting list.	Number of updates		12 Updates to the waiting list by 30 June 2016	3 Updates	3 Updates	3 Updates	3 Updates	Updated beneficiary waiting list

9.4 DIRECTORATE: TECHNICAL SERVICES

TECHNICAL SERVICES										
DIRECTOR TECHNICAL SERVICES										
						QUARTERLY TARGETS 2015-16				
KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	BASELINE (2014-15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015- 2016	Q1	Q2	Q3	Q4	POE
SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT	To improve access to water delivery	Households with access to a minimum standard of water provision	No of HH	10611(4 714 Hertzogville, 2 715 Dealesville) H/H with access to a minimum standards of water provision	11 194 households with access to minimum standards of water provision by 30 June 2016	11 194households with access to minimum standards of water provision	11 194 households with access to minimum standards of water provision	11 194 households with access to minimum standards of water provision	11 194 households with access to minimum standards of water provision	Technical Reports and Backlogs reports
		Development of business plan to reduce water losses & upgrade water treatment plants	Completion date of the Business Plan		1 Business plan Completed by 31 December 2015		1 Business plan Completed by 31 December 2014			Business Plan and Acknowledgement of receipts
		Refurbishment not of Reservoir	Number of quarterly reports submitted on repairs Reservoirs		4 quarterly reports submitted on repairs Reservoirs by 30 June 2016	3 monthly burst pipes or leakages reports produced and submitted	3 monthly burst pipes or leakages reports produced and submitted	3 monthly burst pipes or leakages reports produced and submitted	3 monthly burst pipes or leakages reports produced and submitted	4 quarterly reports submitted on repairs Reservoirs
		Improvement in blue drop status of the Municipality	% Blue drop status		92% blue drop by 30 June 2016				92% blue drop	Blue drop reports
		Improvement in green drop status of the Municipality	% Green drop status		92% green drop by 30 June 2016				92% green drop by	Green drop reports

TECHNICAL SERVICES										
DIRECTOR TECHNICAL SERVICES										
						QUARTERLY TARGETS 2015-16				
KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	BASELINE (2014-15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015- 2016	Q1	Q2	Q3	Q4	POE
		Improvement in quality of drinking water	Number of water samples tested		12 water samples tested by 30 June 2016	3 samples tested	3 samples tested	3 samples tested	3 samples tested	Water sample reports
		Campaigns held on conservation of water	No of campaigns		4 Conservation of water Campaigns held by 30 June 2016	1 Workshop held	1 Workshop held	1 Workshop held	1 Workshop held	Attendance Registers and training manuals
		Repairs and Maintenance to Network	Number of monthly burst pipes or leakages reports produced and submitted		12 monthly burst pipes or leakages reports produced and submitted by 30 June 2016	3 monthly burst pipes or leakages reports produced and submitted	3 monthly burst pipes or leakages reports produced and submitted	3 monthly burst pipes or leakages reports produced and submitted	3 monthly burst pipes or leakages reports produced and submitted	12 monthly burst pipes or leakages reports produced and submitted
		Water Service Authority workshop held	No of workshops		4 Water Service Authority Workshops held by 30 June 2016	1 Workshop held	1 Workshop held	1 Workshop held	1 Workshop held	
	Ensure that all residents have access to electricity.	Households with access to a minimum standard of electricity services	No of HH/total HH	11034 H/H with access to Electricity	11 194 H/H with access to minimum standard of Electricity services by 30 June 2016	11 194 H/H with access to minimum standard of Electricity services	11 194 H/H with access to minimum standard of Electricity services	11 194 H/H with access to minimum standard of Electricity services	11 194 H/H with access to minimum standard of Electricity services	Technical Reports and Backlogs reports
		Street lighting maintained	Number of High mast light repaired	9 high mast lights repaired	12 high mast lights repaired by 30 May 2016		4 high mast lights repaired	4 high mast lights repaired	4 high mast lights repaired	Repair reports

TECHNICAL SERVICES										
DIRECTOR TECHNICAL SERVICES										
						QUARTERLY TARGETS 2015-16				
KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	BASELINE (2014-15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015- 2016	Q1	Q2	Q3	Q4	POE
		Improved street lighting and access to community lighting	Number of High mast light Constructed	0 High mast lights constructed	15 (5 per town)high mast lights constructed by 30 June 2016				15 (5 per town)high mast lights constructed	Appointment letter, quarterly progress reports, minutes and attends for technical meetings, proof of payments, Completion certificate
		New electricity connections	Number of new electricity connections	160 New connections (73 Delesville, 87 Boshof)	338 New connections (250 Hertzogville [Eskom], 88 Boshof) by 30 June 2016			88 new connections in Boshof	250 new connections in Hertzogville [Eskom]	Appointment letter, quarterly Technical reports, Completion certificates, minutes and attendance registers
	To ensure 100% of access to basic level of sanitation.	Households without access to a minimum standard of sanitation services	Number of households provided with access to sanitation	10 418 H/H with access to basic sanitation	10909 households provided with access to basic sanitation by 30 June 2016	10909 households provided with access to basic sanitation quarterly	10909 households provided with access to basic sanitation quarterly	10909 households provided with access to basic sanitation quarterly	10909 households provided with access to basic sanitation quarterly	Technical Reports and Backlogs reports
		Stormwater construction	Kms of storm water runoffs constructed		1.34 Kms storm-water runoff constructed by 31 April 2016				1.34 Kms storm water runoff constructed	Completion certificates and Progress reports

TECHNICAL SERVICES										
DIRECTOR TECHNICAL SERVICES										
						QUARTERLY TARGETS 2015-16				
KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	BASELINE (2014-15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015- 2016	Q1	Q2	Q3	Q4	POE
		Backlog in the provision of basic sanitation services (above RDP standards)	Amount of sanitation backlog	856 backlog in basic sanitation	285 (Reduction by 571 sites(271 under construction and Technical Report submitted for 300 sites) sanitation backlog by 30 June 2016				285 sanitation Backlog	Completion certificates and progress reports and Backlogs Reports
		Number of households with basic waste collection	Number of households		11 194 households provided with access to basic waste collection weekly by 30 June 2016	11 194 H/H	11 194 H/H	11 194 H/H	11 194 H/H	Attendance Registers
		Upgraded wastewater treatment works	% Upgraded water treatment plants	Licensed WWTWWP	50% upgraded by 30 June 2016				50% upgraded	Progress Reports or Completion certificate
	To ensure compliance with waste management regulations	Households access to a minimum standard of refuse removal services	Number of households provided with access to refuse removal on monthly	11 1194 with access to refuse removal(Boshof = 3179, Hertzogville = 5015, Dealesville = 3000)	11 194 h/h with access to refuse removal by 30 June 2016	11 194 h/h with access to refuse removal	11 194 h/h with access to refuse removal	11 194 h/h with access to refuse removal	11 194 h/h with access to refuse removal	Refuse removal registers and Reports
		Landfill sites registered	Number of landfill sites registered	Service provider appointed	3 (1 Boshof, 1 dealesville, 1 Hertzogville) Landfill sites registered by 30 March 2016			3 Landfill sites registered		Licenses

TECHNICAL SERVICES										
DIRECTOR TECHNICAL SERVICES										
						QUARTERLY TARGETS 2015-16				
KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	BASELINE (2014-15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015- 2016	Q1	Q2	Q3	Q4	POE
		Maintained of landfill sites	Quarterly status report on waste disposal		4 Quarterly status report on waste disposal sites by 30 June 2016	1 Quarterly status report	1 Quarterly status report	1 Quarterly status report	1 Quarterly status report	Quarterly status report on waste disposal compiled and approved
	Improve standard of existing road to appropriate level	Spending on budget for maintenance of gravel road	% spending on gravel road		100% spending on gravel road by 30 June 2016	25%	25%	25%	25%	GL votes and Invoices
		Repaired potholes	Kms of potholes patched	2 Kms patched	8 Kms patched by 30 May 2016		2 Kms potholes patched	4 Kms potholes patched	2 Kms potholes patched	Photos of potholes repaired/Reports and Proof of payment
		Improved road safety	Number of speed humps constructed	17 Speed humps created	30 Speed hump constructed by 30 May 2016		10 speed humps constructed	10 speed humps constructed	10 speed humps constructed	Photos of constructed speed humps/Reports and Proof of payment
		Improved road safety	Number of speed humps repaired and painted		40 Speed humps repaired and painted by 30 May 2016		12 speed humps repaired and painted	12 speed humps repaired and painted	16 speed humps repaired and painted	Photos of constructed speed humps/Reports and Proof of payment
		Improved road safety	KMs of graveled roads re-graved		2 km road re-graveled by 29 February 2016		1 km road re-graveled	1 km road re-graveled		Photos of graveled roads /Reports and Proof of payment
		Improved road safety	KMs graded roads	18 Kms graded	30 Kms graded by 30 June 2016		10 Kms	14 Kms	6 Kms	Photos of graded roads /Reports and Proof of payment

TECHNICAL SERVICES										
DIRECTOR TECHNICAL SERVICES										
						QUARTERLY TARGETS 2015-16				
KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	BASELINE (2014-15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015- 2016	Q1	Q2	Q3	Q4	POE
	Effective management of graveyard	Administration of access to graveyards	Date of Development and approval		Develop and approve graveyards register by 31 September 2015	Approve graveyards register				Approved register
		Identification of new sites.	Number of sites identified		2 Burial sites identified by 31 December 2015		Burial sites identified			Reports
		Graveyards maintained	Monthly maintenance Reports		12 Monthly maintenance reports	3 Reports	3 Reports	3 Reports	3 Reports	Maintenance Reports
	Ensure access to quality sports and recreation	Number of sports facilities developed/maintained	Monthly maintenance Reports		12 Monthly maintenance reports	3 Reports	3 Reports	3 Reports	3 Reports	Maintenance Reports
		Number of parks maintained	Quarterly status reports		4 Quarterly status report on parks by 30 June 2016	1 Report	1 Report	1 Report	1 Report	Quarterly status reports compile and approved
		Upgrading of Sports facilities	Number of sports facilities upgraded		2 (1 Hertzogville and 1 Boshof) by 30 June 2016				2 sports facilities upgraded	Completion certificates and progress reports
	Compliance with legislative framework and MFMA.	Capital budget and grant funding spent on programmes and projects	% spending on Capital Budget and grant funding		100% spending on Capital Budget and Grant Funding by 30 June 2016	25%	25%	25%	25%	Progress Reports, Capital Expenditure Reports and Sec 71 Reports
		Performance of service providers monitoring	Number of performance evaluation reports on service providers performance	New target	12 Monthly performance evaluation Reports by 30 June 2016	3 Reports	3 Reports	3 Reports	3 Reports	Performance Evaluation Reports compiled and approved

TECHNICAL SERVICES										
DIRECTOR TECHNICAL SERVICES										
						QUARTERLY TARGETS 2015-16				
KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	BASELINE (2014-15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015- 2016	Q1	Q2	Q3	Q4	POE
		Continuous monitoring of project	Number of monthly Project monitoring reports	New target	12 monthly Project monitoring reports submitted to the Municipal Manager by 30 June 2016	3 monthly Project monitoring	3 monthly Project monitoring	3 monthly Project monitoring	3 monthly Project monitoring	12 monthly Project monitoring reports submitted
		MIG report compiled and submitted monthly	Number of MIG Reports	12 MIG Reports	12 MIG reports compiled and submitted by 30 June 2016	3 MIG Reports submitted	3 MIG Reports submitted	3 MIG Reports submitted	3 MIG Reports submitted	MIG Reports and Acknowledgement of Receipt
		MIG report compiled and submitted quarterly	Number of MIG Reports	4 MIG Reports	4 MIG reports compiled and submitted by 30 June 2016	1 MIG Reports submitted	1 MIG Reports submitted	1 MIG Reports submitted	1 MIG Reports submitted	MIG Reports and Acknowledgement of Receipt
		MIG report compiled and submitted annually	Number of MIG Reports	1 MIG Annual Reports	1 MIG reports compiled and submitted by 30 June 2016				1 MIG Reports submitted	MIG Report and Acknowledgement of Receipt
		EPWP report compiled and submitted monthly	Number of EPWP Reports	12 EPWP Reports	12 EPWP report compiled and submitted by 30 June 2016	3 EPWP Reports submitted	3 EPWP Reports submitted	3 EPWP Reports submitted	3 EPWP Reports submitted	EPWP Reports and Acknowledgement of Receipt
		Review WSDP document	Date of review		1 WSDP reviewed by 30 June 2015				1 WSDP reviewed	Reviewed WSDP document
		Community satisfaction surveys conducted and results submitted to council	No of surveys conducted	Not Conducted	2 Community satisfaction surveys conducted by 30 June 2016			1 Community satisfaction survey conducted	1 Community satisfaction survey conducted	Community Satisfaction Survey and Council Resolution

TECHNICAL SERVICES										
DIRECTOR TECHNICAL SERVICES										
						QUARTERLY TARGETS 2015-16				
KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	BASELINE (2014-15 FIN. YR) UNAUDITED	ANNUAL TARGET 2015- 2016	Q1	Q2	Q3	Q4	POE
		Disasters supported victims	Reports on number of Disasters victims supported	New target	12 Monthly Disaster Management Reports by 30 June 2016	3 Reports	3 Reports	3 Reports	3 Reports	Disaster management Report s compiled
		Reviewed and approved the Disaster Management Plan	Date of approval	New target	1 Approve the Disaster Management Plan by 29 February 2016			Approve Disaster management Plan		Approved Disaster Management Plan
		Structural Fire Awareness(Road Accident)	Number of workshops held	0 held	3 Workshops held for each town by 31 March 2016		1 workshop held for Boshof	2 workshops held for Dealesville and Hertzogville		Attendance register and training manuals
		Decrease in the number of disaster incidents in the municipal area	Quarterly report on disaster incidents	New target	4 Quarterly Incidents Reports by 30 June 2016	1 Incident Report	1 Incident Report	1 Incident Report	1 Incident Report	Disaster Incidents Reports compiled
		Disaster Management and Response workshops held	Number of workshops held	New target	3 Workshops held for each town by 31 March 2016		1 workshop held for Boshof	2 workshops held for Dealesville and Hertzogville		Attendance register and training manuals

10. WARD INFORMATION FOR EXPENDITURE AND SERVICE DELIVERY

WARD NO	NAME OF SETTLEMENT	PROJECT	Budget over Three years		
			2015/16	2016/17	2017/18
Ward 1	Dealesville/tshwaragan ang;	Upgrading of landfill site	387 652,50	187 747,50	-
Ward 2	Boshof/Seretse	Upgrading of landfill site	-	-	500 000.00
	Hertzogville/malebogo	Upgrading of landfill site	-	-	500 000.00
Ward 2	Boshof/Seretse	Installation of 5 high mast lights	1 241 353.56	120 884.16	-
Ward 1	Dealesville/tshwaragan ang;	Installation of 5 high mast lights	1 241 353.56	120 884.16	-
Ward 4	Hertzogville/malebogo	Installation of 5 high mast lights	1 241 353.56	120 884.16	-
Ward 3	Hertzogville/Malebogo	Upgrading of the community stadium-phase 1	-	3 969 235.54	2 437 350.00
Ward 4	Hertzogville/Malebogo	Construction of 1.34km storm water runoff	-	-	1 500 000.00
Ward 2	Seretse:	Provision of sanitation to 300 sites	4 492 332.15	7 279 650.57	2 500 000.00
Ward 4	Hertzogville	Installation of Zonal water and household meters	-	-	1 000 000.00
Ward 2	Boshof/Seretse	Sanitation for 271 sites	2 889 924.99	359 589.55	-
Ward 2	Boshof/Seretse:	Upgrading of Stadium – phase 2	3 832 379.67	3 624 424.43	6 085 939.90
Ward 3	Hertzogville/Malebogo	Upgrading of Stadium – phase 2	-	-	1 944 010.10

11. DETAILED CAPITAL WORKS PLAN BROKEN DOWN BY WARD OVER THREE YEARS

MIG Reference Nr	Project Description	Project value	status	2015/16	2016/17	2017/18
MIG/FS0934/SW/12/13	Dealesville/tshwaraganang;upgrading of landfill site(mis:209746)	3 754 950.00	Construction	387 652,50	187 747,50	-
MIG/FS0935/SW/12/13	Boshof/Seretse:upgrading of landfill site(mis:209740)	4 459 470.00	Register	-	-	500 000.00
MIG/FS0936/SW/12/13	Hertzogville/malebogo:upgrading of landfill site(mis:209748)	4 122 486.00	Register	-	-	500 000.00
MIG/FS1045/CL/14/16	Tokologo:Installation of 15 high mast lights in various towns(mis:227273)	7 253 050,00	construction	3 724 060.69	362 652.50	-
MIG/FS1046/CF/14/16	Hertzogville/Malebogo:upgrading of the community stadium-phase 1(mis:220277)	7 806 277.00	Design & tender	-	3 969 235.54	2 437 350.00
MIG/FS1057/SW/14/16	Hertzogville/Malebogo:constructionof 1.34km storm water runoff(mis:228298)	5 335 429.00	Register	-	-	1 500 000.00
	Seretse: provision of sanitation to 300 sites	14 936 417.88	Not registered	4 492 332.15	7 279 650.57	2 500 000.00
	Hertzogville:installation of Zonal water and household meters	1 000 000.00	Not registered	-	-	1 000 000.00
	Boshof/Seretse: sanitation for 271 sites	4 749 964.54	Not registered	2 889 924.99	359 589.55	-
	Boshof/Seretse:upgrading of Stadium – phase 2	13 542 744.00	Not registered	3 832 379.67	3 624 424.43	6 085 939.90
	Hertzogville/Malebogo:upgrading of Stadium – phase 2	11 153 697.54	Not registered	-	-	1 944 010.10

12. CONCLUSION

The SDBIP is a key management, implementation and monitoring tool, which provides operational content to the end-of-year service delivery targets set in the budget and IDP. It determines the performance agreements for the municipal manager and all top managers, whose performance can then be monitored through section 71 monthly reports, and evaluated through the annual report process.

The Service delivery and Budget Implementation Plan is developed to provide a practical link between the strategic directions set by Council and the services provided to the community. Tokologo Local Municipality adopted an innovative and creative approach to develop the SDBIP so that it enables the Municipality to effectively manage and monitor service delivery performance.