



MATATIELE

LOCAL MUNICIPALITY

2016/17 MID-TERM PERFORMANCE REPORT

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INTRODUCTION

In terms of Section 72(1) OF THE Local Government: Municipal Finance Management Act, 56 of 2003 (MFMA), the accounting office of a municipality must by 25 January of each year-

- a. Assess the performance of the municipality during the first half of the financial year, taking into account:
 - i. The monthly statements referred to in section 71 for the first half of the financial year;
 - ii. The municipality's service delivery performance during the first half of the financial year, and the service delivery target and performance indicators set in the service delivery and budget implementation plan (SDBIP);
 - 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;
- b. Such a report on such assessment to:
 - i. The mayor of the municipality
 - ii. The National treasury
 - iii. The relevant provincial treasury

Thereafter the mayor must, in terms of Section 54(1):

- a. Consider the statement or report;
- b. Check whether the municipality's approved budget is implemented in accordance with the SDBIP;
- c. Consider and, if necessary make any revisions to the SDBIP, provided that revisions to the SDBIP may only be made with the approval of the council following approval of the adjustments budget;
- d. Issue any appropriate instructions to the accounting office to ensure that the budget is implemented in accordance with the SDBIP; and that spending of fund and revenue collection precede in accordance with the budget;
- e. Identify any financial problems facing the municipality, including any emerging or impending financial problems; and
- f. Submit the report to the council by 31 January of each year.

As stated in section 72(3), The accounting officer must, as part of the review:-

- i. Make recommendations as to whether and adjustments budget is necessary; and
- ii. Recommend revised projections for revenue and expenditure to the extent that this may be necessary.

Accordingly, this report deals with all the above mentioned aspects.

The table below summarises the number of target that were targeted, those that were achieved and those that were not achieved. The Percentage of achievement pertaining those targets have been highlighted.

DEPARTMENT	NUMBER OF TARGETS SET FOR THE QUARTER	ACTUAL PERFORMANCE AGAINST SET OBJECTIVES AND TARGETS		PERCENTAGE OF ACHIEVEMENT
		NUMBER OF TARGETS ACHIEVED	NUMBER OF NON ACHIEVED TARGETS	
BUDGET & TREASURY OFFICE	44	36	08	82%
COMMUNITY SERVICES	30	17	13	57%
COPORATE SERVICES	52	36	16	69%
ECONOMIC DEVELOPMENT PLANNING	35	22	13	63%

INFRASTRUCTURE SERVICES	52	29	23	56%
OFFICE OF THE MUNICIPAL MANAGER	56	40	16	71%
TOTAL	269	180	89	67%

OPERATING AND CAPITAL BUDGET PERFORMANCE

OPERATING BUDGET PERFORMANCE

Description	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue By Source										
Property rates		24 194	36 427	36 427	1 829	24 859	21 856	3 003	14%	36 427
Property rates - penalties & collection charges		—	—	—	—	—	—	—	—	—
Service charges - electricity revenue		45 534	49 536	49 536	4 766	23 175	29 722	(6 546)	-22%	49 536
Service charges - water revenue		—	—	—	—	—	—	—	—	—
Service charges - sanitation revenue		—	—	—	—	—	—	—	—	—
Service charges - refuse revenue		7 619	8 078	8 078	730	4 312	4 847	(535)	-11%	8 078
Service charges - other		—	—	—	—	—	—	—	—	—
Rental of facilities and equipment		582	734	734	47	313	440	(127)	-29%	734
Interest earned - external investments		4 279	5 987	5 987	526	2 617	3 592	(975)	-27%	5 987
Interest earned - outstanding debtors		5 393	4 277	4 277	669	3 192	2 566	625	24%	4 277
Dividends received		—	—	—	—	—	—	—	—	—
Fines		2 737	2 730	2 730	125	1 004	1 638	(634)	-39%	2 730
Licences and permits		2 395	2 048	2 048	140	1 117	1 229	(112)	-9%	2 048
Agency services		—	—	—	—	—	—	—	—	—
Transfers recognised - operational		181 896	177 382	177 382	50 342	123 981	106 429	17 552	16%	175 031
Other revenue		1 744	2 143	2 143	316	907	1 286	(379)	-29%	2 123
Gains on disposal of PPE		(107)	15	15	168	453	9	444	4935%	15
Total Revenue (excluding capital transfers and contributions)		276 266	289 357	289 357	59 658	185 930	173 614	12 316	7%	286 986
Expenditure By Type										
Employee related costs		82 539	95 663	95 663	7 076	43 061	47 832	(4 771)	-10%	101 919
Remuneration of councillors		16 847	18 682	18 682	1 385	8 282	9 341	(1 059)	-11%	18 682
Debt impairment		—	5 000	5 000	—	—	2 500	(2 500)	-100%	5 000
Depreciation & asset impairment		5	14 320	14 320	—	—	7 160	(7 160)	-100%	14 320
Finance charges		5	—	—	0	0	—	0	#DIV/0!	—
Bulk purchases		34 111	39 100	39 100	2 546	20 577	19 550	1 027	5%	39 100
Other materials		—	11 242	11 242	695	3 707	5 621	(1 914)	-34%	—
Contracted services		12 894	24 408	24 408	3 434	11 187	12 204	(1 017)	-8%	24 408
Transfers and grants		15 333	19 116	19 116	2 618	11 107	9 558	1 549	16%	18 416
Other expenditure		57 844	61 819	61 819	4 908	29 072	30 910	(1 838)	-6%	67 305
Loss on disposal of PPE		—	—	—	—	—	—	—	—	—
Total Expenditure		219 578	289 350	289 350	22 662	126 993	144 675	(17 682)	-12%	289 150
Surplus/(Deficit)		56 688	8	8	36 996	58 937	28 940	29 998	0	(2 164)
Transfers recognised - capital		80 003	124 661	124 661	8 081	27 548	62 331	(34 782)	(0)	127 012
Contributions recognised - capital		—	—	—	—	—	—	—	—	—
Contributed assets		—	—	—	—	—	—	—	—	—
Surplus/(Deficit) after capital transfers & contributions		136 691	124 669	124 669	45 077	86 486	91 270			124 848
Taxation		—	—	—	—	—	—	—	—	—
Surplus/(Deficit) after taxation		136 691	124 669	124 669	45 077	86 486	91 270			124 848
Attributable to minorities		—	—	—	—	—	—			—
Surplus/(Deficit) attributable to municipality		136 691	124 669	124 669	45 077	86 486	91 270			124 848
Share of surplus/ (deficit) of associate		—	—	—	—	—	—			—
Surplus/ (Deficit) for the year		136 691	124 669	124 669	45 077	86 486	91 270			124 848

Remarks:

- Operating revenue of R185 930 inclusive of non-capital grants and subsidies and exclusive of capital grants has been received on the approved operating budget of R289 357 and this translates to 64%.
- Equitable share, conditional operating grants and capital grants of R243, 549, 258 has been received on the approved DoRA allocations of R300, 693, 000 and this translates to 81%.

CAPITAL BUDGET PERFORMANCE

Vote Description	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands	1								%	
Single Year expenditure appropriation	2									
Vote 1 - Executive & Council		1 603	–	–	–	–	–	–		–
Vote 2 - Budget & Finance		11 239	100	100	3 141	3 243	50	3 193	6386%	130
Vote 3 - Corporate		5 077	1 480	1 680	–	332	740	(408)	-55%	1 680
Vote 4 - Development & Planning		5 797	2 905	2 905	–	2 176	1 453	723	50%	2 875
Vote 5 - Community		18 222	7 651	7 651	2 610	4 005	1 004	3 001	299%	4 650
Vote 6 - Infrastructure		248 878	141 911	141 911	7 686	32 556	70 956	(38 400)	-54%	66 911
Total Capital single-year expenditure	4	290 816	154 047	154 247	13 437	42 311	74 202	(31 891)	-43%	76 246
Total Capital Expenditure		290 816	154 047	154 247	13 437	42 311	74 202	(31 891)	-43%	76 246
Capital Expenditure - Standard Classification										
Governance and administration		17 919	1 580	1 780	3 141	3 575	790	2 785	353%	1 810
Executive and council		1 603	–	–	–	–	–	–		–
Budget and treasury office		11 239	100	100	3 141	3 243	50	3 193	6386%	130
Corporate services		5 077	1 480	1 680	–	332	740	(408)	-55%	1 680
Community and public safety		18 222	7 651	7 651	2 610	4 005	1 004	3 001	299%	4 650
Community and social services		18 222	7 651	7 651	2 610	4 005	1 004	3 001	299%	4 650
Sport and recreation								–		
Public safety								–		
Housing								–		
Health								–		
Economic and environmental services		5 797	2 905	2 905	–	2 176	1 453	723	50%	2 875
Planning and development		5 797	2 905	2 905	–	2 176	1 453	723	50%	2 875
Road transport								–		
Environmental protection								–		
Trading services		248 878	141 911	141 911	7 686	32 556	70 956	(38 400)	-54%	66 911
Electricity		248 878	141 911	141 911	7 686	32 556	70 956	(38 400)	-54%	66 911
Water								–		
Waste water management								–		
Waste management								–		
Other								–		
Total Capital Expenditure - Standard Classification	3	290 816	154 047	154 247	13 437	42 311	74 202	(31 891)	-43%	76 246
Funded by:										
National Government		290 816	154 047	154 247	13 437	42 311	74 202	(31 891)	-43%	76 246
Provincial Government		–	–	–	–	–	–	–		–
District Municipality		–	–	–	–	–	–	–		–
Other transfers and grants		–	–	–	–	–	–	–		–
Transfers recognised - capital		290 816	154 047	154 247	13 437	42 311	74 202	(31 891)	-43%	76 246
Public contributions & donations	5	–	–	–	–	–	–	–		–
Borrowing	6	–	–	–	–	–	–	–		–
Internally generated funds		–	–	–	–	–	–	–		–
Total Capital Funding		290 816	154 047	154 247	13 437	42 311	74 202	(31 891)	-43%	76 246

Remarks:

a) The overall actual performance of the capital expenditure is R 42, 1 million (27%), reflecting an under spending of R 111, 7 million (72%).

Revenue and Receivables (Debtors)

SUMMARY							
DETAILS	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total
Total Billing	25 423 823.47	4 598 843.85	4 494 549.04	4 633 439.45	5 333 828.06	5 067 517.28	49 552 001.15
Total Collections	-4 123 675.46	-5 196 982.52	-7 314 216.42	-3 550 631.70	-4 965 528.99	-2 847 379.83	-27 998 414.92
Net Effect	21 300 148.01	-598 138.67	-2 819 667.38	1 082 807.75	368 299.07	2 220 137.45	21 553 586.23
%	-16.22	-113.01	-162.74	-76.63	-93.10	-56.19	-56.50
Per Revenue Source							
DETAILS	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Mid Term %
Rates	44 356 185.46	44 067 548.41	40 878 523.58	40 916 045.45	40 418 733.16	55 027 887.00	65.05
Electricity	12 777 931.67	5 206 279.44	5 616 768.93	6 518 812.47	5 498 163.11	8 365 867.67	9.89
Refuse Removal	10 489 106.00	10 621 243.35	10 716 417.91	10 839 710.15	9 661 709.94	9 892 933.85	11.70
Other	22 582 830.88	22 933 486.29	23 239 629.60	23 732 220.52	26 790 368.03	11 304 198.00	13.36
Total Debt	90 206 054.01	82 828 557.49	80 451 340.02	82 006 788.59	82 368 974.24	84 590 886.52	100.00
Per Category							
DETAILS	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Mid Term %
Government	57 728 736.23	49 654 539.65	47 089 821.12	47 783 588.17	47 921 974.19	46 646 137.00	56.48
Business	5 662 652.63	5 836 633.19	5 618 913.82	5 919 884.57	5 729 424.64	6 752 067.25	8.18
Domestic	26 639 909.00	27 184 794.42	27 607 020.62	28 168 206.38	28 580 424.16	29 058 250.00	35.18
Other	174 756.15	152 590.23	135 584.46	135 109.47	137 151.25	134 433.25	0.16
Total Debt	90 206 054.01	82 828 557.49	80 451 340.02	82 006 788.59	82 368 974.24	82 590 887.50	100.00
Per Service							
DETAILS	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121 and more		Total
Electricity	3 928 818.00	230 033.77	210 706.00	314 768.00	3 681 540.90		8 365 866.67
Rates	2 536 508.36	500 175.60	234 431.62	221 997.34	51 534 775.00		55 027 887.92
Refuse removal	887 167.75	226 891.43	195 652.48	175 780.79	8 407 441.00		9 892 933.45
Other	-995 053.66	6 524.23	176 242.66	4 764.16	12 111 721.51		11 304 198.90
Total Debt	6 357 440.45	963 625.03	817 032.76	717 310.29	75 735 478.41		84 590 886.94
%	7.52	1.14	0.97	0.85	89.53		100.00
Per Category							
DETAILS	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121 and more		Total
Government	1 803 082.19	456 304.18	179 227.20	295 762.00	45 911 761.36		48 646 136.93
Business	3 749 989.49	110 893.00	50 098.57	26 429.28	2 814 656.48		6 752 066.82
Domestic	589 818.00	508 240.00	594 389.00	393 424.00	26 964 377.77		29 050 248.77
Other	8 081.50	4 197.47	2 398.85	1 694.94	126 061.66		142 434.42
Total Debt	6 150 971.18	1 079 634.65	826 113.62	717 310.22	75 816 857.27		84 590 886.94
%	7.27	1.28	0.98	0.85	89.63		100.00

Remarks:

- On debtors balance an amount of R11 million represents amount owed by Alfred Nzo District Municipality in relation to water services and authority transfers.
- The payment levels are standing at 56% when compared on current billings. Debt collectors have been appointed to assist with the recovery of the arrear amounts.
- The debtor's age analysis reflects that R 75, 7 million of the R 84, 5 million is more than 120 days old which places doubts that the municipality would be able to collect more than 50% of the debt.
- The municipality has implemented some measures to reduce debt and is in the process of implementing revenue enhancement strategy.

Expenditure and Payables (Creditors)

Description	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									%	
Expenditure By Type										
Employee related costs		82 539	95 663	95 663	7 076	43 061	47 832	(4 771)	-10%	101 919
Remuneration of councillors		16 847	18 682	18 682	1 385	8 282	9 341	(1 059)	-11%	18 682
Debt impairment		–	5 000	5 000		–	2 500	(2 500)	-100%	5 000
Depreciation & asset impairment		5	14 320	14 320	–	–	7 160	(7 160)	-100%	14 320
Finance charges		5	–	–	0	0	–	0	#DIV/0!	–
Bulk purchases		34 111	39 100	39 100	2 546	20 577	19 550	1 027	5%	39 100
Other materials			11 242	11 242	695	3 707	5 621	(1 914)	-34%	
Contracted services		12 894	24 408	24 408	3 434	11 187	12 204	(1 017)	-8%	24 408
Transfers and grants		15 333	19 116	19 116	2 618	11 107	9 558	1 549	16%	18 416
Other expenditure		57 844	61 819	61 819	4 908	29 072	30 910	(1 838)	-6%	67 305
Loss on disposal of PPE		–	–	–	–	–	–	–		–
Total Expenditure		219 578	289 350	289 350	22 662	126 993	144 675	(17 682)	-12%	289 150

Remarks:

Actual expenditure on operations of R126, 993 million has been incurred as at 31 December 2016. The actual expenditure percentage against approved budget is 43%.

Cash and Cash Equivalents

STANDARD BANK						
Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Cash book Balance	155 231.31	235 826.66	355 275.39	439 231.38	117 017.88	4 266 226.04
Add: Receipts	81 283.90	47 633.80	50 515.59	3 244 866.98	4 115 063.05	13 244.37
Less: Bank Charges	-688.55	-903.55	-1 745.96	-3 439.72	-1 041.25	-1 790.05
Add: Interest on Investments		72 718.48	35 186.36	36 359.24	35 186.36	36 359.24
Adjustments				-3 600 000.00		-4 200 000.00
Cash book balance	235 826.66	355 275.39	439 231.38	117 017.88	4 266 226.04	114 039.60
Bank Balance	235 826.66	355 275.39	439 231.38	117 017.88	4 266 554.85	114 039.60
Less: Unpresented cheques					-328.81	
Reconciled Cash book balance	235 826.66	355 275.39	439 231.38	117 017.88	4 266 226.04	114 039.60
FIRST NATIONAL BANK						
Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Cash book Balance	317 283.88	351 744.46	415 323.40	3 991 585.46	4 091 509.50	4 194 819.64
Add: Receipts	13 413.67	36 915.96	3 545 027.76	59 612.87	59 623.50	50 057.05
Less: Bank Charges	-814.10	-909.71	-911.94	-916.40	-915.80	-915.57
Less: Stop Orders	-3 278.71	-2 023.08	-5 245.60	-2 253.89	-1 746.52	-2 068.81
Add: Interest on Investments	25 139.72	29 595.77	37 391.84	43 481.46	44 218.96	44 261.07
Adjustments					2 130.00	
Cash book balance	351 744.46	415 323.40	3 991 585.46	4 091 509.50	4 194 819.64	4 286 153.38
Bank Balance	351 744.46	415 323.40	3 991 585.46	4 091 509.50	4 194 819.64	4 286 153.38
Less: Unpresented cheques						
Reconciled Cash book balance	351 744.46	415 323.40	3 991 585.46	4 091 509.50	4 194 819.64	4 286 153.38
NEDBANK						
Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Cash book Balance	5 742 709.14	7 406 730.05	-1 225 210.76	1 411 735.74	4 016 125.59	-5 621 475.53
Add: Receipts	92 828 690.12	7 890 082.59	27 979 044.05	26 354 201.76	25 759 135.97	101 935 037.90
Less: Bank Charges	-18 116.55	-20 154.47	-19 642.54	-15 321.24	-20 544.40	-17 604.30
Less: Stop Orders	-296 957.65	-258 117.14	-286 326.82	-308 859.07	-319 991.84	-255 372.78
Less: Transfers to call Accs	-33 915 331.00	-55 571 000.00	-20 000 000.00	-20 532 632.95	-25 000 000.00	-92 966 000.00
Less: Unpaid Cheques			-2 262.68	-3 000.00	-1 972.62	-986.31
Add: Cancelled cheques	1 179 900.00		683.30			
Add: Transfers from call account	8 000 000.00	71 181 954.63	27 544 247.16	18 444 773.15	21 164 507.11	34 058 002.27
Add: Interest on Investments						
Less: Cheques paid	-66 114 164.11	-31 854 706.42	-32 578 795.97	-24 934 771.80	-31 216 605.34	-38 487 890.47
Adjustments				3 600 000.00	-2 130.00	4 200 000.00
Cash book balance	7 406 729.95	-1 225 210.76	1 411 735.74	4 016 125.59	-5 621 475.53	2 843 710.78
Bank Balance	9 991 917.44	6 339 549.88	3 466 256.45	4 285 161.20	2 081 888.29	2 340 119.76
Less: Unpresented cheques	-2 585 187.39	-7 564 760.64	-2 054 520.71	-269 035.61	-7 703 363.82	503 591.02
Reconciled Cash book balance	7 406 730.05	-1 225 210.76	1 411 735.74	4 016 125.59	-5 621 475.53	2 843 710.78
DEBIT ORDERS- NEDBANK						
VODACOM	-102 379.39	-101 484.06	-109 772.01	-120 099.06	-111 286.72	-82 284.45
NEDFLEET	-157 671.48	-120 668.60	-137 769.79	-152 015.18	-168 192.39	-134 523.68
CORETALK	-909.72		-1 819.44	-909.72	-909.72	-1 119.48
WINDEED	-1 306.60	-1 274.02	-2 121.22	-990.75	-4 758.65	-2 600.81
NEDBANK CASHVAULT	-7 499.99	-7 499.99	-7 499.99	-7 499.99	-7 499.99	-7 499.99
DIGICORE	-27 190.47	-27 190.47	-27 344.37	-27 344.37	-27 344.37	-27 344.37
	-296 957.65	-258 117.14	-286 326.82	-308 859.07	-319 991.84	-255 372.78

Remarks:

The municipality had a favourable bank balance of R 8, 629 million at the beginning of the financial year.
Mid-year cash flow results reflect a favourable bank balance of R6, 7 million

Summary of cash equivalents (investments) held at 31 December 2016.

Investments

Dec-16									
		MATURITY				OUT	RCV		
INSTITUTION	BENEFICIARY	DATE	ACCOUNT	PERIOD	BAL BEGIN	AMT INVESTED	WITHDRAWL	BAL END	INTEREST
									-2 091 288.35
CALL ACC STD	SURPLUS CASH	DAILY	68600704/001	CALL	7 855 059.00			7 855 059.00	-36 359.24
CALL ACC STD	CRR	DAILY	68600704/002	CALL	9 069 570.72	41 980.93		9 111 551.65	-41 980.93
CALL ACC FNB	SURPLUS CASH	DAILY	62108496573	MONEY MARKET	6 106 902.00			6 106 902.00	-27 104.60
NEDBANK 32 DAY CALL	SURPLUS CASH	32 DAY	03/7881006129/000006	32 DAY	4 817 797.49	28 708.79		4 846 506.28	-28 708.79
NEDBANK	SURPLUS CASH	DAILY	03/7881006129/000004	DAILY CALL	4 560 644.48	56 835 906.18	-19 200 000.00	42 196 550.66	-80 906.18
NEDBANK MIG ACC	MIG GRANT	DAILY	03/7881096624/000001	DAILY CALL	4 575 770.19	16 241 198.04	-3 715 505.52	17 101 462.71	-30 198.04
NEDBANK DOE ACC	INEP GRANT	DAILY	03/7881120797	DAILY CALL	49 883 248.00	20 233 297.60	-11 002 496.75	59 114 048.85	-233 297.60
NEDBANK RETENTION ACC	RETENTION PMU	DAILY	03/7881127902	DAILY CALL	3 459 384.17	18 481.64	-140 000.00	3 337 865.81	-18 481.64
FNB ESTABLISHMENT PLAN	ESTABLISHMENT PLAN	DAILY	62175310045	MONEY MARKET	168 399.58	772.33		169 171.91	-772.33
FNB HOUSING DEV FUND	HOUSING DEV FUND	DAILY	62215611121	MONEY MARKET	1 711 627.93	7 850.04		1 719 477.97	-7 850.04
FNB TOURISM	DEDEA	DAILY	62286478906	MONEY MARKET	624 234.39	2 862.93		627 097.32	-2 862.93
FNB BANK ACC	INTEREST BANK ACC	DAILY	62108495187	CURRENT					-17 156.47
ACCRUED INTEREST		YEARLY							
					92 832 637.95	93 411 058.48	-34 058 002.27	152 185 694.16	-2 616 967.14

Remarks

The Council had investments of R 152 185 694 as at 31 December 2016. Included in the total amount of investments as at 31 December 2016, R73 454 435 is relating to unconditional grants while the amount of R 78 731 259 relating to conditional grants.

Non-Current liabilities

The municipality had the following non-current liabilities (unaudited) as at 31 December 2016,

Details	Balance
Provision	11 919 499.00
Employee Benefit Obligation	10 789 296.00
Total Non-Current Liabilities	22 708 795.00

Non-current assets

The municipality had the following non-current assets (unaudited) as at 31 December 2016,

Details	Balance
Investment Property	21 614 400.00
Property, Plant and Equipment	682 279 641.00
Intangible Assets	420 740.00
Non-Current Assets Held for Sale	-
Total	704 314 781.00

SERVICE DELIVERY PERFORMANCE OF SET TARGETS FOR THE FIRST HALF OF THE FINANCIAL YEAR 2016/17

DEPARTMENT: BUDGET AND TREASURY OFFICE

UNIT: BUDGET PLANNING AND FINANCIAL REPORTING

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.01	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Municipal Finance Management Act Monthly Budget Statements (Section 71 Report)	12 monthly reports submitted to the Mayor, NT & PT; Proof of submission	Number of budget statements (section 71) reports submitted within prescribed timeframe	Submission of monthly budget statements (section 71) reports to National Treasury, Provincial Treasury and mayor within 10 working days of the following month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor within 10 working days of the following month as follows: 15 August 2016; 14 September 2016; 14 October 2016.	Submission of monthly reports to National Treasury, Provincial Treasury and mayor within 10 working days of the following month as follows: 14 November 2016; 14 December 2016; 16 January 2017	Monthly budget statements (section 71) reports were submitted as follows: 15 August 2016 (10 th working day); 12 September 2016 (08 th working day); 13 October 2016 (9 th working day); 09 November 2016 (07 th working day); 14 December 2016 (10 th working day); 13 January 2017 (09 th working day)	Operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNE D BUDGE T BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENU E GAINED AT MID-TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATIO N	CORRECTI VE MEASURE
								Q1	Q2								
K4.BTO.02	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Reports submitted to National Treasury as required to National and Provincial i.e. quarterly reports section	4 quarterly report; proof of submission	Number of section 52d reports submitted by set timeframe	Submission of quarterly reports (section 52d reports and withdrawal report) National Treasury, Provincial Treasury by the 10th working of each quarter	Submission of quarterly reports National Treasury, Provincial Treasury by 14 October 2016	Submission of quarterly reports National Treasury, Provincial Treasury by 16 January 2017	Quarterly reports (Section 52d and withdrawal report) submitted as follows: 13 October 2016 (9 th working day); 13 January 2017 (9 th working day)	Operational	Nil	Nil	Nil	N/A	N/A	N/A
K4.BTO.03	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Bank account details submitted to National and Provincial and Auditor-General	Proof of submission and Acknowledgem ent of receipt	Annual banking details submitted by set date	One annual banking details to be reported to National Treasury by 01 July 2016	One annual banking details to be reported to National Treasury by 01 July 2016.	N/A	One annual banking details were reported and submitted as follows: 15 th June 2016	Operational	Nil	Nil	Nil	N/A	N/A	N/A
K4.BTO.04	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Reports submitted to National Treasury as required to National and Provincial i.e. withdrawal report	Quarterly reports submitted to NT & PT; Proof of submission	Number of withdrawal reports submitted by set date	Submission of quarterly reports, withdrawal report National Treasury, Provincial Treasury by 30 June 2017	Submission of quarterly reports National Treasury, Provincial Treasury by 14 October 2016	Submission of quarterly reports National Treasury, Provincial Treasury by 16 January 2017	Quarterly reports (Withdrawal report) submitted as follows: 13 October 2016 (9 th working day); 13 January 2017 (9 th working day)	Operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.09	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Mid-year budget and performance assessment.	Proof of submission and the actual document	Date of Submission of Mid-term budget report	Mid – Term report to be submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial by the 25th January 2017.	N/A	N/A	N/A	Operational	Nil	Nil	Nil	N/A	N/A	N/A
K4.BTO.05	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Bank reconciliations	12 monthly bank reconciliations reconciled to the General Ledger and submitted to MTM, Standing Committee, EXCO, and Council.	Number of bank reconciliations reconciled to the General Ledger and signed off by the CFO by set timeframe	12 monthly bank reconciliations reconciled to the General Ledger and signed off by the Chief Financial Officer by 30 June 2017.	3 monthly bank reconciliations reconciled to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2016; 14 September 2016; 14 October 2016.	3 monthly bank reconciliations reconciled to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2016; 14 December 2016; 16 January 2017;	6 monthly bank reconciliations reconciled to general ledger were submitted as follows: 04 August 2016 (4 th working day); 05 September 2016 (5 th working day); 05 October 2016 (5 th working day); 02 November 2016 (02 nd working day); 12 December 2016 (7 th working day); 13 January 2017 (09 th working	Operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
										day)							
K4.BTO.06	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Cash Investment Register reconciles to General Ledger	12 monthly cash investment register reconciles with the General Ledger and reported to MTM, Standing Committee, EXCO, and Council.	Number of monthly investment registers submitted by set timeframe	12 monthly investment registers reconcile to the General Ledger and signed off by the Chief Financial Officer and submitted to MTM, Standing Committee, EXCO, and Council by 30 June 2017.	3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2016; 14 September 2016; 14 October 2016.	3 monthly investment register reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2016; 14 December 2016; 16 January 2017.	6 monthly investment registers reconciled to general ledger were submitted as follows: 04 August 2016 (4 th working day); 05 September 2016 (5 th working day); 05 October 2016 (5 th working day); 02 November 2016 (02 nd working day); 12 December 2016 (7 th working day); 13 January 2017 (09 th working day)	Operational	Nil	Nil	Nil	N/A	N/A	N/A
K5.BTO.03	Good Governance And Public Participation	Budget Planning And Financial Reporting	N/A	Budget related management policies	Council resolution	Number of developed and reviewed policies By set date	Annual review of 8 policies within the legislative prescripts of MFMA, MSA, MPRA and	N/A	N/A	N/A	Operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
							NT Guidelines by 30 June 2017										
K4.BTO.07	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Long term debt – External and Internal Loans	12 monthly reports on external and internal loan reconciled with the ledger and submitted to MTM, Standing Committee, EXCO, Council and National and Provincial Treasury.	Number of reports on loan repayments by set timeframe.	12 monthly external and internal loan reports on Repayments of loans submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10 th working day of the following month.	3 monthly external and internal loans reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2016; 14 September 2016; 14 October 2016.	3 monthly external and internal loans reconcile to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2016; 14 December 2016; 16 January 2017.	6 monthly external and internal loan reports reconciled to general ledger were submitted as follows: 04 August 2016 (4 th working day); 05 September 2016 (5 th working day); 05 October 2016 (5 th working day); 02 November 2016 (02 nd working day); 12 December 2016 (7 th working day); 13 January 2017 (09 th working day)	Operational	Nil	Nil	Nil	N/A	N/A	N/A
K4.BTO.08	Municipal Financial Viability And	Budget Planning And Financial Reporting	N/A	Monthly Interim Financial Statements	12 monthly interim financial statements prepared and reported to MTM, Standing Committee, EXCO, and	Number of financial statements submitted by set date Committee, EXCO, Council, National and	12 monthly interim financial statements prepared and submitted to Management	3 monthly interim financial statements prepared and submitted to Management	3 monthly interim financial statements prepared and submitted to Management	6 monthly interim financial statements prepared and submitted as follows: 15 August 2016 (10 th working	Operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNE D BUDGE T BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENU E GAINED AT MID-TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATIO N	CORRECTI VE MEASURE
								Q1	Q2								
					Council.	Provincial Treasury by set date	t Team, Standing Committee, EXCO, and Council by the 10 th working day of the following month.	t Team, Standing Committee, EXCO, Council on the following dates: 15 August 2016; 14 September 2016; 14 October 2016.	t Team, Standing Committee, EXCO, Council on the following dates: 14 November 2016; 14 December 2016; 16 January 2017.	day); 12 September 2016 (08 th working day); 13 October 2016 (9 th working day); 09 November 2016 (07 th working day); 14 December 2016 (10 th working day); 13 January 2017 (09 th working day)							
K2.BTO.01	Municipal Institution Development And	Budget Planning And Financial Reporting	N/A	Training of Budget Planning And Financial Reporting staff	Attendance register	Number of trainings attended by set date	Two trainings to be attended by 31 March 2017.	N/A	One training to be attended by 31 December 2016.	NERSA training was attended on the 21 st to 23 rd September 2016	Operational	Nil	Nil	Nil	N/A	N/A	N/A
K4.BTO.09	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Submission of adjusted budget	adjusted budget submitted to MT, SC, EXCO, Council and NT & PT and proof of submission	Adjusted budget submitted to Manageme nt Team, Standing Committee , EXCO, and Council by set date	Prepare and Submit adjusted budget to Managemen t Team, Standing Committee, EXCO, Council and National	N/A	N/A	N/A	Operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNE D BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
							and Provincial Treasury by the 28th February 2017.										
K4.BTO.10	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Budget preparation process	Approved Budget Process plan and proof of submission	Submitted 2016/17 Time schedule to Management Team, EXCO, Standing Committee , Council and National and Provincial Treasury..	Budget Process Plan (One time schedule) submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year	Budget process plan submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year	N/A	Budget process plan was submitted and approved as follows: 01 August 2016 (22 days before the required time).	Operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.11	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Budget preparation process	Tabled draft budget and proof of submission	Submitted 2016/17 tabled budget to Management Team, Standing Committee , EXCO, Council and National and Provincial Treasury by the 31 st March.	Submit tabled draft budget that is aligned to the IDP 90 days before the start of a new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	N/A	Submit Budget return forms to management team by 31 October 2016	Budget return forms was submitted to management team on the 28 th October 2016.	Operational	Nil	Nil	Nil	N/A	N/A	N/A
K4.BTO.12	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Budget preparation process	Approved Budget, Council Resolution, proof of submissions	Approved and submitted budget to Management Team, Standing Committee , EXCO, Council, National and Provincial Treasury by set date	Submit Approved budget that is aligned to the IDP to Management Team, Standing Committee , EXCO, Council, EXCO, Council and National and Provincial Treasury by 30 June 2017.	N/A	N/A	N/A	N/A	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNE D BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.BTO.03	Good Governance And Public	Budget Planning And Financial	N/A	Consultations on tabled budget	Agenda, reports and attendance registers	Number of public meetings held by set date	One Budget Community Outreach held by 30 April 2017	N/A	N/A	N/A	N/A	Nil	Nil	Nil	N/A	N/A	N/A
K4.BTO.13	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Budget preparation	Tabled tariff of charges and proof of submission	Tariff settings submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by set	Submit the tariff setting 30 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	N/A	N/A	N/A	operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNE D BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.14	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Monthly reports to MTM.	Proof of submission	Number of Monthly reports submitted to Management Team by set time frame.	Submit 12 monthly reports to Management Team by the 10th working day of the following month.	Submit 3 monthly reports to Management Team on the following dates: 15 August 2016; 14 September 2016; 14 October 2016.	Submit 3 monthly reports to Management Team on the following dates: 14 November 2016; 14 December 2016; 16 January 2017.	6 monthly reports were submitted as follows; 15 August 2016 (10 th working day); 12 September 2016 (08 th working day); 13 October 2016 (9 th working day); 09 November 2016 (07 th working day); 14 December 2016 (10 th working day); 13 January 2017 (09 th working day)	operational	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.15	Municipal Financial Viability And Management	Budget Planning And Financial Reporting	N/A	Preparation of Annual Financial Statements with no misstatements.	GRAP Compliant Statements And proof of submission	Submitted GRAP Compliant Annual Financial Statements to Management Team, Audit Committee, Auditor-General, National Treasury and Provincial Treasury by the set date.	Submit GRAP compliant Annual Financial Statements to Management Team, Audit Committee, Auditor-General, National and Provincial Treasury by the 31st August 2016.	Submit GRAP compliant Annual Financial Statements to Management Team, Audit Committee, Auditor-General, National and Provincial Treasury by the 31st August 2016.	N/A	GRAP compliant Annual Financial Statements were submitted as follows: 31 st August 2016.	05/20/30/5190/000	R500 000	R456 000	Nil	N/A	N/A	N/A
K1BTO.01	Basic Service Delivery	Budget And Treasury		Unspent Grants Management	Approved roll-over application	Approved roll-over application from national treasury by set date.	Approved roll-over application from national treasury by 31 October 2016	Approved roll-over application from national treasury by 31 October 2016	N/A	Assessment of conditional grants as required by MFMA Circular 78 was done as at 31 st August 2016 and there was no rollover application needed to be done.	N/A	Nil	Nil	Nil	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.16	Municipal Financial Viability And Management	Budget Planning And Financial Reporting		Unqualified Audit Opinion	Signed unqualified Audit report	Achieved Unqualified Audit Opinion by set date	Achieve a Unqualified Audit Opinion issued by the Auditor-General and submit it to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 30 November 2016	N/A	Achieve a Unqualified Audit Report issued by the Auditor-General and submit it to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	A clean audit report was issued by the Auditor-General	05/20/30/5130/000	R5,000,000	R5,568,714	N/A	N/A	N/A	N/A
K4.BTO.17	Municipal Financial Viability And Management	Budget Planning And Financial Reporting		mSCOA Regulations	MFMA Circulars and Regulations	Appointed FMS Vender and Upgraded systems by set date	Appointment of Approved FMS Vendor as per SCOA regulations; and Upgrading of Systems from Non-SCOA to SCOA approved Systems by 30 June 2017	Steering Committee meeting	Steering Committee Meeting Advertise for a new system /upgrade the current system	Steering committee meetings were held as follows: 28 July 2016; A new mscoa compliant system was procured	05/20/30/5130/000	R4,500,000	R4,735,560	N/A	N/A	N/A	N/A

UNIT: REVENUE COLLECTION AND EXPENDITURE MANAGEMENT

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.18	Municipal Financial Viability And Management	Revenue And Expenditure Management	N/A	Debt Collection & Reduction	Status report on monthly reduction of debt	Amount of debt reduced by set date	Reduction of the debt of R69 262 656 by R12M by 30 June 2017	Reduce debt by R3,000 000	Reduce debt by R3,000 000	Billing is done at the end each month and collection are received for each billing made. Trifecta consulting was appointed to assist with debt collection on a monthly basis.	Operational	N/A	N/A	Data collection revenue R633 597.41 (July – December 2016) Billing vs Receipts Total billing R49 552 001.15 Total receipts R30 220 328 .59 % collection 61%	N/A	N/A	N/A
K4.BTO.19	Municipal Financial Viability And Management	Revenue And Expenditure Management	N/A	General Valuation Roll	General valuation roll	Approved General valuation roll by set date	General Valuation Roll Approved by 01 July 2017	Appointment of a municipal Valuer by 30 September 2016	N/A	An advert for procuring services of a municipal valuer was made on 16/09/16and later cancelled on 17/10/16 resulting	05/20/20/30 /3190/000	R500 000.00	N/A	N/A	Service provider not appointed	Through communication with CoGTA the municipality was advised to cancel the advert inviting the service providers for	The service provider will be appointed by 30 September 2017.

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
										from a communication with CoGTA which involves the involvement of the department to valuation roll processes.						service and extend the validity period of the valuation roll	
K4.BTO.20	Municipal Financial Viability And Management	Revenue And Expenditure Management		Debtors Reconciliations	Monthly reconciliations	Number of monthly debtor’s reconciliations.	Debtors Reconciliations Done on a monthly basis by 30 June 2017	3 Monthly debtors reconciliation from the billing system to the General ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2016 14 September 2016 14 October 2016	3 Monthly debtors reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2016 14 December 2016 16 January 2017	Monthly reconciliations done and submitted on the following dates: Quarter 1: 05 August 2016 08 September 2016 06 October 2016 Quarter 2 09 November 2016 09 December 2016 04 January 2016	Operational	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
KIBTO.03	Basic Service Delivery	Revenue And Expenditure Management	N/A	Provision and Supply of free basic services to Indigent Beneficiaries	Indigent register	Number of approved indigent beneficiaries supplied Services by 30 June 2017	Supply 12 613 approved indigent beneficiaries with services by 30 June 2017	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Gel and oil 6 000 Solar 4 922	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Gel and oil 6 000 Solar 4 922	Provided services to 14 542 indigent beneficiaries as follows: Electricity 3453 Refuse and rates 1091 Gel and oil 0 Solar 9 998	05/40/40/49 70/000 05/30/35/49 75/000	R12 000 000.00	R5112 013.7	N/A	Services for gel and oil not provided to beneficiaries	Tender for provision for gel and oil still on evaluation stages.	The service providers for provision of gel and oil to be appointed by 31 January 2017

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.21	Municipal Financial Viability And Management	Revenue And Expenditure Management	N/A	Charging of Interest on arrear accounts	Report on interest raised on outstanding debtors	Percentage of interest levied on outstanding debtors at an annual rate by set date	Levying of Interest on outstanding debtors at an annual rate of 18% by 30 June 2017	Monthly charge of interest on outstanding debt.	Monthly charge of interest on outstanding debt.	Interest charged on a monthly basis as follows: 31 July 2016 R433 019.46 31 August 2016 R452 531.5 30 September 2016 R455 396.9 31 October 2016 30 November 2016 R648 251.16 31 December 2016 R669 455.76	Operational	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.24	Municipal Financial Viability And Management	Revenue And Expenditure Management	N/A	Billing of Accounts	Billing Report.	Accounts billed and posting done by set date	Billing done by end of the month and Posting of accounts by the 15 th of each month	Billing done by end of the month and Posting of accounts by the 15 th of each month	Billing has been done at the end of each month and statements posted before the 15 of the following month.	05/20/20/5380/000	R200 000.00	R62 640.00	R30 220 328.59	N/A	N/A	N/A	
K4.BTO.22	Municipal Financial Viability And Management	Revenue And Expenditure	N/A	Smart metering installation	Installation of meters or number of meters installed	No of meters installed.	Replacement of 3500 non-smart meters to smart – grid meters by 30 June 2017.	Install 500 meters	Install 1000 meters	No new meters installed	05/20/30/5190/000	R1 500 000.00	N/A	N/A	No installation of new meters	Delays from the Service provider in procuring the new meters.	Roll-out of phase 2 has already started and still in progress.
K4.BTO.23	Municipal Financial Viability And Management	Revenue And Expenditure Management	N/A	Data Cleansing		Number of accounts cleansed on the billing system by set date	To do data cleansing of 5000 on the billing system as at 30 June 2017	Update the debtors Masterfile with outstanding information on 1 250 accounts in the billing system	Update the debtors Masterfile with outstanding information on 1 250 accounts in the billing system	Data collection has been done for 4765 accounts that are in the municipal debtors’ database. Updating of the system with the new information is still in progress.	05/20/20/5190/000	R 250 000.00	R1 191250.00	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.37	Municipal Financial Viability And Management	Expenditure Management	N/A	Payroll Administration by 25 th of each month	Signed Bank Authorizations of Salaries & Payroll Summary Report by 25 th of each month.	monthly payments of salaries by set date	12 Monthly Salary Payments to be made by 25 of each month	Salaries paid on the 25 th of each month.	Salaries paid on the 25 th of each month	Salaries were paid on the following: 22 July 2016 25 August 2016 23 September 2016 25 October 2016 25 November 2015 15 December 2016	Operational	N/A	R52 153 597.17	N/A	N/A	N/A	N/A
K4.BTO.25	Municipal Financial Viability And Management	Revenue And Expenditure Management	N/A	Creditors Administration	Monthly Report on Payments of creditors within 30 days by means of payment Register & Audit Report.	Percentage of received invoices per month against number of payments made within prescribed timeframe	100% payments for Creditors and Other Service Providers to be done within 30 Days as per MFMA requirements	100% Payments done within 30 days on receipt of invoice	100% Payments done within 30 days on receipt of invoice	A total of 1 595 invoices were received and 1 513 were paid within thirty days (94.86% compliance with MFMA)	operational	N/A	N/A	N/A	5.14%	Invoices submitted late Invoices submitted with wrong or incomplete information	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.BTO.04	Good Governance And Public Participation	Revenue And Expenditure Management	N/A	Submission of reviewed policies.	Reviewed policies with council resolution	Reviewed policy	Submit policies to council for annual review	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

UNIT: SUPPLY CHAIN MANAGEMENT

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1BTO.02	Basic Service Delivery	SCM	N/A	2016/17 Procurement Plan Management & Implementation	Approved Procurement Plan Monthly communication with department regarding the procurement plan Approved specification reports Copies of bid invitation Monthly progress report to Management committee and quarterly report to council	Approved Procurement Plan and Percentage of implementation by set date	To have an approved Procurement Plan by 31 July 2016	Adoption of procurement plan by council	N/A	The procurement plan was adopted by council on October 2016	Operational	N/A	N/A	N/A	N/A	N/A	N/A
							100% Implementation of the approved procurement Plan by 30 June 2017	100% Implementation of approved procurement plan by 30 September 2016	100% Implementation of approved procurement plan by 30 December 2016	82% implementation of approved procurement plan 38 projects out of 46 projects have been submitted to BSC	Operational	N/A	N/A	N/A	18% of the approved procurement plan was not submitted to SCM 8 Projects have not been submitted to SCM	Non submission of terms of reference by the end user department	Ensure that all project that are due as per procurement plan are submitted
K3.BTO.04	Local Economic Development	SCM	NA	Demand Management (2)	Proof of invitation, updated register of accredited prospective service providers,	Supplier day hosted by set date	Host Supplier Day by 30 June 2017	N/A	N/A	List of accredited prospective service provider updated	05/20/25/5190/000	R 200,000.00	R 175,000.00	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K3.BTO.01	Local Economic Development	SCM	N/A	Acquisition Management (1)	Awarded bids, Deviation Register, Reports on Regulation 32 bids ,	Percentage of procurements between R30 000.00 and R20 000.00 procured locally	50% of Procurement between R30 000 - R200 000 procured locally	50% of Procurement between R30 000 - R200 000 procured locally	50% of Procurement between R30 000 - R200 000 procured locally	59% of Procurement between R30 000 - R200 000 procured locally	Operational	N/A	N/A	N/A	N/A	N/A	NA
K3.BTO.02	Local Economic Development	SCM	N/A	Acquisition Management (2)	Awarded bids, Deviation Register, Reports on Regulation 32 bids ,	Percentage of procurements above R200 000.00 procured locally	20% of procurement above R200 000 procured locally by 30 June 2017	20% of procurement above R200 000 procured locally	20% of procurement above R200 000 procured locally	26% of procurement above R200 000 procured locally	Operational	N/A	N/A	N/A	N/A	N/A	NA
K3.BTO.03	Local Economic Development	SCM	N/A	Acquisition Management (3)	Awarded bids, Deviation Register, Reports on Regulation 32 bids ,	Percentage of bids done through competitive bidding	60% of bids done through competitive bidding by 30 June 2017	60% of bids done through competitive bidding	60% of bids done through competitive bidding	65% of the bids were done through competitive bidding	Operational	N/A	N/A	N/A	N/A	N/A	NA
K4.BTO.27	Municipal Financial	SCM	N/A	Acquisition Management (4)	Appointment letters, Register for training	Established and trained bid committee by set date	Establishment and Training of the Bid Committee by 31 December 2016	N/A	Establishment and Training Bid Committee by end of December 2016	Bid committees were established and terms of reference for training were submitted	Operational	N/A	N/A	N/A	Bid committees not trained	Not budgeted	Training to be done by end of March 2017
K4.BTO.28	Municipal Financial Viability	SCM	N/A	Acquisition Management (5)	Closing Registers, intention letter	Number of days for awarding of bids	Ensure 80 days turnaround time from closing date for the awarding of bids	Ensure 80 days turnaround time from closing date for the awarding of bids	Ensure 80 days turnaround time from closing date for the awarding of bids	9 bids out of 23 bids were awarded within 60 days	Operational	N/A	N/A	N/A	16 bids were not awarded within 60 days from the date of closing	The bids were not awarded within 60 days due to non sitting of bid committee	To have scheduled dates for the sitting of bids

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.29	Municipal Financial Viability And Management	SCM	N/A	Acquisition Management (6)	Irregular Expenditure register, Deviation register, monthly reports on irregular expenditure	Number of report on irregular expenditure submitted by set date	To have 12 monthly reports on Irregular expenditure submitted to Management Team Meeting (MTM),	3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure	3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure	Monthly Report to Management Team Meeting (MTM) on irregular expenditure Quarter 1: 05 August 2016 08 September 2016 06 October 2016 Quarter 2 09 November 2016 09 December 2016 04 January 2016	Operational	N/A	N/A	N/A	N/A	N/A	N/A
							4 Quarterly reports on irregular expenditure to STANCO, EXCO and the Council by 30 June 2017	1 Quarterly report on irregular expenditure to STANCO, EXCO and the Council.	1 Quarterly report on irregular expenditure to STANCO, EXCO and the Council.	2 Quarterly report on irregular expenditure to STANCO, EXCO and the Council	Operational	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.30	Municipal Financial Viability And Management	SCM	N/A	Stores management	Quarterly stock count Recon on stock counts Re-order levels report	Number of stock counts, reconciliations, Investigations, report by set date	Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigate and report on discrepancies Perform annual stock take by 30 June 2017	1 Stock counts, 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies	1 Stock counts, 1 Reconciliati on of stock counts to General Ledger, 1 Investigate and report on discrepancie s	2 Stock counts, 2 Reconciliation of stock counts to General Ledger, 2 Investigate and report on discrepancies	Operational	N/A	N/A	N/A	N/A	N/A	N/A
K4.BTO.31	Municipal Financial Viability And Management	SCM	N/A	Fixed Asset management (1)	12 Updated Asset additions on the Asset register, 4 Updated Asset Register	Number of reports on asset additions on register and physical verification of non-infrastructure assets done	12 Monthly reports on additions of asset on the asset register and Physical verification of non-infrastructure assets	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly Quarter 1: 05 August 2016 08 September 2016 06 October 2016 Quarter 2 09 November 2016 09 December 2016 04 January 2016	Operational	N/A	N/A	N/A	N/A	N/A	N/A
				Fixed Asset manag	4 Recons, 4 Report on updated	Number of recons and reports on	4 Quarterly Asset reconciliation to	One Assets reconciliation to General	One Assets reconciliatio n to General	One Assets reconciliation to General Ledger and 1	Operational	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
				ement (2)	Asset Register	Updated Asset Registers submitted	General Ledger and 4 report on Updated Assets Register submitted to MTM. STANCO, EXCO and Council	Ledger and 1 report on Updated Asset Register submitted to MTM. STANCO, EXCO and Council	Ledger and 1 report on Updated Asset Register submitted to MTM. STANCO, EXCO and Council	report on Updated Asset Register was submitted to MTM. STANCO							
				Fixed Asset management (3)	4 lists of obsolete assets, Report on Disposal of assets, Notice of identified obsolete assets	Percentage of disposal of approved obsolete through public processes by set date	Identification of obsolete assets and 100% Disposal of approved obsolete assets through public processes by 30 June 2017	One schedule of obsolete assets submitted to MTM, STANCO, EXCO and Council	One schedule of obsolete assets submitted to MTM, STANCO, EXCO and Council	One schedule of obsolete assets submitted to MTM, STANCO, EXCO and Council	Operational	N/A	N/A	N/A	N/A	N/A	N/A
K4.BTO.33	Municipal Financial Viability And Management	SCM	N/A	Maintenance of Service Providers contract (1)	Appointment Letter, Signed Service Level Agreements	Number of days in which Contracts/service level agreements are signed after a bid is awarded	To have signed contracts/ service level agreements for all the bids awarded within 30 days of award date.	Ensure contracts/ service level agreements signed within 30 days from the date of appointment	Ensure contracts/ service level agreements signed within 30 days from the date of appointment	14 SLA have been signed within 30 days from the date of appointment	Operational	NA	NA	NA	For 5 projects SLA have not been signed	Delays from end user department	To do follow up with end user department

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K4.BTO.34	Municipal Financial Viability And Management	SCM		Maintenance of Service Providers contract (2)	Proof of submission Monthly updated contract register	Number of days in which reports on awarded bids were submitted to National treasury and number of Updated contract register	Submission of reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register	Submission of reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register	Submission of reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register	23 bids were reported to National treasury within 10 days after the month end and contract register updated monthly	Operational	NA	NA	NA	NA	NA	NA
K2.BTO.02	Municipal Financial Viability And Management	SCM	N/A	Fleet management	12 fleet abuse cases and accidents reports Vehicle Licensing, Vehicle service orders	Number of fleet abuse cases and accidents reports and percentage of roadworthy municipal fleet by set date	12 monthly report on fleet abuse cases and accident report by 30 June 2017	3 monthly report on fleet abuse cases and accident report	3 monthly report on fleet abuse cases and accident report	3 monthly report on fleet abuse cases and accidents Quarter 1: 05 August 2016 08 September 2016 06 October 2016 Quarter 2 09 November 2016 09 December 2016 04 January 2016	Operational	NA	NA	NA	NA	NA	NA
							Ensure 80% Roadworthy municipal fleet by 30 June 2017	Ensure 80% Roadworthy municipal fleet	Ensure 80% Roadworthy municipal fleet	All municipal vehicles are roadworthy	Operational	NA	NA	NA	NA	NA	NA

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.BTO.02	Good Governance And Public Participation	SCM	N/A	SCM policy and Fleet Management policy and Infrastructure procurement policy	Approved SCM Policy Fleet Management Policy and Infrastructure procurement policy with Council Resolutions	Reviewed SCM policy, Fleet Management policy and Infrastructure Procurement Policy by set date	Review Fleet Management Policy and SCM Policy and Infrastructure Procurement Policy by 31 May 2017	N/A	N/A	N/A	Operational	NA	NA	NA	NA	NA	NA

DEPARTMENT: COMMUNITY SERVICES

UNIT: ENVIRONMENTAL MANAGEMENT AND SOLID WASTE MANAGEMENT

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.CMS.01	Basic Service Delivery	Environmental Management And		Fire breaks establishment in Matatiele Nature reserve	TOR, adverts, appointment letters, invoices, proof of payments and PSC Reports and monthly reports	Number of kilometers of firebreaks established by set date	To establish 20km of firebreaks in the Nature Reserve by 30 June 2017	Procurement Services and 20 km fire break establishment.	3 Project Progress Report	Fire Breaks were established by mid-term.	05 30 35 4976 00	R478 400.00	R374 830 (bal R 125 170)	N/A	N/A	N/A	N/A
K1.CMS.02	Basic Service Delivery	Environmental Management And Conservation		Control of illegal dumping	Reports and pictures	Number of illegal dumping sites identifies and eradicated by set date	To identify and eradicate 8 illegal dumping by 30 June 2017	2 of illegal dumping Curbing	2 illegal dumping Curbing	6 illegal dumping sites were cleared, open space opposite Eskom, Area C access road, opposite Santa Hospital, Station road, opposite Shoprite and the other in Harry Gwala.	N/A	NA	NA	N/A	N/A	N/A	N/A
K5.CMS.01	Good Governance And Public Participation	Environmental Management And Solid	1, 19, 20 And 26	Waste Management Awareness	Filled survey forms signed by the residents in 4 wards (1, 19, 20 and 26), and report	Number of awareness campaigns conducted by set date	To conduct 4 waste management awareness to 4 wards receiving waste services by	To conduct Waste Management awareness in ward 19 and 20	To conduct Waste Management Awareness in ward 1 and 26	Waste Management Awareness Campaigns were conducted in Wards 1, 3, 19, 20 and	N/A	NA	NA	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
							30 June			26 .							
	Basic Service Delivery	Environmental Management And Solid	20	Purchase of skip loader truck	TOR, advert, appointment letter, invoices, proof of payments.	Purchase of Skip loader truck by set date.	Purchase of a skip loader truck by 30 June 2017	N/A	N/A	N/A	80 30 35 5751 025	R1 000 000.00	NA	NA	N/A	N/A	N/A.
K1.CMS.03	Basic Service Delivery	Environmental Management And Solid		Procurement of refuse bags	TOR, advert, appointment letter, invoices, proof of payments and photos	Refuse bags procured by set date	Procurement of refuse bags by 30 June 2017.	Drafting of TOR, advertise and appoint a service provider	Procure refuse bags	Service provider appointed refuse bags Procured.	05 30 35 4910 000	NA	R190 000.00	N/A	N/A	N/A	N/A
K1.CS.04	Basic Service Delivery	Environmental Management And	19	Waste removal in the CBD	Monthly Reports	Number of reports on cleaning and waste removal on CBD by set date	To clean and remove waste in the CBD and 12 reports by 30 June 2017	Cleaning and refuse removal in the CBD and 3 reports	Cleaning and refuse removal in the CBD and 3 reports	Cleaned and removed waste on a daily basis at CBD and compiled 6 monthly report	05 30 35 4910 000	R1 260 000.00	R700 00.05	N/A	N/A	N/A	N/A
K1.CMS.05	Basic Service Delivery	Environmental Management And Solid Waste	1, 20, 26	Waste removal in residential areas	Monthly Reports	Number of days per week for waste removal in residential areas and the number of monthly reports by set date	To remove waste in the residential areas twice a week and 12 monthly reports by 30 June 2017	Cleaning and refuse removal 24 times in the residential area and 3 reports	Cleaning and refuse removal 24 times in the residential area and 3 reports	Cleaned and removed refuse in the residential area 48 times and 6 monthly reports compiled.	05 30 35 4910 000	R1 260 000.00	R404 652.02	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
	Basic Service Delivery	Environmental Management And Solid Waste		Park management	Monthly Reports	Number of parks	To maintain recreational park by 30 June 2017	Ongoing maintenance of Park and gardens	Ongoing maintenance of Park and gardens	Municipal gardens next to eskom area, Cedarville exit was cleaned, garden in the municipality main offices and town hall were also cleaned. Grass cutting was done	N/A	Nil	N/A	N/A	N/A	N/A	N/A
K1.CMS.06	Basic Service Delivery	Environmental Management And Solid Waste		Cemetery management	Reports	Number of report on cemetery management serviced produced by set date	Produce 12 monthly report on the cemetery management services by 30 June 2017	Ongoing maintenance of Cemetery and digging of graves	Ongoing maintenance of Cemetery and digging of graves	Maintenance of cemetery and digging of graves has been done this quarter. 10 graves in Maluti and 10 graves in Matatiele and 3 graves in Cedarville were dug. 23 Graves were therefore provided. There were also 9 Pauper Graves that were provided.	N/A	NA	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.CMS.08	Basic Service Delivery	Environmental Management And Solid	20	Landfill management	12 monthly reports on operation and management of landfill site	Number of reports on operation and management of landfill site by set date	12 monthly reports on Operation and management of landfill by 30 June 2017	Operation and management of landfill and 3 monthly reports	Operation and management of landfill and 3 monthly reports	The landfill Operation and management has been done	05 30 35 4910 000	R787 500.00	R821 811.05	N/A	N/A	N/A	N/A
K1.CMS.07	Basic Service Delivery	Environmental Management And Solid Waste	1, 19, 20, 26	Grass cutting in the CBD and residential area.	Reports	Number of reports compiled on grass cutting and removal by set date	12 monthly reports on grass cutting and remove from areas of Cedarville, Maluti, Harry Gwala, Mountain View and Buxton Park by 30 June 2017	Cutting grass, opening drains and pruning trees in the residential and CBD area	Cutting grass, opening drains and pruning trees in the residential and CBD area	Grass cutting, opening of drains and pruning has been done in Maluti, Cedarville, Harry Gwala, Mountain View and Buxton Park	05 30 35 4910 000	R1 837 500.00	R510 000.00	N/A	N/A	N/A	N/A
	Basic Service Delivery	Environmental Management	20	Maintenance of Landfill access road	Pictures and Reports	Number of km maintained by set	Maintain the landfill site access road by 30 June 2017	N/A	N/A	N/A	05 30 35 4690 000	Nil	R25000.00	N/A	N/A	N/A	N/A
	Basic Service Delivery	Environmental Management And Solid Waste		Maintenance of nature reserve access road	Reports and Pictures	Number of km maintained by set date	Maintain the 10 km nature reserve road by 30 June 2017	N/A	Grading of 5 km Nature Reserve access Road.	Memo requesting grading of the Nature reserve road was submitted to O&M manager this November Month.	05 30 35 4690 000	R30000.00		N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
	Basic Service Delivery	Environmental Management And Solid Waste		Income generation through refuse removal	Report	Number of households receiving refuse collection services	To have 5420 households and businesses receiving refuse removal services by 30 June 2017	To have 5420 households and businesses receiving refuse removal services	To have 5420 households and businesses receiving refuse removal services		N/A	(R1 000 000.00)		N/A	N/A	N/A	N/A

UNIT: PUBLIC SAFETY

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	ANNUAL BUDGET INFORMATION					MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT											
							ACTUAL BUDGET 2016/17FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
														Q1	Q2								
K1.CMS.09	Basic Service Delivery	Public Safety		Purchase of BA Compressor	Terms of reference, advert, appointment letter, invoices	BA compress or purchased by set date	R100 000.00	R100 000.00	N/A		N/A		Purchase of BA Compressor by 30 June 2017.	N/A	Drafting of specification, advertise and appoint a service provider		80 30 74 5756 011	R100'000.00	N/A	N/A		Project Specifications delayed due to product research	Drafting of specification, advertise and appoint a service provider in quarter 3
	Basic Service Delivery	Public Safety		Upgrade fire station	Terms of reference, advert, appointment letter, invoices and proof of payment	Upgrade complete by set date	R250 000.00	R250 000.00	N/A		N/A		upgrade the fire station by 30 June 2017	Drafting of specification, advertise and appoint a service provider	Leveling of the site and installation of a two room Park home.		80 30 74 5751 036	R125 000.00	N/A	N/A		Budget inadequate as per PMU	Do budget adjustment at mid-year
K1.CMS.11	Basic Service Delivery	Public Safety		Fencing of aerodrome	Terms of reference, advert, appointment letter, invoices and proof of payment	Number of km fenced at the aerodrome by set date	R50 000.00	R50 000.00	N/A		N/A	Operational	Fence 60km at the aerodrome by 30 June 2017	Drafting of specification, advertise and appoint a service provider	Fencing of the Site	Nil	05 30 74 4630 000	R50'000.00	N/A	N/A		Budget inadequate as per PMU	Do budget adjustment at mid-year

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	ANNUAL BUDGET INFORMATION					MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT											
							ACTUAL BUDGET 2016/17FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
														Q1	Q2								
K1.CMS.13	Basic Service Delivery	Public Safety		Purchase of traffic motorcycles.	Proof of Terms of reference, advert, appointment letter, invoices and proof of payment	Number of motorcycles purchased by set date	R500 000.00	R500 000.00	N/A		N/A		Purchase of 5 traffic motorcycles by 30 June 2017	Drafting of specification, advertise and appoint a service provider	Purchase of 5 motorcycles.	N/A	80 30 74 5756007	R500 000.00	N/A	N/A		Specs delayed due to product specification investigation	Purchase of 5 motorcycles at quarter 3.
	Basic Service Delivery	Public Safety		Maintenance and service of fire hydrants	Service Certificate	Number of hydrants serviced and maintained by set dates	R100 000.00	R100 000.00		N/A	N/A	operational	Maintenance and service of fire hydrants in Matatiele, Maluti. And Cedarville by 30 June 2017	Drafting of specification, advertise and appoint a service provider	Servicing of fire hydrant in Matatiele	Nil	05 30 74 4640 000	R100 000.00	N/A	N/A		Delay of specs compilation due to Project being incorrectly named i.e fire hydrants instead of fire extinguishers	Rename project correctly and Drafting of specification, advertise and appoint a service provider in Q3
K5.CMS.02	Good Governance and Public	Public Safety		Awareness campaigns on disaster and fire	Reports and attendance register	Number of campaigns conducted by set date	N/A	N/A	N/A		N/A	N/A	Conduct 8 awareness campaigns on disaster, fire by 30 June 2017	Conduct 3 Awareness Campaigns on disaster and fire	Conduct 2 Awareness Campaigns on disaster and fire	11	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	ANNUAL BUDGET INFORMATION					MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT											
							ACTUAL BUDGET 2016/17FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
														Q1	Q2								
K1.CMS.15	Basic Service Delivery	Public Safety		Testing for driving licences and vehicle for roadworthy	Reports	Number of people tested for learner and driver licenses and vehicles tested roadworthiness by set date	N/A	N/A	N/A	N/A	N/A	N/A	To test 1610 people for drivers licenses, 2300 people for learners licenses and 600 vehicles for roadworthy by 30 June 2017	To test 402 people for drivers licenses, 575 learners and 150 vehicles (1127)	To test 402 people for drivers licenses, 575 learners and 150 vehicles (1127)	2913	N/A	N/A	N/A	R1'116'789	N/A	N/A	N/A
K1.CMS.16	Basic Service Delivery	Public Safety		Registration and Licensing of vehicles	Reports	Number of vehicles licensed and registered	N/A	N/A	N/A	N/A	N/A	N/A	Registration and licensing of 7000 new and existing vehicles by 30 June 2017	Registration and licensing of 1750 new and existing vehicles.	Registration and licensing of 1750 new and existing vehicles	4300	N/A	N/A	N/A	R837'235	N/A	N/A	N/A
K1.CMS.17	Basic Service Delivery	Public Safety		Systematic stopping and checking of vehicles	Reports	Number of cars stopped and checked per guide lines by set date	N/A	N/A	N/A	N/A	N/A	N/A	Systematic stopping and checking of 8600 vehicles as per Dep. Transport guideline by 30 June 2017.	Systematic stopping and checking of 2150 vehicles.	Systematic stopping and checking of 2150 vehicles.	3713	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	ANNUAL BUDGET INFORMATION					MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT											
							ACTUAL BUDGET 2016/17FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
														Q1	Q2								
K1.CMS.18	Basic Service Delivery	Public Safety		Routine patrols within the municipality areas	Schedule Reports	Number of patrols conducted by set date	N/A	N/A	N/A	N/A	N/A	N/A	Conduct 480 routine patrols in the Municipal area by 30 June 2017	120 routine patrols	120 routine patrols	728	N/A	Nil	N/A	N/A	N/A	N/A	N/A
	Municipal Financial Viability	Public Safety		Income generation through vehicle pound fees	Report	Income generated	N/A	N/A	N/A	N/A	R 40 000.00	N/A	Vehicle pound fees by 30 June 2017	Generate R10 000 from vehicle pound fees	Generate R10 000 from vehicle pound fees	27 m/v impounded & 1217 Traffic notices issued	N/A	(R20 000.00)	N/A	R167 117.00	N/A	N/A	N/A

UNIT: PUBLIC PARTICIPATION & EPWP

	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.CMS.03	Good Governance and Public Participation	Public Participation	All wards	Provision of support services to the office of the Speaker	Attendance registers, agenda and minutes.	Council introduction event to communities and traditional council. Number of ward committees and War rooms established by set date	Facilitation of the introduction of Ward Cllrs to Communities and Traditional Council by 30 June 2017	Facilitating the introduction of ward Cllrs to communities and Traditional Council.	N/A	Induction workshop organized took place and the Unit made the presentation. Terms of reference and process plan done. Cllrs introduced to communities. Ward Committees and war-rooms established.	25415370000	R75 000.00	R940,835.00	N/A	N/A	N/A	N/A
K5.CMS.07	Good Governance and Public Participation	Public Participation	All wards	Consolidation of War-room reports	Number Date	Number of reports compiled by set date	Prepare 6 consolidated War-room reports by 30 June 2017	Prepare two(2) consolidated war-room reports by 30 September 2016	Prepare two(2) consolidated war-room reports by 31 December 2016	4 Consolidated reports for the established war-rooms done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTI ON	MEANS OF VERIFICATI ON	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMAN CE AT THE END OF MID- TERM	VOTE NUMBER	PLANNE D BUDGE T BY MID- TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENU E GAINED AT MID- TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTI VE MEASURE
								Q1	Q2								
K5.CMS.06	Good Governance and Public Participation	Public Participation	All wards	Public education and engagement on municipal and government services	Attendance registers and minutes	Number of public education and sessions conducted by set date	Conduct 26 public education and engagement on disaster management issues and municipal by-laws by 30 June 2017	N/A	N/A	No Draft public education and engagement plan in place and no public education and engagement sessions took place in 8 Wards.	0525415180000	R30000.00	N/A	N/A	Public orientation meeting for 6 Wards was conducted in preparation for the establishment of the war-rooms as per the adopted SDBIP.	Target was not on the adopted SDBIP, but was considered later based on the redefinition of the Unit's new role.	Both will be considered in third and fourth term, respectively.
K5.CMS.09	Good Governance and Public Participation	Public Participation	N/A	Management of petitions and marches	Petitions and application for marches	Percentage of Petitions and applications for marches managed by set date	100% management of petitions by 30 June 2017	100% management of petitions	100% management of petitions	100% (5) applications for marches managed. All Petitions have not been managed.	N/A	N/A	N/A	N/A	Petitions not managed, but recorded pending the meeting with the Chairperson.	Lack of understanding.	All outstanding petitions to be attended to in 3 rd Quarter.

	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTI ON	MEANS OF VERIFICATI ON	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMAN CE AT THE END OF MID- TERM	VOTE NUMBER	PLANNE D BUDGE T BY MID- TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENU E GAINED AT MID- TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTI VE MEASURE
								Q1	Q2								
K5.CMS.10	Good Governance and Public Participation	Public Participation	N/A	Management of petitions and marches	Petitions and application for marches	Percentage of Petitions and applications for marches managed by set date	100% management of applications for marches by 30 June 2017	100% managemen t of applicatio ns for marches	100% managemen t of applicatio ns for marches								
	Good Governance and Public Participation	Public Participation		Ward Committee quarterly meetings	Attendance register	Number of ward committee meetings held by set date	Facilitatio n and coordinati on of 104 quarterly ward committee meetings held by 30 June 2017	One meeting held in all 26 wards	One meeting held in all 26 wards	No ward meetings held in 26 wards in the Mid-term.	0525415180000	R80000.00	N/A	N/A	52 Meetings not held.	Ward committees inaugurated on 16 October 2016.	The target will be amended accordingly.
K5.CMS.08	Good Governance and Public Participation	Public Participation	All	Review and establish residential addresses in all the 26 Wards	Proof of all verified addresses	Number of wards with established and verified residential addresses by set date	Establishme nt of residential addresses in wards 2,3,6,10 by 30 June 2017	N/A	N/A	Consulted with the official of Post Office and assured us that the Post Office was responsible for that.	0525415180000	R100000.00	N/A	N/A	Verification and establishme nt of residential addresses not done in 12 wards.	Positive engagement with the Post Office.	Public Education on residential addresses will be jointly done with the post office in Quarters 1 & 2.

	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
							Verifying residential addresses in wards 2,3,6,10 by 30 June 2017	N/A	N/A								
K3.CMS.01	Local Economic Development	Public Participation	All	Administration and management of EPWP initiatives and grant fund	Signed contracts, Project progress reports, Payment schedule and proof of payment	Number of EPWP beneficiaries to contract by set date.	Contract 286 EPWP Beneficiaries by 30 June 2017	Drafting and adoption of beneficiary recruitment plan	Contracting and orientation of beneficiaries	Drafted and adopted the beneficiary recruitment plan. Beneficiaries contracted and orientated.	05 30 35 4980 059 ; 05 30 35 4691 001; 05 30 35 5521 000	R2 020 000.00	R1 031 468.00	N/A	None	N/A	N/A

DEPARTMENT: COPORATE SERVICES

UNIT: ADMINISTRATION SUPPORT AND PUBLIC AMENITIES

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT											
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM		REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2									
K1.IRS.20	Basic Service Delivery And Infrastructure	Human Settlement And Building Control	3, 8, 24, 26	Maintenance and Repairs of Madimong Community Halls (Ward 3), Mafube Community Hall (Ward 7), Zibi Mayor Community Hall (Ward 24) and Cedarville Town Hall (Ward 26) by 30 June 2017	TORs, Advertisements and appointment letter/s	Number of community halls maintained and repaired by set date	Facilitate the maintenance and repairs of 4 halls by 30 June 2017	N/A	Preparation of specifications for maintenance and repairs at the Community Halls in Wards 3, 7, 24. and 26 to the Bid specification Committee	Various maintenance and repairs done during July to December 2016. On 5 October 2016, the Infrastructure Services Department was requested to assist with the Bill of Quantities for the Specifications. The Terms of Reference (TOR) was submitted to the Bid Specification Committee (BSC) Meeting on 13 December 2016.	05 25 30 4610 000	R400,000.00	R535,937.71	N/A	Advertisement not placed.	Bill of Quantities still been drawn up.	Maintenance and Repairs will be deferred to Quarter 4 (four)	
													King for Queens Civils for repairs to Swimming Pool Pump	R2 9,700.00				
													Mncedisi Wesizwe Trading	R2 30,000.00				
													Whittle & Son	R6,587.64				

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT											
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM		REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2									
												Lulwa khuyo Construction paid erroneously for General Maintenance at Maluti Taxi Rank	R56,728.34					
												Amahlavule Holding	R83,510.86					
												Ralake Projects	R38,950.00					
												Pending Orders	R90,460.87					

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.21	Basic Service Delivery And Infrastructure	Human Settlement And Building Control	2,3,20	Maintenance and repairs of Zanovuyo Pre-school in Ward 3 by 30 June 2017	TORs, Advertisements and appointment letter/s	Number of pre-schools maintained by set date	Facilitate the maintenance of one pre-school by 30 June 2017	N/A	Preparation of specifications for maintenance and repairs at the Pre-school in Ward 3 to the bid specification committee	Various maintenance and repairs done during July to December 2016. On 5 October 2016, the Infrastructure Services Department was requested to assist with the Bill of Quantities for the Specifications. The Terms of Reference (TOR) was submitted to the Bid Specification Committee (BSC) Meeting on 13 December 2016.	05 25 30 4610 000	R400,000.00	R535,937.71	N/A	Advertisement not placed.	Bill of Quantities still been drawn up.	Maintenance and Repairs will be deferred to Quarter 4 (four)

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.22	Basic Service Delivery And Infrastructure	Human Settlement And Building Control	19, 20	Maintenance and repairs of Thandanani and North End Stadium	TORs, Advertisements and appointment letter/s	Number of sports fields maintained by the set date	Facilitate the maintenance of 2 sports fields by 30 June 2017	N/A	Preparation of specifications for maintenance and repairs at Ward 19 – North End Stadium and Ward 20 Thandanani stadium to the Bid specifications committee	Various maintenance and repairs done during July to December 2016. On 5 October 2016, the Infrastructure Services Department was requested to assist with the Bill of Quantities for the Specifications. The Terms of Reference (TOR) was submitted to the Bid Specification Committee (BSC) Meeting on 13 December 2016. Top soil distributed over North End Stadium to level the field and new grass planted. This was done in-house.	05 25 30 4610 000	R400,000.00	R535,937.71	N/A	Advertisement not placed.	Bill of Quantities still been drawn up.	Maintenance and Repairs will be deferred to Quarter 4 (four)

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
		Administration Support And Public Amenities	ALL	Palisade fencing of the Public Toilets at the Matatiele Taxi Rank	TORs, Advertisements and appointment letter/s	Palisade fence erected by set date	Completion of the Palisade fencing of the Public Toilets at the Matatiele Taxi Rank by 30/06/17	N/A	Preparation and submission of the specifications to the bid specifications committee	TOR presented to BSC on 29/8/16. Advert placed on 23/9/16 and bid closed on 30/9/16. Appointment letter issued to Lulwakhuyo Construction on 9/12/16 for the amount of R58,620.00.	05 25 30 4610 000	NIL	N/A	N/A	N/A	N/A	N/A
	Basic Service Delivery And Infrastructure	Administrative Support And Public Amenities	All	Routine maintenance and repairs of halls, pre-schools, public toilet and sports fields	Four (4) reports on the maintenance and repairs of public facilities	Number of facilities maintained and repaired quarterly	Routine maintenance and repairs of public facilities	Quarterly routine maintenance and repairs reports of halls, pre-schools, public toilet and sports fields	Quarterly routine maintenance and repairs reports of halls, pre-schools, public toilet and sports fields	Quarterly routine maintenance and repairs reports of halls, pre-schools, public toilet and sports fields were done	05 25 30 4630 000	R100,00	<div>R36,545.60</div> <div>LCB Whittle & Son</div> <div>R545.60</div> <div>Mahlez Construction for Maluti Taxi Rank Fencing</div> <div>R18,000.00</div> <div>Pending Order</div> <div>R18,000.00</div>	N/A	R36,545.60	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
	Basic Service Delivery And Infrastructure	Administrative Support And Public Amenities	All	Facilitate conclusion of agreement for provision of Swimming Pool management Services by King Edward High School (KEHS)	Service level agreement	Acceptance of the KEHS proposal by the Municipal Council	Finalisation of the partnership agreement for rendering of swimming management services by the KEHS by 30 June 2017	Holding of meeting with KEHS leadership and receipt of a proposal from KEHS	Presentation of the KEHS proposal to the Council and commencement of a consultative process with all relevant stakeholders.	Meeting held on 19 July 2016 with KEHS and powerpoint presentation/proposal received. KEHS have indicated that they will not be able to manage the swimming pool on their own and therefore withdrawing their proposal.	05 25 30 5170 000	NIL	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNE D BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K2.CRS.12	Municipal Institution Development And Transformation	Administration Support And Public Amenities	1,19,26	Facilitation of sitting of governance and oversight structures meetings	Advertisements/Public Notices,	Council meetings publicised within prescribed time frame	Publicizing of all Council Meetings at least 5 days before sitting of Council Meetings	All Council meetings are published 5 days before each Ordinary Council Meeting	All Council meetings are published 5 days before each Ordinary Council Meeting	The Council meeting of 29 July 2016 was published on 22 July 2016. The Council meeting of 18 August 2016 was advertised on 11 August 2016 in the Informer Newspaper and on 12 August 2016 in the Fever Newspaper. The meeting was then postponed to 24 August 2016 and this meeting advertised on 19 August 2016 in the Fever Newspaper. The Council meeting of 28 October 2016 was advertised on 21 October 2016 in the in the Fever Newspaper.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K2.CRS.13	Municipal Institution Development And	Administration Support And Public Amenities	1,19,26	Facilitation of sitting of governance and oversight structures meetings	Minutes, Calendar of Council and Committee Meetings	Minutes of each governance structure meeting produced within the	Production of Minutes of each governance structure meeting within 2 weeks after sitting	Production and submission of minutes to the Chairperson of the meeting within 2 weeks after each meeting	Production and submission of minutes to the Chairperson of the meeting within 2 weeks after each meeting	Production and submission of minutes to the Chairperson of the meeting within 2 weeks after each meeting was done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNE D BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
						prescribed time frame											
K2.CRS.14	Municipal Institution Development And	Administration Support And Public Amenities	1,19,26	Facilitation of sitting of governance and oversight structures meetings	Council Resolution list	Council resolutions produced within 2 weeks after each council meeting	Produce council Resolutions within two weeks of council meeting	Production of Council resolutions and submission of the Council Resolutions to the Speaker within 2 weeks of the Council sitting.	Production and submission of Council resolutions to the Speaker 2 weeks after each meeting	Production and submission of Council resolutions to the Speaker 2 weeks after each meeting was done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K2.CRS.38	Municipal Institution Development And Transformation	Administration Support And Public Amenities	1,19,26	Facilitation of sitting of governance and oversight structures meetings	Attendance registers and Report	Number of reports produced on Monitoring of Scheduled Sitting of governance meetings by set date	Produce 4 report on Monitoring of Scheduled Sitting of governance meetings by 30 June 2017	Production of 1 report on sitting of meetings in each month for the management team meetings	Production of 1 report on sitting of meetings in each month for the management team meetings	Production of 1 report on sitting of meetings in each month for the management team meetings was done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K2.CRS.15	Municipal Institution Development And Transformation	Administration Support And Public Amenities	1,19,26	Monthly Management Team Meetings (MTM)	Minutes, attendance registers, calendar of Council and Committee Meetings	Number of notices issued on MTM	Issuing of 12 notices of the Management Team Meeting regarding scheduled meetings	Issuing of management team meeting notice 1 week before the scheduled meeting	Issuing of management team meeting notice 1 week before the scheduled meeting	Issuing of management team meeting notice 1 week before the scheduled meeting was done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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								Q1	Q2								
K2.CRS.15	Municipal Institution Development And Transformation	Administration Support And Public	1,19,26	Monthly Management Team Meetings (MTM)	Minutes, attendance registers, calendar of Council and Committee Meetings	Number Of agenda issued by set date	Issuing of 12 notices of the Management Team Meeting regarding scheduled meetings	Issuing of management team meeting notice 1 week before the scheduled meeting	Issuing of management team meeting notice 1 week before the scheduled meeting	Issuing of 3 MTM agenda 24 hours before the scheduled meeting was done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K2.CRS.17	Municipal Institution Development And Transformation	Administration Support And Public Amenities	1,19,26	Monthly Management Team Meetings (MTM)	Minutes, attendance registers, calendar of Council and Committee Meetings	Number of MTM minutes produced	Recording and production of 12 MTM Minutes in 2016/17 financial year	Production and submission of MTM minutes to the Chairperson of the meeting	Production and submission of MTM minutes to the Chairperson of the meeting	Production and submission of MTM minutes to the Chairperson of the meeting was done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K2.CRS.18	Municipal Institution Development And Transformation	Administration Support And Public Amenities	1,19,20,26	Facilitation of appointment of a Safety and Security Services provider	Appointment Letter and service level agreement	Service provider appointed by set date	Facilitation of appointment of a Safety and Security Services provider on key municipal premises by 30 June 2017.	Preparation of specifications for provision of Safety and Security Services.	Advertisement of the bid for provision of safety and security services	TOR drawn up and presented to BSC on 19 July 2016. Advertisement for Security Services placed on 19 August 2016 in the Daily Dispatch and EG Fever. A compulsory briefing meeting was held on 26 August 2016 and the closing date was 29 September 2016. Awaiting finalization of SCM Processes.	05 25 30 4910 000	N/A	N/A	N/A	N/A	N/A	N/A

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								Q1	Q2								
K2.CRS.23	Municipal Institution Development And Transformation	Administration Support And Public Amenities	1,19,20,26	Monitoring of provision of Safety and Security services	Minutes of meetings with the Service Provider and monthly Reports of the service provider	Number of Monthly reports on the monitoring of provision of security services on key municipal premises	Four (4) meetings and Twelve (12) monthly reports on the Monitoring of the provision security services on key municipal premises by 30 June 2017	Holding of 1 quarterly meeting and compilation of 3 reports by the service provider by 30/09/16	Holding of 1 quarterly meeting and compilation of 3 reports by the service provider by 31/12/16	Quarterly meetings were held on 27 September and 2 December and 6 reports by the service provider by received by 31/12/16	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K2.CRS.22	Municipal Institution Development And Transformation	Administration Support And Public Amenities	1,19,26	Monitoring of Library, Museum and Auxiliary Services	12 reports and 4 meetings	Number of meetings held by set date	4 quarterly meetings on: Library, Museum and Auxiliary Services (Cleaning Services and Messenger/Driver Services) 30 June 2017	1 quarterly meeting on: Library, Museum, Cleaning Services and Messenger/Driver Services by 30/09/16	1 quarterly meeting on: Library, Museum, Cleaning Services and Messenger/Driver Services by 31/12/16	2 quarterly reports on: Library, Museum, Cleaning Services and Messenger/Driver Services received and Minutes of meetings held on 29 September and 2 December 2016 available.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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								Q1	Q2								
K2.CRS.21	Municipal Institution Development And Transformation	Administration Support And Public Amenities	1,19,20,26	Purchase of protective clothing	Appointment Letter	Number of staff provided with protective clothing by set date	To provide staff with necessary protective uniform by 30 June 2017	Preparation of specifications and advertisement for Protective Clothing	Advertisement of the bid and appointment of the service provider	Specifications/TORs drawn up and presented to BSC on 29 August 2016. One Price issued with order (number 26605) to supply 37 Fleece Jackets for the amount of R15,540.00. Advertisement for Protective Clothing was advertised on 23 September 2016 and closed on 4 October 2016. Appointment letter issued to Ndimeni Training & Development Services on 9/12/16 for the amount of R103,000.00.	05 25 30 5521 000	NIL	N/A	N/A	N/A	N/A	N/A

UNIT: HUMAN RESOURCES MANAGEMENT

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K2.CRS.01	Municipal Institutional Transformation And Development	Human Resource Management	N/A	Development of staff Establishment	Reviewed staff establishment Council resolution on adoption of the reviewed staff establishment	Approved staff Establishment by set date	Approval of a Staff Establishment by 30 June 2017	N/A	N/A	Thirty six (36) positions (with warm bodies) have been Identified as displaced in terms of the organogram adopted in May 2016. A placement process was presented to Management on 13/09 and the committee was established in October 2016. The committee met on 28 Nov 2016, and made recommendations for the thirty five positions that were needed to be placed.	Operational	N/A	N/A	N/A	N/A	N/A	N/A

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								Q1	Q2								
K2.CRS.02	Institutional Transformation And Development	Human Resource Management	N/A	Filling of budgeted and approved vacant posts	Advertisements and appointment letters	Number of identified and approved vacant posts to be filled by 30 June 2017	Filling of 100 budgeted and approved vacant post (2016/17) by 30 June 2017	conducting a recruitment process for a specified number of identified and approved vacant posts	conducting a recruitment process for a specified number of identified and approved vacant posts	A total of 82 positions were filled between 07 Jul & 30 Dec 2016. This number is comprised of 40 (includes temporary staff) positions filled in Q1 and 42 positions filled in Q2. Eight (08) advertisements were done, approved and placed, where a total of sixty eight (68) positions were advertised during Q1 and Q2 of the current FY. Recruitment activities were facilitated, in respect of the said adverts and were placed as follows: <i>1st – 18 to 25 Aug;</i> <i>2nd - 19 to 02 Sep;</i> <i>3rd – 06 to 23/09;</i> <i>4th - 26 Sep to 14 Oct;</i> <i>5th -11 to 18 &</i>	Operational	Operational	N/A	N/A	N/A	N/A	N/A

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IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K2.CRS.03	Transformation And Development	Resource Management	N/A	Training of employees and Members of Council	Training attendance registers and certificate of competency	Number of training programs to be rolled out by 30 June 2017	Twenty (20) training programs to be rolled out by 30 June 2017	three (3) Training Programs to be implemented	Five (5) Training Programs to be implemented	The following ten (10) training interventions were coordinated in Q1 & Q2 and 67 Officials and 40 Councillors benefited. - 04 - General Conditions of Contracts (GCC) 3 rd Edition(16-18/08/16) - 02 - Fleet management (15 - 16/08/16) - 02 - Employment Equity Workshop (30/08/16) - 05 - Information Technology Infrastructure Library (ITIL) (31/08 – 02/09/16) - 04 - Mid-year Tax submission (28/09/16) - 03 - Project Management	05 2535 5470 000	R366 667.00	R590 603	N/A	N/A	N/A	N/A

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IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
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								Q1	Q2								
K2.CRS.04	Municipal Institutional Transformation And	Human Resource Management	N/A	Provision of financial study assistance for approved study programs	Approved application for financial study assistance Proof of payment	financial study assistance for approved study programs provided by set date	Provision of financial study assistance for approved study programs by 30 June 2017	Consideration of application for financial study assistance and payment thereof upon approval	N/A	There was a total of nine (09) employees with Study grant as at Dec 2016 (Comprised of 01 from 2015 & 8 from 2016).	05 2535 5470 000	R50 000.00		N/A	N/A	N/A	N/A
K2.CRS.05	Municipal Institutional Transformation And Development	Human Resource Management	N/A	Preparation and submission of the Work Place Skills Plan to LGSETA	Approved WSP and minutes of the Training Committee	Approved WSP by set date	Approval of WSP and Submission to Local Government SETA by 30 April 2017.	Distribution and filling of skills Audit forms	Distribution and filling of skills Audit forms	Distributed to the five new managers & 61 Cllrs during the quarter. A total of 34 skills audit forms were received from four of the five managers, one official and twenty nine Cllrs	Operational	Operational	N/A	N/A	N/A	N/A	N/A

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								Q1	Q2								
K5.CRS.01	Good Governance And Public Participation	Human Resource Management	N/A	Compilation and Submission of Employment Equity Report to Department of Labour (DoL)	EE Report	Report submitted by 15 January 2017	Employment Equity Report submitted By 15 January 2017	N/A	Preparation of EEP report and consultation	EE Committee established, and adopted by the Council on 28/10/16. EE report prepared and submitted on 14 Dec 2016. Project completed.	Operational	Operational	N/A	N/A	N/A	N/A	N/A

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								Q1	Q2								
K5.CRS.02	Good Governance And Public Participation	Human Resource Management	N/A	Conducting of amended HR policies workshops	Workshop Attendance Register	Number of municipal departments that received workshops on HR Policies by set date	Workshop six (6) municipal departments on HR policies by 30 June 2017	(2) Two Municipal Departments will receive workshop on HR Policies	N/A	Coordinated policy roll out workshops to six (06) departments on 25, 26, 30 & 31 Aug; 19 & 20 and 27 & 28 Sep; 19 2016. Employees were grouped into groups of thirty, and a total of 158 employees attended the policy – roll out workshops held, respectively. 70 policy (34 HR & related policies) booklets printed and delivered as at 30/10/2016. A request was made & purchase order for printing another set of 100 policy (34 HR & related policies) booklets was issued (8/12/16), pending delivery as at 30 Dec 2016.	05 2535 5180 000	R10 000.00	R7 000	N/A	N/A	N/A	N/A

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IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
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								Q1	Q2								
K5.CRS.02	Good Governance And Public Participation	Human Resource Management	N/A	Conducting Workshops on labour relation issues (awareness workshops on labour relation legislation, collective agreements and decided labour law cases	Attendance Registers	Number of municipal departments that received workshops on Labour Relations Issues by set date	Workshop six (6) municipal departments on labour relations issues done by 30 June 2017	One (1) Municipal Departments will receive workshop on Labour Relation Issues	One (1) Municipal Department will receive workshop on Labour Relation Issues	Main Collective Agreement, EC Consolidated conditions of services & Labour Relations Policy were presented at the policy roll out workshops held on 25, 26, 30 & 31 Aug; 19 & 20 and 27 & 28 Sep to the employees from all six departments. Employees were grouped into groups of thirty, and a total of 158 employees attended the policy – roll out workshops held, respectively. More and above, one employee newsletter was developed and circulated during Q2.	05 2535 5180000	R 10 000.00		N/A	N/A	N/A	N/A

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								Q1	Q2								
K4.CRS.01	Financial Management And Viability	Human Resource Management	N/A	Payroll input administrati on	Monthly payroll input register	Number of monthly payroll input submissions by set date	Twelve (12) monthly payroll input submissions to the BTO by 30 June 2017	Three (3) Payroll input submission to BTO by 30 September 2016	Three (3) Payroll input submission to BTO by 31 December 2016	Six (06) Payroll input submissions were done to BTO from July to Dec 2016. Payroll procedure manual developed and presented to Management at its meeting held on 13 Sep 2016, and adopted by the Council on 28 Oct 2016.	Operatio nal	Operati onal	N/A	N/A	N/A	N/A	N/A

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								Q1	Q2								
K4.CRS.02	FINANCIAL MANAGEMENT AND VIABILITY	HUMAN RESOURCE MANAGEMENT	N/A	Leave administration	Monthly leave report	Number of leave management reports by set date	Twelve (12) Monthly leave management reports by 30 June 2017	Three (3) monthly leave management reports by 30 September 2016	Three (3) monthly leave management reports by 31 December 2016	Six (06) monthly leave management reports were done from July to Dec 2016. Leave provision for the year 2015/16 was prepared and forwarded to B & T in preparation for the financial statements. One leave reconciliation for Q1 was done and circulated to all employees during Q2.	Operational	Operational	NIL	NIL	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
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								Q1	Q2								
K2.CRS.06	Municipal Institutional Transformation And Development	Human Resource Management	N/A	Staff excellence recognition awards (Khanya Naledi Day)	List of Councillors, Traditional Leaders and Employees identified for receiving awards	Staff excellence recognition awards ceremony by set date	Host staff excellence recognition awards ceremony by 31 December 2016	Preparation for the ceremony	Staging of the recognition awards ceremony	Action Plan was developed by Q1. Staff excellence awards held on 09 December 2016. Awards/recognition was categorized into 11 categories; namely: <ul style="list-style-type: none">○ Long service awards○ Retirees○ Fallen Stars○ Interns○ Sectional awards○ Departmental awards○ Performing Unit○ Bravery award○ MM's Prestigious award○ Mayoral award○ Best dressed (4 men)	05 2535 5306 000	R500 000.00	R 363, 277.07	N/A	N/A	N/A	N/A

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IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
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								Q1	Q2								
K2.CRS.07	Municipal Institutional Transformation And Development	Human Resource Management	N/A	Conducting of employee wellness programs	Attendance register, memo informing all the relevant departments	Number of safety and wellness programs rolled out by set date	Four (4) educational awareness sessions on safety and wellness for employees by 30 June 2017.	one educational awareness session on safety and wellness for employees	one educational awareness session on safety and wellness for employees	Two educational awareness sessions were held as follows: <u>First</u> awareness session was on Cultural Diversity, which was successfully held on 23 Sep 2016, at the Town Hall. <u>Second</u> awareness was HIV& AIDS; 16 Days of activities; and Cancer. The awareness was conducted in partnership with the Dept. of Health, for employees in both Matatiele and Cedarville towns on 07 Dec 2016.	Operational	Operational	NIL	NIL	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
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								Q1	Q2								
K2.CRS.08	Municipal Institutional Transformation And Development	Human Resource Management		Monitoring of Employee Health and Safety issues	Minutes of OHS Committee	Number OHS Committee meetings by set date	four (4) OHS Committee meetings by 30 June 2017	one (1) OHS Committee meeting	one (1) OHS Committee meeting	OHS Committee was established and 13 officials were appointed to serve in the Committee. Two OHS Committee meetings were held, 21 Sep 2016, and 25 Nov 2016, respectively.	Operational	Operational	NIL	NIL	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K2.CRS.09	Municipal Institutional Transformation And Development	Human Resource Management	N/A	Conduct OHS and wellness day events	Attendance registers and medical tests results report	Number of wellness program events conducted by set date	Conduct two (2) wellness programs events by 30 June 2017	To conduct employee medical screening for infrastructure services (electricity unit)	Conduct one wellness day programs	Medical screening was conducted in July. Medical Screening certificates were received from the service provider in Aug 2016. One (1) wellness day was held on 07 October 2016 and Arrangement for employees. More and above, arrangements were made for twenty municipal players to attend and represented MLM at 2016 SAIMSA games held at Mafikeng from 23 Sep to 01 Oct 2016. And on 18 Nov 2016, municipal employees were invited and attended games with Greater Kokstad	05 2535 5306 000	R 250 000.00	R363 434.93	NIL	N/A	N/A	N/A

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IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K2.CRS.10	Municipal Institutional Transformation And Development	Human Resource Management	N/A	Signing of Performance Plans for Task Grade 14 –07 Employees	Signed Plans	Signed performance plans for Task Grade 14-07 employees by set date	Signing of Performance Plans for Task Grade 14-07 employees by March 2017	Signed Performance Plans for Task Grade 14-07 employees by 30 September 2016	Signed Performance Plans for Task Grade 14-07 employees by 31 December 2016	A total of 103 <i>(out of 169)</i> employees on TG 14 – 07 have signed and submitted 2016/2017 performance plans as at 30 November 2016.	N/A.	N/A	N/A	N/A	A total of 66 officials were without signed performance plans as at end of Q2. 9 employees are on suspension; 40 employees have not signed the plans; 17 positions were vacant during Q1 & Q2.	The total of 169 employees includes 66 positions that has not yet signed and submitted performance plans. The number 66 is made up of 40 not yet concluded performance plans; 9 on suspension and 17 positions <i>(on task grade 14-07)</i> that were vacant between July & 30 Nov, <i>(i.e. 13 positions became vacant during Q1 & Q2, and 4 positions to be filled for the 1st</i>	Escalated the matter to the management team members and Municipal Manager for intervention.

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IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K2.CRS.11	Municipal Institutional Transformation And Development	Human Resource Management	N/A	Quarterly performance Review for Task Grade 14 – 07 Employees	Signed Quarterly Performance Reviews	Number of quarterly performance reviews	Quarterly performance reviews for Task Grade 14-07 employees by 30 June 2017	Quarterly performance reviews for Task Grade 14-07 employees	Quarterly performance reviews for Task Grade 14-07 employees	No panel was established for Q1 reviews, but Each unit was requested to conduct Q1 reviews. 22 Officials concluded and submitted their Q1 performance assessment reports, reviewed by their Superiors as at 20 Dec 2016.	N/A.	N/A	N/A.	N/A	22 officials <i>(out of 103)</i> with performance plans that submitted their performance reports.	Non – submission of the performance plans and report by the individual employees.	Q1 & Q2 reviews for the employees with performance plans to be scheduled and conducted in Q3.

UNIT: INFORMATION COMMUNICATION AND TECHNOLOGY

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.CRS.04	Good Governance and Public Participation	Information and Communication Technology	N/A	Implementation of Municipal Corporate Governance of ICT Policy Framework: Phase 2	Drafts of all documents Agenda and attendance registers and Council resolution	Number of approved ICT governance framework by 30 June 2017	To have four (4) ICT Governance Policy Framework documents adopted by 30 June 2017	Preparing drafts four (4) ICT Governance Policy Framework documents	Stakeholder Consultation four (4) ICT Governance Policy Framework documents	The drafts are developed, Consultation never happened as scheduled in December	N/A	N/A	N/A	N/A	The consultation never happened as it was difficult to have a meeting	Members of Councilors hijacked the planned venue right there and then, it was difficult to have a meeting	Q3 To hold departmental consultations in by January 31, 2017
K5.CRS.05	Good Governance and Public Participation	Information and Communication Technology		Review of File Plan, Registry, records and archive policy	Drafts of all documents Agenda and attendance registers and Council resolution	Number of approved policies by 30 June 2017	Review of File Plan, Registry, records and archive policy and adoption thereof by 30 June 2017	N/A	Departmental consultation	Departmental Consultation was done on the week of 17-21 October 2016.	Operational	N/A	N/A	N/A	N/A	N/A	N/A
K5.CRS.06	Good Governance and Public	Information and Communication	N/A	Facilitating sitting of ICT Steering Committee	Attendance registers Signed minutes of the	4 Steering Committee meetings by 30 June 2017	To have 4 ICT Steering Committee sitting according to schedule by 30 June 2017	Hold one ICT Steering meeting as per calendar of meetings	N/A	Held one (1) ICT Steering Committee Meeting on 13 October 2016 instead of	N/A	N/A	N/A	N/A	Unavailability of members	Unavailability of members as per the schedule	Q3 To have two ICT Steering Committee Meetings

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
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								Q1	Q2								
					meeting					two(2)							
K2.CRS.24	Municipal Institution Development And Transformation	Information And Communication Technology	N/A	Maintaining installation of Virtual Private Network (VPN) client to all Municipal laptops	Signed installation register System log report detailing users that can connect through VPN client	Number of laptops configured to connect to municipal VPN through VPN Client	To have VPN client installed to 72 municipal laptops by 30 June 2017	Quarterly report of newly connected users	Quarterly report of newly connected users	All eleven (11) newly bought laptops were configured to connect with VPN	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K2.CRS.27	Municipal Institution Development And Transformation	Information And Communication Technology	N/A	Establishment of Municipal Intranet and extranet service	ToR for Intranet and Extranet Advertisement for the bid Appointment letter of the Implementer Prototypes of	Establishment of intranet and extranet by set date	Establishment of Municipal Intranet and extranet service by 30 June 2017	N/A	N/A	Held a consultative meeting with Service Provider, The service provider submitted MOU in December 2016	802540 5750 004	N/A	N/A	N/A	Cost benefit and benefiting on the Technology to Safe money	Dimension Data promised to pilot test with MLM by developing a solution similar to Extranet / Intranet as such this project was put to hold. The MOU was received in	Q3 Preparation and presentation of ToRs to BSC and advertisement of the Bid by 31 March 2017 Q4 Appointment of the Service Provider and

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
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								Q1	Q2								
					intranet and extranet Attendance register for workshop on intranet and extranet											December , however, the pilot test is more expensive than the planned project	implementation of intranet / extranet
	Municipal Institutional Transformation And Development	Information And Communication Technology	N/A	Upgrading Of Veeam Replication Software To Enterprise	Proof of purchase System logs showing upgraded backup software	Upgraded backup software by set date	To have an upgraded backup software by 31 March 2017	Formulation of specification of upgraded backup software	Installation and configuration of upgraded backup software	Consultation on installing and configuring Veam software	802540 5750 004	R 150 000.00	N/A	N/A	The budget is not sufficient	Upon consultation , it was recommended that UPS and Storage are procured for a more rigid offsite backup – budget not enough	Q3 Preparation and presentation of ToRs to BSC and advertisement of the Bid by 31 March 2017 Q4 Appointment of Service Provider, Installation, configuration and implementation of offsite backup

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
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								Q1	Q2								
K2.CRS.28	Municipal Institutional Transformation And Development	Information And Communication Technology	N/A	Installation of optical Fibre Link between Civic Centre Offices and Public Safety Offices	ToRs Advertisement of the bid Appointment letter of the implementer Close-out report	Traffic Offices connected to ICT Infrastructure through optical underground Fibre cable by set date	To have Traffic Offices connected to ICT Infrastructure through optical underground Fibre cable by 30 June 2017	Preparation of ToRs, and presentation to BSC	Advertisement of the bid	The bid has gone through BAC, awaiting appointment.	802540 5750 004	N/A	N/A	N/A	N/A	N/A	N/A
K2.CRS.29	Municipal Institutional Transformation And Development	Information And Communication Technology	N/A	Provision of Surveillance Cameras in all Municipal properties	ToR for surveillance Camera storage ToR for Surveillance Cameras in 102 Main Street ToR for outdoor camera at Substations Systems logs showing Connectivity	Surveillance Cameras and surveillance data storage in the server room provided by set date	To have functional Surveillance Cameras and reliable surveillance data storage in the server room by 30 June 2017	Preparation of ToR Presentation of ToRs to the BSC	N/A	The ToR were presented in BSC, the BSC recommend extension of Scope due to a similar project of Security Extension of scope now required more funds Project came to a halt due to limited budget	802540 5750 004	N/A	N/A	N/A	Insufficient budgeting to implement the project,	The project have to be done in phases over three years	Q3 Preparation and Presentation of the phase 1 ToRs to BSC and advertising of the Bid by 31 March 2017 Q4 Supply, install and configure Surveillance Cameras as well as the Storage at 102 Mani Street

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
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								Q1	Q2								
					ons and configurations of Surveillance Cameras to central storage												
K2.CRS.30	Municipal Institutional Transformation And Development	Information And Communication Technology	N/A	Establishment of full functional helpdesk through Service Manager System	ToRs for Service Manager configurations Advertisement of the Bid Monthly reports	Functional help desk Service by set date	To maintain a fully functional help desk through Service Manager System by 30 June 2017	Preparation of ToR Presentation of ToR to BSC Advertisement of bid Presentation of detailed monthly ICT incident reports	Appointment of Service Provider and configuration of Service Manager System	The Service Provider has been appointed, The Service Provider has started with configurations	N/A	N/A	N/A	N/A	The project is delayed but progressive	The project delayed due to virtual server at BTO went down due to electricity	Q3 Integration of Service Manager System to Revenue Management System (Netvendor)
K2.CRS.31	Municipal Institutional Transformation And Development	Information And Communication Technology	N/A	Conducting monthly firewall and domain controller audit log	Monthly Firewall and domain controller audit logs	Number of monthly on review of Firewall and domain controller audit logs by set date	12 Monthly reports on review of Firewall and domain controller audit logs by 30 June 2017	Presentation of detailed 3 monthly reports on review of Firewall and domain controller audit logs incident	Presentation of detailed 3 monthly reports on review of Firewall and domain controller audit logs incident	The firewall reviews have been done (6 firewall review reports)	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
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								Q1	Q2								
	Municipal Institutional Information And		N/A	Implementation of file plan	Monthly reports	3 Monthly report on adherence to file plan	3 Monthly report on adherence to file plan	Presentation of adherence to file plan	Presentation of adherence to file plan		N/A	NIL					
K2.CRS.32	Municipal Institutional Transformation And Development	Information And Communication Technology		Development of workflows within Data Stor	Proof of upgraded Software Workflow prototype Attendance register for workshop	Configured Data Stor and number of workflows within data stor by set date	To upgrade Data Stor version and configure three (3) workflows by 30 June 2017	N/A	N/A	There was a consultation with Service Provider on 12 August and subsequently on 28 September 2016	05 2540 51900 000	R65 000.00	N/A	N/A	The Upgrade of DataStor is not done	That DataStor shall only be upgraded upon to accommodate new file plan. Old file indexing may be different from th	Q3 To have file plan approved, and then Q4 Upgrade DataStor and develop document sharing workflows within DataStor
K2.CRS.33	Municipal Institutional Transformation	Information And Communication Technology	Good governance and public	provision of Mobile phones and Data Cards	Proof of advertisement Proof of appointment Proof lines migration Signed SLA	Provide Cellular phones and mobile Data Cards provided to municipal officials by set date	To provide contracted cellular phones and mobile Data Cards for municipal officials by 31 December 2017	Advertisement of the bid, appointment of implementer, detailed report on usage of cellular phones and mobile data cards	Migration / non migration of all lines to new contract, detailed report on usage of cellular phones and mobile data cards	The service provider has been appointed and the cellular phones have been provided to municipal officials by 22 December 2016	05 2540 4910 000	R 650 000.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
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								Q1	Q2								
K2.CRS.34	Municipal Institutional Transformation	Information And Communication		Continued provision of telephone system	Copy of SLA Proof of payments	Number of reports on provision of telephone access and management by set date	To provide 12 reports on provision of telephone access and management to members of staff by 30 June 2017	Presentation of 3 detailed reports on access and usage of telephones lines	Presentation of 3 detailed reports on access and usage of telephones lines	The 6 monthly	05 2540 5520 000	R262 500.00	N/A	N/A	N/A	N/A	N/A
K2.CRS.35	Municipal Institutional Transformation	Information And Communication Technology	Good governance and public participation	Provision of laptops to members of council	ToRs Appointment letter Signed acceptance of laptop form by members of council	Number of laptops provided to member of council by set date	To provide 61 laptops to members of council by 30 September 2016	Prepare ToRs, Advertise the bid, Appoint Service Provider, Configure laptops, Handover laptops to members of council	3 monthly reports and payments for for laptops	The Service Provider was appointed and laptops delivered and handed to Members of Council	05 2540 4910 000	R 200 000.00	N/A	N/A	N/A	N/A	N/A
K2.CRS.37	Municipal Institution Development And Transformation	Information And Communication Technology	Good governance and public participation	Facilitation of website hosting services	Monthly reports on website availability Proof of payment for hosting website services	Number of monthly report on provision and monitoring of website availability by set date	To provide 12 monthly reports on provision and monitoring of website availability by 30 June 2017	Presentation of 3 monthly reports on detailed audit logs to ensure municipal website availability	Presentation of 3 monthly reports on detailed audit logs to ensure municipal website availability	The municipality website has been available for 100% of the time, (6 detailed monthly reports)	05 2540 4910 000	R 60 000.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
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								Q1	Q2								
K2.CRS.25	Municipal Institution Development And	Information And Communication Technology	N/A	Maintenance of VPN connection to all other municipal sites	Contract SLA Proof of payments	Continued provision VPN computer network throughout all municipal office	To provide 12 monthly reports on VPN computer network to all office by 30 June 2017	Presentation of 3 Detailed reports on VPN computer network availability to municipal sites	Presentation of 3 Detailed reports on VPN computer network availability to municipal sites	The Municipality VPN connection detailed report	05 2540 4910 000	R144 000.00	N/A	N/A	N/A	N/A	N/A
K5.CRS.07	Good governance and public participation	Information and Communication Technology	Good governance and public participation	Submission of invoices within three (3) days of receipt	Monthly report Copy of submitted invoices	Prompt processing of invoices within 30 days	To provide 12 monthly reports on submission of all invoices within three (3) days upon date of receipt by 30 June 2017	Presentation of 3 monthly reports on submission of Invoices	Presentation of 3 monthly reports on submission of Invoices	6 monthly reports based on invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K2.CRS.36	Municipal Institution Development And Transformation	Information And Communication Technology	Good governance and public	Facilitation on ICT Skills	Quarterly report Training attendance register Training competency certificate	Number of ICT training programs offered by set date	To have ICT personnel trained on 3 ICT training programs by 30 June 2017	N/A	To have (1) ICT training program rolled out	ICT personnel attended one program was rolled out on 28-31 August 2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING

UNIT: LOCAL ECONOMIC DEVELOPMENT

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	Ward	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMAMCE AT THE END OF MID-TERM	VOTE NUMBERS	PLANNED BUGET BY MID YEAR	ACTUAL EXPENDITURE AS THE END OF MID TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORREVTIVE MEASURE
								Q1	Q2								
K3.EDP.01	Local Economic Development	Led -Tourism	ALL WARDS	Destination Marketing	New Tourism Brochure	Reviewed Tourism brochure by set date	Review and re design of tourism brochure by 30 June 2017	Development Specification and advertising	Review and re design of tourism brochure by 30 June 2017	Specificatio n was developed ,and advert to appoint a service provider issued	0501355400000	R 100 000.00	N/A	N/A	Service provider appointed	There was a delay in issuing out an advert to appoint the service provider	Service provider to be appointed in the third quarter
K3.EDP.02	Local Economic Development	Led - Tourism	ALL WARDS	Music Festival (ECPTB & MDTP)	Close out report, service level agreements,	Music Festival held by set date	Host the 6 th Matatiele Music Festival by 31 December 2016	Development Specifications, advertising and appointment of services providers	Marketing and procurement of services Matat Music Festival hosted.	Marketing and procureme nt of services done by the service provider Matat Music Festival hosted with success on the 17 th December 2016	0501353480081	R 2. 4000 000.00	R 2 521 653.30	R 817 924.26	N/A	N/A	N/A
K3.EDP.03	Local Economic Development	Led- Tourism	ALL WARDS	Tourism Month events (Tourism month celebration, Mehlooding heritage and Ced-Matat heritage	Reports, pictures, invoices	Number of events held by set date	To host tourism month celebration, Mehlooding heritage, Ced-Matat heritage race and Matat Fees events by 30 September 2016	Development Specifications, advertising, appointment of services providers and hosting of Tourism Month celebration	N/A	Tourism month events were hosted in quarter 1	0501355400000	R 440 000.00	R440 000.00	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	Ward	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMAN CE AT THE END OF MID-TERM	VOTE NUMBERS	PLANNED BUGET BY MID YEAR	ACTUAL EXPENDI TURE AS THE END OF MID TERM	REVENUE GAINED AT MID-TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATIO N	CORREVT IVE MEASURE
								Q1	Q2								
				race)				To host four (4) PSC meetings and host Mehlooding heritage event.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								To host four (4) PSC meetings and host Ced-Matat Heritage race.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
								To host four (4) PSC meetings and host Matat Fees.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K3.EDP.04	Local Economic Development	Led- Tourism	ALL	Support for tourism product owners/ Tourism Indaba	Invoices, reports and pictures	Number of Tourism product owners marketing in the event	Support two Tourism product owners to showcase products at the Tourism Indaba by 30 June 2017	N/A	N/A	N/A	05013551800000	R100000.00	N/A	N/A	N/A	N/A	N/A
K3.EDP.05	Local Economic Development	Led- Tourism	ALL	Local tourism Organization	Minutes of meetings, reports	Number of meetings held by set date	To host four quarterly meetings for Tourism Development and destination marketing of Matatiele by 30 June 2017	To host a quarterly meeting for Tourism Development and destination marketing of Matatiele	To host a quarterly meeting for Tourism Development and destination marketing of Matatiele	A quarterly meeting for Tourism Development and destination marketing of Matatiele was hosted on the 14 th December 2016	0501355400000	R20000.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	Ward	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMAM NCE AT THE END OF MID-TERM	VOTE NUMBERS	PLANNED BUGET BY MID YEAR	ACTUAL EXPENDI TURE AS THE END OF MID TERM	REVENUE GAINED AT MID-TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATIO N	CORREVT IVE MEASURE
								Q1	Q2								
K3.EDP.06	Local Economic Development	Led -SMME Support	ALL WARDS	SMME Support/S kills Developm ent	Attendance Register, Modules/ study Guide	Number of Cooperati ves trained by June 2017	To train 40 SMMEs and Co-operatives by 30 June 2017	10 Cooperatives trained in Financial Management	15 Cooperatives trained in Business Management	10 Cooperative s were trained in Financial Managemen t in quarter 1 and 15 Cooperative s were trained in Business Managemen t in quarter 2	05013554 00000	R 350 000.00	Nil	N/A	N/A	N/A	N/A
K3.EDP.07	Local Economic Development	Led - SMME Support	ALL WARDS	SMME/C OOP Enterprise Funding Support	Attendance Registers Monthly reports Proof of Payments	Funding support done to SMMEs and Cooperati ves by set date	Funding support to eight local SMMEs and Cooperatives done by 30 June 2017	Advert for proposals issued	Evaluation of the bid for SMMEs and Cooperatives done	Advert calling for proposals to SMMEs and Cooperative s issued	05013554 00000	R300 000.00	Nil	N/A	Short listing of Cooperativ es, SMMEs applicatio ns and funding of 4 cooperativ es	It was readvetise d due to non-qualificati on of applicants	Shortlistin g of Cooperati ves to be done in the third quarter
K3.EDP.08	Local Economic Development	Led -Smme	ALL WARDS	Processing of Business licenses	Signed application forms, Signed letters of acknowledg ement	% Issued licenses within the turnaroun d time	Issue 100% of business licenses within 21 days	100% business licenses issued within 21 days	100% business licenses issued within 21 days	One business license was processed in November 2016	N/A	Nil	Nil	N/A	N/A	N/A	N/A
K3.EDP.09	Local Economic Development	Led - Agriculture	ALL WARDS	Constructi on of Matatiele Poultry Abattoir	Attendance register, Photos	Plans develop ed by set date	Feasibility study & Development of business plans of	Feasibility study.	Business plan development	Feasibility study and a Business plan has been developed	80013557 51060	R2 800.000.0 0		N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	Ward	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMAN CE AT THE END OF MID-TERM	VOTE NUMBERS	PLANNED BUGET BY MID YEAR	ACTUAL EXPENDI TURE AS THE END OF MID TERM	REVENUE GAINED AT MID-TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATIO N	CORREVT IVE MEASURE
								Q1	Q2								
							poultry abattoir by 30 June 2017			by Lima							
K3.EDP.10	Local Economic Development	Led- Forestry	ALL WARD	Support four communal Forestry Cooperatives	Attendance Register Proof of payment	Four Forestry enterprises/ Co-operatives funded by set date	Four Forestry enterprises/ Co-operatives funded d by 30 by June 2017	Advert issued	Evaluation of forestry Cooperatives applications	Advert issued calling for proposals issued	0501355400000	R 150 000.00	Nil	N/A	Short listing of forestry Cooperatives applications	The tender was non responsive and had to be re-advertised	Evaluation of the bid for forestry cooperatives to be done in the third quarter
K5.EDP.11	Good Governance And Public	Led: Pound Management	ALL WARDS	5.84. Awareness campaigns on animal and stock control	Attendance registers.	Number of programmes conducted by set date	Conduct 8 awareness programmes on animal & stock control by 30 June 2017	2 campaigns in ward 1 and 2	2 campaigns in ward 19 and 20	4 campaigns in ward 1,2 ,19 and 20 done	05013551800000	R3000.00	Nil	N/A	N/A	N/A	N/A
K5.EDP.12	GOOD GOVERNANCE AND PUBLIC	LED: POUND MANAGEMENT	ALL WARD	Pound management Policy	Council support	Adopted policy by set date	Development of pound management policy by 30 January 2017	Consultation of stakeholders	Drafting and adoption of the policy	Consultation of stakeholders done and stakeholder meeting to develop pound management policy set on the November 2016	05013551800000	R4000.00	R 32 558.59	N/A	Drafting and adoption of the policy	Pound management stakeholders were not attending meetings that were called to develop the policy	Pound Management policy to be developed in the third quarter

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	Ward	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMAM NCE AT THE END OF MID-TERM	VOTE NUMBERS	PLANNED BUGET BY MID YEAR	ACTUAL EXPENDI TURE AS THE END OF MID TERM	REVENUE GAINED AT MID-TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATIO N	CORREVT IVE MEASURE
								Q1	Q2								
		LED - Stakeholder	All Wards	Local Action Team (LAT) Meetings	Minutes/ Attendance register	Number of LAT meetings held by June 2017	Four LAT meetings held by 30 June 2017	1 Meeting held	1 Meeting held	Two LAT meetings were held in quarter one and two	0501355180000	R7500.00	R4500.00	N/A	N/A	N/A	N/A

UNIT: DEVELOPMENT PLANNING

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANC E AT THE END OF MID-YEAR	VOTE NUMBER	PLANNED BUGET BY MID-TERM	ACTUAL EXPENDITURE AS AT THE END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K6.EDP.01	SPATIAL CONSIDERATIONS	Development Planning	Ward 26	6.1. Planning & Survey - Cedarville Middle Income township.	Approved Township Register	Opened Township Register by set date.	Cedarville Residential Middle Income Township Establishment approved by 30 June 2017	Storm-water Management Plan completed by 30 September 2016	Township Establishment approved by 30 December 2016	Waste Management Plan and Township establishment application completed	05 3510 5530 000	R50 000.00	N/A	N/A	Township Establishment approved by 30 December 2016	Awaiting the operation of the Municipal Planning Tribunal	Application to be submitted to the Municipal Planning Tribunal in March 2017
K6.EDP.02	SPATIAL CONSIDERATIONS	Development Planning	Ward 19,20	6.2. Planning & Survey - Matatiele Middle Income township (Opp Area C).	Council Resolution for Adopted Township layout	Township layout adopted by set date..	Matatiele Residential Middle Income Township layout adopted by Council by 30 June 2017	Appointment of Service Provider by 30 September 2016	Preliminary surveys and Draft Township layout completed by 30 December 2016	Service Provider not yet appointed	05 3510 5530 000	R50 000.00	N/A	N/A	Draft Township layout completed by 30 December 2016	Awaiting for the appointment of Service Provide	Service Provider to be appointed in January 2017
K6.EDP.03	SPATIAL CONSIDERATIONS	Development Planning	Ward 1, 19,20 and 26	6.3. Planning & Survey - Maluti, Cedarville and Matatiele Commercial township	Council Resolution for Adopted Township layout	Township layout adopted by set date..	Maluti, Cedarville and Matatiele Commercial Township layout adopted by Council by 30 June 2017	Appointment of Service Provider by 30 September 2016	Draft Township layout completed by 30 December 2016	Service provider appointed on the 14 December 2016.	05 3510 5530 000	R100 000.00	N/A	N/A	Draft Township layout completed by 30 December 2016	Service provider appointed on the 14 December 2016.	Inception Meeting scheduled for the 4 th January 2017 to discuss working plan

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORAMNCE AT THE END OF MID-YEAR	VOTE NUMBER	PLANNED BUGET BY MID-TERM	ACTUAL EXPENDITURE AS AT THE END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.EDP.10	Governance and Public Participation	Development Planning	Ward 26	Updated Land Audit and GIS Data Set	Updated Land Audit and GIS Data set and closure report	Updated Land Audit and GIS Data set by set date	Updated Land Audit and GIS Data Set by 30 June 2017	Appointment of Service Provider by 30 September 2016	Situational Analysis and status quo completed by December 2016	Service Provider appointed on the 17 November 2016. Inception meeting was held on the 5 th December 2016. Situational analysis and URL completed.	05 3510 5190 000	R50 000.00	N/A	N/A	N/A	N/A	N/A
K4.EDP.01	Municipal financial viability	Development Planning	Ward 1,19,20 and 26	Surveying and evaluation of 50 municipal land parcels for disposal	SG diagrams and evaluation certificates	Number of Surveyed and valuated land parcels by set date.	Surveyed and evaluated 50 municipal land parcels for disposal by 30 June 2017	Appointment of Land Surveyor by 30 September 2016	Completed SG Diagrams and submission for SG for approval by December 2016	Service provider appointed on the 14 December 2016	053510519 0000	R200 000.00	N/A	N/A	SG Diagrams not yet submitted to the SG for approval by December 2016	Service provider appointed on the 14 December 2016	Inception Meeting scheduled for the 12 th January 2017 to discuss working plan
K6.EDP.04	SPATIAL CONSIDERATIONS	Development Planning	All	6.4. Processing of rezoning applications within 60 days	Application Register	Number of days (Turnaround time) for processing applications	Processing rezoning applications within 60 days	Processing of rezoning, applications within 60 days	Processing of rezoning applications within 60 days	Average turnaround time for processing applications is 60 days. (No new application)	Operational	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANC E AT THE END OF MID-YEAR	VOTE NUMBER	PLANNED BUGET BY MID-TERM	ACTUAL EXPENDIT URE AS AT THE END OF MID-TERM	REVEN UE GAINED AT MID-TERM	DEVIATI ON FROM THE TARGET	REASON FOR THE DEVIATIO N	CORRECTIV E MEASURE
								Q1	Q2								
K6.EDP.05	SPATIAL CONSIDERATIONS	Development Planning	All	6.5. Processing of subdivision applications within 60 days	Application Register	Number of days (Turnaround time) for approval of Subdivision applications	Processing of subdivision applications within 60 days	Processing of subdivision applications within 60 days	Processing of subdivision applications within 60 days	Average turnaround time for processing applications is 60 days. (No new application)	Operational	N/A	N/A	N/A	N/A	N/A	N/A
K6.EDP.06	SPATIAL CONSIDERATIONS	Development Planning	All	6.6. Processing of special consent use applications within 60 days	Application Register	Number of days (Turnaround time) for approval of special consent applications	Processing of special consent use applications within 60 days	Processing of special consent use applications within 60 days	Processing of special consent use applications within 60 days	One application was received and is being processed. Turnaround time is within 30 days	Operational	N/A	N/A	N/A	N/A	N/A	N/A
K6.EDP.07	SPATIAL CONSIDERATIONS	Development Planning	All	Serving of compliance notices within one week of identification.	Application Register	Number of days (Turnaround time) to issue notices.	Compliance notices served within one week of identification	Compliance notices served within one week of identification	Compliance notices served within one week of identification	29 illegal land uses were identified and notices served within one week of identification	Operational	N/A	N/A	N/A	N/A	N/A	N/A
K6.EDP.08	SPATIAL CONSIDERATIONS	Land Administration	All	6.8. Processing of municipal land disposal applications within 60 days	Application Register	Number of days (Turnaround time) for approval of special consent applications	Processing of municipal land disposal applications within 60 days	Processing of municipal land disposal applications within 60 days	Processing of municipal land disposal applications within 60 days	17 applications were received and processed within average turnaround time of 26 days	Operational	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORAMNCE AT THE END OF MID-YEAR	VOTE NUMBER	PLANNED BUGET BY MID-TERM	ACTUAL EXPENDITURE AS AT THE END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.EDP.09	Good Governance and Public Participation	Development Planning	All	.Seating of 4 meetings for Asset Disposal Forum	Minutes of the Asset Disposal Committee	Number of meetings held	Seating of 4 meetings for Asset Disposal Forum	1 st meeting held by 30 September 2016	2 nd meetings held by 30 December 2016	1 st and 2 nd Asset Disposal Committee meetings held by midterm (29 September 2016 and 21 December 2016)	Operational	N/A	N/A	N/A	N/A	N/A	N/A
K6.EDP.07	SPATIAL CONSIDERATIONS	Development Planning	19, 20, 26	Management of Outdoor advertising	Register of served notices	Number of days (Turnaround time) to approve applications	Compliance notices served within 7 days of identification	Serving of compliance notices within one week of identification	Serving of compliance notices within one week of identification	Illegal signs were identified however, compliance notices could not be served to prospective owners	Operational	N/A	N/A	N/A	Serving of compliance notices within one week of identification	Owners could not be identified therefore notices could not be served.	Requested assistance from Infrastructure/Comm Services to remove them.
K6.EDP.10	SPATIAL CONSIDERATIONS	Development Planning	All	6.9. Processing of outdoor advertising applications within 60 days	Register of applications and minutes of Development Application Approval Forum	Number of days (Turnaround time) for approval of Subdivision applications	Processing of outdoor advertising applications within 60 days	Processing of outdoor advertising Applications within 60 days	Processing of outdoor advertising Applications within 60 days	4 applications processed. Turnaround time for processing of Outdoor advertising application is 14 days	Operational	N/A	N/A	N/A	N/A	N/A	N/A

UNIT: INTEGRATED DEVELOPMENT PLANNING

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	BASELINE	KPI	MID-TERM PERFORMANCE AND FINANCIAL ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTR NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT THE END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.EDP.01	Good Governance And Public Participation	IDP	N/A	IDP/Budget Process Plan	2016/17 adopted process plan	Adopted IDP process plan by set date	Development of the 2017/2022 IDP process Plan by 31 August 2016	Preparation of the 2017/22 IDP process plan, adopted by council.	N/A	- Draft process plan document developed & presented to EXCO on 27 th July 2016, then Adopted by Council on 01 st August 2016. Submitted to ANDM & MEC: COGTA By post via Registry office and electronic copies sent via email.	0520255120000	R8 000.00	N/A	N/A	N/A	N/A	N/A
K5.EDP.02	Good Governance And Public Participation	IDP	N/A	IDP Rep forums and steering committee meetings	Meeting as per the adopted process plan	Number of meeting held by set date	Conduct 4 IDP representative forums and steering committee meetings by 30 June 2017	1 st IDP REP forum and steering committee meeting	2 nd IDP REP forum and steering committee meeting	The 1 st IDP representative Forum and steering committee meeting was held on the 22 nd September 2016, The second Steering and Rep-forum was	05103551800000	R10 000.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	BASELINE	KPI	MID-TERM PERFORMANCE AND FINANCIAL ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTR NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT THE END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
										held on the 7th December 2016							
K5.EDP.03	Good Governance And Public Participation	IDP	N/A	Situational analysis	Ward based plans	Report presented to council by set date	Develop situational analysis (Status quo) report by 27 January 2017	Data collection and information on statistics, Maps and ward needs.	Situational Analysis report presented to council for noting	The summary of the 2016 Community survey results for MLM done and demographic profile done -26 ward councillors have submitted list of villages in their respective wards - Identification of villages on the new maps done for the all wards:	05103551800000	R47 000.00	N/A	N/A	Situational analysis report to be submitted to council	The process plan schedule has been amended, the dates of submission to council is set 27 th January 2017.	Situational analysis report will be presented to council in 27 th January 2017

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	BASELINE	KPI	MID-TERM PERFORMANCE AND FINANCIAL ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTR NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT THE END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.EDP.04	Good Governance And Public Participation	IDP	N/A	IDP / Budget outreach programs	Outreaches as per the adopted process plan	Number of outreaches held by set date	Conduct 2 community outreaches by 30 May 2017	N/A	IDP community outreach: collection of priority needs	IDP Community Outreach conducted in all 26 wards on the 21-25 of November	05103551800000 051035537000	R234 000.00	R9975.00 R108000.00	N/A	N/A	N/A	N/A
K5.EDP.05	Good Governance And Public Participation	IDP	N/A	Strategic planning session and orientation workshop for councillors	Session as per the adopted process plan	strategic planning session and workshop held by set date	Facilitate the strategic planning session and orientation workshop for councillors by 28 February 2017	Council orientation workshop on IDP processes	Nil	The council orientation workshop was held from the 4 th to 8 th September 2016 at The Estuary Hotel Port Edward.	05103551800000	R600 000.00	R585 110.00	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	BASELINE	KPI	MID-TERM PERFORMANCE AND FINANCIAL ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTR NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT THE END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.EDP.06	Good Governance And Public Participation	IDP	N/A	Public notices	Notices as per the process plan	Number of public notices made by set date	9 public notices as per the adopted IDP process plan by 30 June 2017	<ul style="list-style-type: none">• Notice: IDP process plan and Rep forum stakeholders• Notice: 1st IDP Rep forum & steering committee meeting• Notice: IDP community outreach	Notice: 2 Nd IDP REP forum & steering committee meeting	Public notices for the process plan &Rep forum stakeholders published on Fever newspaper (12/08/16) and Pondo news (08/07/2016) Respectively)	0520255120000	R 17 000.00	N/A	N/A	N/A	N/A	N/A
K5.EDP.07	Good Governance And Public	IDP	N/A	Tabling and adoption of the IDP	2016/17 IDP review	IDP document adopted by set date	Tabling and adoption of the 2017/22 IDP 31 May 2017	N/A	N/A	N/A	0510355370000	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	BASELINE	KPI	MID-TERM PERFORMANCE AND FINANCIAL ASSESSMENTS										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTR NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT THE END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.EDP.08	Good Governance And Public Participation	IDP	N/A	IDP workshop for ward committees and ward support assistants.	260 ward committees and 26 ward support assistants	Number of people attended workshop by set date	Facilitate an IDP workshop for all ward committees and ward support assistants by 30 June 2017	N/A	N/A	The workshop was not conducted	05103551800000	R50 000.00	N/A	N/A	The workshop has not been conducted	The ward committee were established in the mid November, also the ward support Assistants were appointed mid-November	The workshop will be conducted in the third quarter

DEPARTMENT: INFRASTRUCTURE SERVICES

UNIT: ELECTRICITY

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTI ON	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFOR MANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDIT URE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATIO N	CORRECTI VE MEASURE
								Q1	Q2								
K1.IRS.01	Basic Service Delivery & Infrastructure	Electricity	4,7,9,18 and 22	Detailed designs for Ward 4,7,9,13,18 and 22) 2017/2018 Electrificatio n project.	Eskom approval design form	Detailed designs for 2017/2018 Electrificati on project approved for 6 wards by set date.	To complete Detailed designs for Ward 4,7,9,13,18 and 22) 2017/2018 Electrificat ion project by 30 June 2017	Advertise for appointme nt of Consultants	Consultant appointmen t.	Appoint ment of Consulta nts advertise d on 31 August 2016 and closed on 30 Septemb er 2016, Professio nal Services appointe d on the 19 Decembe r 2016	80/40/57 51/006	R 5 950 000.00	N/A	N/A	N/A	N/A	N/A
K1.IRS.02	Basic Service Delivery & Infrastructure	Electricity	20	New 10 MVA substation	Monthly reports, delivery note and pictures	Installation of Electrical Equipment on the MVA substation by set date.	To complete installation of electrical equipment on the 10 MVA Substation by 30 June 2017	Constructi on of Substation platforms.	Constructio n of Control room and installation of Fencing.	Construct ion of Control room and installati on of Fencing not complete and busy preparin g for concrete plight	80/40/57 51/006	R 5 950 000.00	N/A	N/A	Yes	There has been a slight delay and loss in working time due to change in Contracto rs	New Contracto r has been appointed and they are currently busy with completio n of the platform

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.03	Basic Service Delivery & Infrastructure	Electricity	3 and 18	St Bernards, Bubesini A (505 HH)	Appointment Letter of the Service provider Close out Report by Consultants	Number of household connections done by set date	Connect 323 households in St Bernards, 182 HH in Bubesini A by 30 June 2017	Project Design, Eskom approvals	Tender advertisement.	Project was advertised on the 14 September 2016 and closed on the 21September 2016, Contractor was appointed on the 14 December 2016.	80/40/57 51/006	R1 00876 8.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.04	Basic Service Delivery & Infrastructure	Electricity	5	Cibini A, B, D, E ,F ,I, Palmaville A (895 HH) – Phase 1	Appointment Letter of the Service provider Close out Report by Consultants	Number of household connections done by set date	Connect 613 households in Cibini and 282 households in Pamlaville by 30 June 2017	N/A	Project Design, Eskom approvals	Project Designs presented to Eskom Stakeholders meeting on the 12 October 2016,Projected was advertised on the 7 December 2017 and closes on the 9 January 2017	80/40/57 51/006	R1 00876 8.00	N/A	N/A	N/A	N/A	N/A
K1.IRS.05	Basic Service Delivery & Infrastructure	Electricity	9	Makgwaseng , Gudlintaba, Khashole (431 HH) – Phase 1	Appointment Letter of the Service provider Close out Report by Consultants	Number of household connections done by set date	Connect 200 households in Makgwaseng, 70 households in Gudlintaba and 161 households in Khashole by 30 June 2017	N/A	Tender advertisement.	Project was advertised on the 14 October 2016 and closed on the 16 November 2016 and awaiting for the appointment of service provider.	80/40/57 51/006	R950 000.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.06	Basic Service Delivery & Infrastructure	Electricity	9	Nkali A,B & C (Mposhongo), Makhoba B /Tsotsing (229HH) -Phase 1	Appointment Letter of the Service provider Close out Report by Consultants	Number of household connections done by set date	Connect of 151 households in Nkali A,B & C (Mposhongo) and 78 Households in Makhoba B by 30 June 2017	N/A	Tender advertisement.(Electrical Professional Services)	Project was advertised on the 14 October 2016 and closed on the 16 November 2016 and awaiting for the appointment of service	80/40/5751/006	R950 000.00	N/A	N/A	N/A	N/A	N/A
K1.IRS.07	Basic Service Delivery & Infrastructure	Electricity	1	Maluti-Tlhakanelo Link Line	Appointment Letter of the Service provider Close out Report by Consultants	Kilometers of link line constructed by set date	Construction of 20km Maluti-Tlhakanelo Link Line by 30 June 2017	Appointment of Electrical Contractor	Planting of poles and stringing of conductors	Service provider was appointed on the 11 November 2016 and planting of poles is at 30% complete	80/40/5751/ 006	R4 000 000.00	R6,096,023.11	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.08	Basic Service Delivery & Infrastructure	Electricity	Ward 20	High mast lights	Appointment letter and completion Certificate	Number of high mast lights installed by set date	To install 3 high mast lights in Itsokolele by 30 June 2017	Draft terms of reference and present to BSC	Appointment of Service provider	Three high Masts lights were installed, energized and commissioned on the 14 December 2016	80/40/5751/032	R1,500,000.00	R1,189,425.85	R328,674.40	N/A	N/A	N/A
K1.IRS.09	Basic Service Delivery & Infrastructure	Electricity	Ward 19	Replace overhead line in Taylor and Williams streets	Appointment letter and completion Certificate	Service provider appointed for replacing Overhead line with underground cable by set date	Appointment of Service provider to replace overhead line with underground cable in Taylor and Williams streets by 30 June 2017	N/A	N/A	Awaiting for the appointment of Service provider.	80/40/5751/009	R500,000.00	Terms of reference were presented on the	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.10	Basic Service Delivery & Infrastructure	Electricity	Ward 19	Mains	Appointment letter and completion Certificate	Distribution system Maintenance completed by set date	Maintenance of distribution system (Transformer oil sample ,replacement of switch gear at Eskom Substation and purchasing of Electrical maintenance material) by 30 June 2017	Maintenance of faulty switch gear at (Eskom) substation. (Replace faulty Circuit Breaker and underground cable).	Oil Sample and Scanning of (45) Transformers. Eskom Substation Audit.	Complete	80/40/5751/009	R570,00.00	N/A	N/A	N/A	N/A	N/A
K1.IRS.11	Basic Service Delivery & Infrastructure	Electricity	Ward 19	Maintenance of electricity distribution buildings	Electricity building defects register. maintenance register	Distribution system on municipal buildings Maintenance completed by set date	Maintenance of distribution system on municipal buildings by 30 June 2017	Maintain (5) Substations and mini substation buildings (Repair doors, roof tiles and ventilator)	Spraying vegetation around mini (5) Substation buildings and 45 Mini substation buildings with weed killer.	Complete	80/40/4700/000	R 30 000.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.12	Basic Service Delivery & Infrastructure	Electricity	Ward 19	Streetlights	Defects register. Street lights maintenance register	Repaired street light in Matatiele and Cedarville towns by set date	Repair street light in Matatiele and Cedarville towns by 30 June 2017	Replace defective street light fittings and globes within 48hrs after fault report logged (except cable faults).	Replace defective street light fittings and globes within 48hrs after fault report logged (except cable faults).	Ongoing	80/40/4700/000	R 50 000.00	N/A	N/A	N/A	N/A	N/A
K1.IRS.13	Basic Service Delivery & Infrastructure	Electricity	Ward 19	Replace RMU	Appointment letter and completion Certificate	RMU replaced at the swimming pool by set date	Replace Ring Main Unit at swimming pool by 30 June 2017	N/A	N/A	Awaiting for appointment of Service provider	80/40/5751/000	R150,000.00	Nil	Nil	N/A	N/A	N/A
K1.IRS.15	Basic Service Delivery & Infrastructure	Electricity		Purchase protective clothing	Protective clothing for Electricity unit staff members	Protective clothing purchased by set date	Purchase protective clothing by 30 June 2017	Draft terms of reference and present to BSC	Appointment of Service provider	Service provider was appointed on the 9 December 2016	05/40/5521/000	R105,000.00	Nil	Nil	N/A	N/A	N/A
K2.IRS.01	Municipal Institutional transformation and Development	Electricity	N/A	Capacity Building of Staff	Training attendance and invitation letter.	Number of staff members trained by set date	Training of 4 staff members on Operational Regulations for High Voltage systems by 30 June 2017	N/A	One staff member trained	David Lentoa has been trained for First Aid level 3	N/A	Nil	Nil	Nil	Nil	Nil	Nil

UNIT: HUMAN SETTLEMENT AND BUILDING CONTROL

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K1.IRS.16	Basic Service Delivery And	Human Settlement And Building Control	Ward 19	Completion of Matatiele Council Chamber's and offices.	Advert Appointment letter Acceptance letter Practical Progress report Project Programme	Percentage of council chambers construction completed by set date	50% construction of Council Chamber completed to be by 30 June 2017.	Termination of contract and identification of defects.	Stage 2 (15%) Tender and advertisement completed	(10 000qsm) External and Internal brick works 50% complete by June 17	8040 4035 5791 022	R18 326 167.00	R 1 336 132.00	N/A	Appointment of service provider	Delay of the risk management report from Consultants	To be done in Q3
K1.IRS.17	Basic Service Delivery And	Human Settlement And Building Control	Ward 19	Matatiele Fresh Produce (phase 2)	Advert Appointment letter Acceptance letter Practical Completion Certificate Final Completion Certificate.	Percentage Fresh Produce Market (Phase 2) under construction by set date	60% completion of (2000sqm) Fresh Produce - phase 2	Stage 2 (15%) Tender and advertisement completed	Stage 3 (20%) Appointment of contractor	(2000sqm) Practical Completion Certificate Project Completion 90%	8040 4035 5750 100	R2 350 600.00	R 299 239 .00	N/A	N/A	N/A	N/A
K1.IRS.18	Basic Service	Human Settlement	Ward 20	Matatiele Office landscaping /water	Advert Appointment letter Acceptance letter	Office landscaping designs completed	Preparation of Landscaping designs completed by	N/A N/A	N/A	ToR drafted and submitted to SCM for advert for consultant.	8040 4535 5756 034	R250 000.00	N/A	N/A	Submission of ToR to SCM	ToR not completed	To be done in Q3

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
				reservoir	Practical Completion Certificate Final Completion Certificate.	by set date	30 June 2017. Preparation of Landscaping designs completed by 30 June 2017.		N/A	Appointment of Main Contractor. Hand Over Certificate Site Establishment		R250 000.00	N/A	N/A	Appointment of service provider	Awaiting for the appointment of service provider from SCM	To be done in Q3
	Good Governance	Human Settlement And Building Control	Ward 01, 19, 20 & 26	Identification of illegal Development	No of Notice Letters issued to owners and register	Identification and issuing of notice	Identification of illegal developments and issue notices within 7 working days by June 2017	Identification of illegal developments and issue notices within 7 working days at Cedarville, Maluti and Matatiele	Identification of illegal developments and issue notices within 7 working days at Cedarville, Maluti and Matatiele	Identification of illegal (52) developments and issue notices within 7 working days at Cedarville, Maluti and Matatiele	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
							ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
	Good Governance	Human Settlement And Building Control	All Wards	Housing consumer education to all planned and under construction projects	Attendance Register	15 consumer education conducted	To have 08 Housing consumer education by 30 June 2017	2 Consumer educations conducted.	2 Consumer educations conducted.	18 Consumer educations conducted.	N/A	N/A	N/A	N/A	N/A	N/A	
	Local Economic	Human Settlement And	All Wards	Capacity Building Contractors	Training attendance register	No. of trained local SMME's or emerging contractors	Local SMME's or emerging contractors trainings by June 2017	N/A	N/A	The training by NHBRC has been done in November 2016.	N/A	N/A	N/A	N/A	N/A	N/A	
	Local Economic	Human Settlement And	All Wards	Local jobs created through projects	Contractor local employment report/register.	No. of local jobs created	20 jobs created by June 2017	20 jobs created	40 jobs created	At least 45 jobs created through SMME's projects.	N/A	N/A	N/A	N/A	N/A	N/A	

UNIT: PROJECTS, OPERATIONS MANAGEMENT AND MAINTANANCE

GRAVEL ROADS	SURFACED ROADS	BUILDING CONSTRUCTION	SPORTSFIELD	BRIDGES
<p>Stage 1 (10%)</p> <ul style="list-style-type: none"> Appointment of consultants Design, tender and advertisement <p>Stage 2 (20%)</p> <ul style="list-style-type: none"> Appointment of contractor <p>Stage 3 (50%) Clear and grub</p> <ul style="list-style-type: none"> Roadbed preparation <p>Stage 4 (60%) Installation of pipes</p> <p>Stage 5 (80%)</p> <ul style="list-style-type: none"> Tipping of gravel Processing of gravel <p>Stage 6 (95%)</p> <ul style="list-style-type: none"> Protection Works Installation of road signs <p>Stage 7(100 %)</p> <ul style="list-style-type: none"> Completion certificate 	<p>Stage 1 (10%)</p> <ul style="list-style-type: none"> Appointment of consultants Design, tender and advertisement <p>Stage 2 (20%)</p> <ul style="list-style-type: none"> Appointment of contractor <p>Stage 3 (50%)</p> <ul style="list-style-type: none"> Mass earthworks <p>Stage 4 (60%)</p> <ul style="list-style-type: none"> Installation of pipes culverts <p>Stage 5 (70%)</p> <ul style="list-style-type: none"> Pavement Layerso Sealants <p>Stage 6 (90%)</p> <ul style="list-style-type: none"> Kerbing Asphalt Protection Works <p>Stage7 (95%)</p> <ul style="list-style-type: none"> Road signs Road markings <p>Stage 8 (100%)</p> <ul style="list-style-type: none"> Completion certificate 	<p>Stage 1 (10%)</p> <ul style="list-style-type: none"> Appointment of consultants Design, tender and advertisement <p>Stage 2 (20%)</p> <ul style="list-style-type: none"> Appointment of contractor <p>Stage 3 (40%)</p> <ul style="list-style-type: none"> Site layout Earthworks <p>Stage 4 (50%)</p> <ul style="list-style-type: none"> Foundation excavations Concrete casting <p>Stage 5 (60%)</p> <ul style="list-style-type: none"> Building of walls Roof installation <p>Stage 6 (80%)</p> <ul style="list-style-type: none"> Windows Plastering Landscaping <p>Stage 7 (100%)</p> <ul style="list-style-type: none"> Completion certificate 	<p>Stage 1 (10%)</p> <ul style="list-style-type: none"> Appointment of consultants Design, tender and advertisement <p>Stage 2 (20%)</p> <ul style="list-style-type: none"> Contractor appointment <p>Stage 3(45%)</p> <ul style="list-style-type: none"> Site establishment <p>Stage 4 (65%)</p> <ul style="list-style-type: none"> Earthworks <p>Stage 5 (85%)</p> <ul style="list-style-type: none"> Building works and concrete works <p>Stage 6 (95%)</p> <ul style="list-style-type: none"> Fencing <p>Stage 7 (100%)</p> <ul style="list-style-type: none"> Completion certificate 	<p>Stage 1 Stage 1 (10%)</p> <ul style="list-style-type: none"> Appointment of consultants Design, tender and advertisement <p>Stage 2 (20%)</p> <ul style="list-style-type: none"> Appointment of contractor <p>Stage 3 (50%)</p> <ul style="list-style-type: none"> Base foundation Base slab <p>Stage 3 (70%)</p> <ul style="list-style-type: none"> Columns / pre-cast culverts Top slabs <p>Stage 4 (80%)</p> <ul style="list-style-type: none"> Wing walls Protection Works Road signs <p>Stage5 (100 %)</p> <ul style="list-style-type: none"> Completion certificate

IDP REF.	NATIONAL IDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.24	Basic Service Delivery And Project, Operations And Maintenance Management	Ward 19	Matatiele Sports Centre	Appointmen t of service provider Advert Minutes of meetings Monthly reports Photos	Percentag e of Sport facility completed by set date	20% completion of Construction of 6400m2 Matatiele sports center by 30 June 2017	10% completion(de sign completed)	15% completion(te nder advertisement completion)	10% completion Designs completed	80/30/5756 /004	R1 400 000.00	R581 817.7 6	N/A	Project not advertised	Revisit master plan to accomod ate all sporting codes in future phases.	To be done in Q3
K1.IRS.26(1.A)	Basic Service Delivery And Project, Operations And Maintenance Management	Ward 03	1.52 Kamorathaba – Tsepisong - (3.8Km)	Appointmen t of service provider, Advert, Minutes of meetings, Monthly reports, Completion certificate & Photos	Number of KM Virgin road upgraded to gravel roads by set date	100% completion of Kamorathaba –Tsepisong - (3.8Km) of access roads constructed by 30 June 2017	(50% completion) Clear and grub , road bed preparation	(60% completion) Installation of pipes	(60% completion) Installation of pipes completed	80/40/5756 /024	R1 767 181. 00	R503 868.9 3	N/A	N/A	N/A	N/A
K1.IRS.26(1.B)	Basic Service Delivery And Project, Operations And Maintenance	Ward 02	1.53 Manase AR- (2.4 Km)	Appointmen t of service provider Advert,Minu tes of meetings Monthly reports Completion certificate Photos	Number of KM Virgin road upgraded to gravel roads by set date	100% completion of Manase AR- (2.4 Km) of access roads constructed by 30 June 2017	(50% completion) Clear and grub , road bed preparation	(60% completion) Installation of pipes	(60% completion) Installation of pipes completed	80/40/5756 /029	R1 200 000.00	R634 908.9 3	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.26(1.C)	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 04	Zazingeni- Mazizini AR- (6.5Km)	Appointmen t of service provider Advert Minutes of meetings Monthly reports Photos	Number of KM Virgin road upgraded to gravel roads by set date	50% completion of Zazingeni- Mazizini AR- (6.5Km) of access roads constructed by 30 June 2017	15% completion(te nder advertisement completion)	(20% completion) Appointment of contractor	15% completion (tender advertisemen t completion), Project advertised on the 21 st September 2016,briefing session on the 03 rd October 2016, closed on the 30 th of October 2016. The project is on adjudication stage.	80/40/5756 /028	R850 000.00	N/A	N/A	Contractor not appointed	Changed implement ation approach, now appointing of plant managers	To be done in Q3
K1.IRS.26(1.D)	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 14	Mangopen g AR & bridge- (2.7Km)	Appointmen t of service provider Advert Minutes of meetings Monthly reports Photos	Number of KM Virgin road upgraded to gravel roads by set date	50% completion of Mangopeng AR & bridge- (2.7Km) of access roads constructed by 30 June 2017	15% completion(te nder advertisement completion)	(20% completion) Appointment of contractor	15% completion (tender advertisemen t completion), Project advertised on the 21 st September 2016,briefing session on the 03 rd October 2016, closed on the 30 th of October 2016. The project is	80/40/5756 /022	R 650 000.00	R319 445.1 1	N/A	Contractor not appointed	Changed implement ation approach, now appointing of plant managers	To be done in Q3

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
									on adjudication stage.							
						50% completion of a 22 m bridge constructed by 30 June 2017	15% completion(te nder advertisement completion)	(20% completion) Appointment of contractor	15% completion(t ender advertisemen t completion)							
K1.IRS.26(1.E)	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 24	Soloane AR- (4.4Km)	Appointmen t of service provider AdvertMinut es of meetings Monthly reports Completion certificate Photos	Number of KM Virgin road upgraded to gravel roads by set date	100% completion of Soloane AR- (4.4Km) of access roads constructed by 30 June 2017	(50% completion) Clear and grub , road bed preparation	(60% completion) Installation of pipes	(60% completion) Installation of pipes	80/40/5756 /025	R1 700 000.00	R484 580.0 0	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.26(1.F)	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 25	Khaue AR- (2.5Km)	Appointmen t of service provider Advert Minutes of meetings Monthly reports Photos	Number of KM Virgin road upgraded to gravel roads by set date	50% completion of Khaue AR- (2.5Km) of access roads constructed by 30 June 2017	15% completion(te nder advertisement completion)	(20% completion) Appointment of contractor	15% completion (tender advertisemen t completion), Project advertised on the 21 st September 2016,briefing session on the 03 rd October 2016, closed on the 30 th of October 2016. The project is on adjudication stage.	80/40/5756 /023	R500 000.00	N/A	N/A	Contractor not appointed	Changed implement ation approach, now appointing of plant managers	To be done in Q3
K1.IRS.26(1.G)	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 26	Sandfontei n AR- (5.8Km)	Appointmen t of service provider Advert Minutes of meetings Monthly reports Completion certificate Photos	Number of KM Virgin road upgraded to gravel roads by set date	100% completion Sandfontein AR- (5.8Km) of access roads constructed by 30 June 2017	(50% completion) Clear and grub , road bed preparation	(60% completion) Installation of pipes	(60% completion) Installation of pipes	80/40/5756 /026	R1 200 000.00	R536 459.9 8	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.26	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 1	Maluti Internal Streets Phase 3	Appointmen t of service provider Advert Minutes of meetings Monthly reports Completion certificate Photos	Number of KM Gravel roads upgraded to tar roads by set date	95% completion of Maluti Internal Streets Phase 3 (4km) of surfaced roads constructed by 30 June 2017	(90% completion) Kerbing, Asphalt, Protection Works	(95% completion) Road signs Road markings	(95% completion) Road signs Road markings	80/40/5791 /009	R1 600 000.00	R2 762 174. 49	N/A	N/A	N/A	N/A
K1.IRS.27(1)	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 10	Sijoka AR- (6.5Km)	Appointmen t of service provider Advert Minutes of meetings Monthly reports Photos	Number of KM Virgin road upgraded to gravel roads by set date	40% completion of Sijoka AR- (6.5Km) of access roads constructed by 30 June 2017	40% completion (site establishment)	(50% completion)M ass earthworks	15% completion (tender advertisemen t completion), advertised on the 31 st August 2016, closed on the 30 th of September 2016.	80/40/5756 /031	R3 000 000.00	N/A	N/A	Mass earthwork s not completed	The project had to be re- advertised as the service providers were non- responsive	Project in tender objections period

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.27(2)	Rocio Services Delivery And Project, Operations And Maintenance Management	Ward 16	Mehloloan eng Access road (8.6km)	Appointmen t of service provider Advert Minutes of meetings Monthly reports Completion certificate	Number of KM Virgin road upgraded to gravel roads by set date	95% completion of Mehloloanen g Access road (8.6km) of access roads constructed by 30 June 2017	(80% completion) Tipping of gravel Processing of gravel	(95% completion) Protection Works Installation of road signs	(95% completion) Protection Works Installation of road signs	80/40/5756 /030	R1 700 000.00	R1 359 233. 02	N/A	N/A	N/A	N/A
K1.IRS.28(1)	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 8	Lagrange Pedestrian Bridge	Appointmen t of service provider Advert Minutes of meetings Monthly reports Photos	Number of Bridges constructed by set date	50% completion of Lagrange Pedestrian Bridge (40m) constructed by 30 June 2017	15% (tender advertisement)	(20% completion) Appointment of contractor	15% (tender advertisemen t), project advertised on the 13 th of December 2016,briefing held on the 21 st of December 2016 ,closing on the 13 th of January 2017.	80/40/5756 /020	R500 000.00	R368 836.4 9	N/A	Contractor not appointed yet	Delays with finalization of designs	To be done in Q3

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.28(2)	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Ward 13	Tlhakanelo Culvert bridge	Appointment of service provider Advert Minutes of meetings Monthly reports Photos	Number of Bridges constructed by set date	70% completion of Tlhakanelo Culvert bridge (12m)constructed by 30 June 2017	15% (tender advertisement)	(20% completion) Appointment of contractor	(20% completion) Appointment of contractor	80/40/5756 /020	R500 000.00	R673 758.92	N/A	N/A	N/A	N/A
K1.IRS.30	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Wards 19, 26, 01	Kerbing, Cement and quarry material for Matatiele, Cedarville and Maluti towns.	Appointment of service provider Advert Monthly reports Photos	Number of Meters of kerbing and channeling done by set date	Install 1000 m of kerbing and channeling by 30 June 2017.	500m of kerbing and channeling installed.	1000m of kerbing and channeling installed.	137m of kerbing and channeling installed.	05/40/4690 /000	R200 000.00	N/A	N/A	(863m)	Staff suspended due to industrial action	Outsource the work to competent service providers.
K1.IRS.33	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	Wards 19, 26, 01	Concrete storm water pipes installation in the CDB and driveway pipes at various places in Matatiele, Cedarville and Maluti.	Appointment of service provider Advert Monthly reports Photos	Number of Meters of pipes by set date	Install 300m of storm water pipes by 30 June 2017	150m of storm water pipes installed.	300m of storm water pipes installed.	173m of storm water pipes installed.	05/40/4690 /000	R100 000.00	N/A	N/A	(127m)	Staff suspended due to industrial action	To be done in Q3

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID – TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.34	Rocio Services Delivery And Project, Operations And Maintenance Management	Wards 19, 26, 01	Drainage excavation s in Maluti, Cedarville and Matatiele.	Appointmen t of service provider Advert Monthly reports Photos	Number of meters drains excavations installed by set date	5000m of drains excavations by 30 June 2017.	2000m of drains excavated	4000m of drains excavated	1427.5m of drains excavated	05/40/4690 /000	R10 000.00	R3 568.75	N/A	(2572.5m)	Staff suspended due to industrial action	To be done in Q3
K1.IRS.35	Rocio Services Delivery And Project, Operations And Maintenance Management	Wards 19, 26, 01	Pothole repairs and verge tarring in Matatiele CBD, Maluti and Cedarville.	Appointmen t of service provider Advert Monthly reports Photos	Number of Square meters maintained by set date	8500m² of surfaced road maintenance by 30 June 2017	3000m² of surfaced road maintained	6000m² of surfaced road maintained	4829.4m² of surfaced road maintained	05/40/4690 /000	R200 000.00	R156 000	N/A	(1170.6m²)	Staff suspended due to industrial action	To be done in Q3
K1.IRS.36	Rocio Services Delivery And Infrastructure Project, Operations And Maintenance Management	02,06,08,09,11,12,13,18,20,21,22,25	Maintenan ce and rehabilitati on of 27,8km of gravel roads in the following wards:02,0 6,08,09,11 ,12,13,18, 20,21,22,2 5	Appointmen t of service provider Advert Monthly reports Photos	Number of Kilometres maintained and rehabilitate d by set date	10 Km of roads to be maintained and rehabilitated by 30 June 2017.	3km of road maintained and rehabilitated.	10km of road maintained and rehabilitated.	0km maintained	05/40/4690 /000	R400 000.00	N/A	N/A	(10km)	Revisited implement ation approach to appointme nt of external service provider	To be completed in Q3

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.25(1)	Rocio Soriano Delizoso & Infestructura	Projects, Operations And Maintenance Management Unit	09	Afsonderi ng Sports field	Monthly Reports Completion certificate	Final completion for sport field by set date. Final completion (95%) for Afsondering sports field by 30 June 2017	Retention	Retention	Planting of grass	80/40/45/5 791/015	R172 000.00	R1 017 081. 00	N/A	Retention stage not achieved yet	Delayed planting of grass until planting season in October	To be completed in Q3
K1.IRS.25(2)	Rocio Soriano Delizoso & Infestructura	Projects, Operations And Maintenance Management Unit	22	Epiphany Sports field	Monthly Reports Completion certificate	Final completion for sport field by set date. Final completion (95%) for Epiphany sports field by 30 June 2017	Retention	Retention	Re- Planting of grass	80/40/45/5 791/019	R172 000.00	R232 900.0 0	N/A	Retention stage not achieved yet	Contractor attending snag.	To be completed in Q3

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.25(3)	Rocio Services Delivery & Infrastructure Projects, Operations And Maintenance Management Unit	16	Majoro Sports field	Monthly Reports Completion certificate	Released retention for sport field by set date.	Retention release for Majoro sports field constructed by 31 December 2016	Retention	Retention	Retention	80/40/45/5 791/018	R172 000.00	R682 741.0 2	N/A	N/A	N/A	N/A
K1.IRS.25(5)	Rocio Services Delivery & Infrastructure Projects, Operations And Maintenance Management Unit	06	Mahangwe Sports field	Monthly Reports Completion certificate	Released retention for sport field by set date.	Retention release for Mahangwe sports field by 31 December 2016	Retention	Retention	Retention released	80/40/45/5 791/014	R167 852.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.32	Rocio Services Delivery & Infrastructure Project Management Unit	05	Constructi on of Mnqayi Culvert Bridge	Monthly Reports Completion certificate	Percentage of Completion of bridge by set date.	80% completion of Mnqayi Culvert Bridge by 30 June 2017	Retention	Retention release for Mnqayi Culvert Bridge	Culverts laid	80/40/45/5 790/097	R210 000.0 0	N/A	N/A	Retention not released yet	Contractor put on notice for terminatio n	To appoint a replaceme nt contractor
K1.IRS.31	Rocio Services Delivery & Infrastructure Projects, Operations And Maintenance Management Unit	19	Constructi on of Matatiele Internal Roads (CBD – Phase 1)	Monthly Reports Completion certificate	Percentage of completion for roads by set date	100% completion for Matatiele Internal Streets- (CBD)-Phase 1 by 30 June 2017	Retention	Retention release for Matatiele Internal Streets- (CBD)-Phase 1	Retention	80/40/45/5 790/048	R1 154 687.00	N/A	N/A	Retention not released yet	Service provider attending snags	To be released in Q3

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.29(2)	Rocio Services Delivery & Infrastructure Projects, Operations And Maintenance Management Unit	02	Nkululekw eni Headwalls	Monthly Reports Completion certificate	Retention released for roads by set date.	Retention release for Nkululekwen i Headwalls by 30 June 2017	Retention	Retention release for Nkululekweni Headwalls	Retention released	80/40/45/5 791/030	R50 000.00	R22 954.48	N/A	N/A	N/A	N/A
K1.IRS.32	Rocio Services Delivery & Infrastructure Projects, Operations And Maintenance Management Unit	11	Thotaneng Bridge	Monthly Reports Completion certificate	Released retention for bridge by set date.	Retention release for Thotaneng Bridge by 30 June 2017	Retention	Retention release for Thotaneng Bridge	Retention	80/40/45/5 791/029	R123 833.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K1.IRS.29(1)	Rocio Carrasco Delizoso & Infraestructura Projects, Operations And Maintenance Management Unit	10	Constructi on of Ncome AR	Appointmen t of service provider Monthly Reports Completion certificate	Retention released for roads by set date.	Retention release for Ncome Access Road by 30 June 2017.	Clear and grub Roadbed preparation Tipping and processing completed	N/A	Complete	0510104980 67	R2 232 782.00	R1 860 515. 15	N/A	N/A	N/A	N/A
	Rocio Carrasco Delizoso & Infraestructura Projects, Operations And Maintenance Management Unit	19	Constructi on of Matatiele Internal Roads (Area C – Phase 2)	Monthly Reports Completion certificate	Retention released for roads by set date.	Retention release for Matatiele Internal Streets- (Area C)- Phase 2 by 30 June 2017	Retention	Retention	Retention Released	80/40/45/5 791/010	R641 638.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KDA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATI ON	KPI	PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
						ANNUAL TARGET	MID - TERM TARGET		ACTUAL PERFORMANC E AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITU RE AS AT END OF MID-TERM	REVENUE GAINED AT MID- TERM	DEVIATIO N FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIV E MEASURE
							Q1	Q2								
K3.IRS.01	Local Economic Development Projects, Operations And Maintenance Management Unit	All Wards	Job creation	Labour forms	200 jobs created	200 jobs created through projects construction by 30 June 2017	50 jobs created through projects construction	100 jobs created through projects construction	109 jobs created through project construction	N/A	Nil	N/A	N/A	N/A	N/A	N/A
K1.IRS.25(4)	Rural Services Delivery & Infrastructure Projects, Operations And Maintenance Management Unit	12	Nkau Sports field	Monthly Reports Completion certificate	Final completion for sport field by set date.	Final completion (95%) for Nkau sports field constructed by 30 June 2017	Retention	Retention	Weed killing	80/40/45/5 791/016	R172 000.00	R289 053.8 9	N/A	Retention not reached	Emerging contractor had cash flow challenges	To be done in Q3

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

UNIT: COMMUNICATIONS AND SPECIAL PROGRAMMES

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENTS										
							ANNUAL TARGET	MID – TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.01	Good Governance and public participation	Communications, SPU and Customer Care		Development of Communication strategy and Marketing Strategy Review	Council resolution, Communications & marketing strategies	Adopted Communication Strategy by set date	Reviewed Communication Strategy and Action Plan adopted by Council by 30th December 2017	Draft Communications strategy/plan	Conduct Communications Strategy Workshop and develop action plan & Present to Standing Committee	Communications strategy workshop was held on 25 th – 26 th October 2016 at the Executive Conference Centre.	05/10/20/5180/000	R50 000.00	R R37 845.50	N/A	N/A	N/A	N/A
K5.OMM.02	Good Governance and public participation	Communications, SPU and Customer Care	All	Stakeholders Engagements	Minutes & Attendance register	Number of Public engagements held by set date	Coordinate 12 public engagements by June 2017	1 IGR Forum Meeting	1 IGR Forum Meeting	2 IGR Forum meetings were held on 22 September 2016 at the Municipal Council Chambers and another one was held on 07 th December 2016 at the Town Hall.	05/10/20/5180/000	R52 500.00		N/A	N/A	N/A	N/A
								1 Media engagement	1 Media engagement	1st media engagement was held on 24 August 2016 during the new council				N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENTS										
							ANNUAL TARGET	MID – TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
										inauguration at the Maluti Civic Centre 2 nd one held during the mayor’s business breakfast held on 28 September 2016 and 3rd media engagement was held on 16 November 2016 during ward committees launch at Maluti Civic Centre							
								1 LCF Meeting	1 LCF Meeting	2 Local Communicator’s Forum meetings held: 31 August & 21 October at Municipal Chambers			N/A	N/A	N/A	N/A	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENTS										
							ANNUAL TARGET	MID – TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.03	Good Governance and public participation	Communications, SPU and Customer Care		Media Slots	Invoice and proof of payment	Number of radio slots & Interviews conducted by set date	Secure 18 Radio Slots and Interviews by June 2017	2 radio slots	2 Radio Slots and 1 live broadcast	2 radio slots were secured and utilised on Alfred Nzo Community Radio during the new council inauguration ceremony held on 24 August 2016. 1 live broadcast was also done during the council inauguration ceremony. 2 live broadcasts on Lesedi FM and Alfred Nzo Community Radio (courtesy airtime) during the 2016 Music Festival, 17 Dec 2016	05/10/20/5370/000	R150 000.00		N/A	N/A	N/A	N/A
K5.OMM.04	Good Governance and public participation	Communications, SPU and Customer Care	All	Information dissemination (1)	Newsletter	Number of information publications produced by set date	Produce 18 000 information publications produced by 30 June 2017.	Compile stories and SCM processes	Print 3000 newsletter copies	Newsletter has been compiled and service provider for the design layout and printing has been appointed. Challenges in	05/10/20/5400/000	R305 000.00		Nil		We explored possibility of a radio-newsletter style, so print compilation was	3000 copies will be printed by January end.

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENTS										
							ANNUAL TARGET	MID – TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
										obtaining quotations for translation to local languages						delayed	
								3000 leaflet copies	3000 leaflet copies	Service delivery pamphlets produced and distributed in all local newspapers in quarter 1, 3000 leaflet copies were printed in quarter 2.				N/A	N/A	N/A	N/A
K5.OMM.06 & K5.OMM.07	Good Governance and public participation	Communications, SPU and Customer Care		Information dissemination (2)	Newspaper column	Number of columns produced and documents uploaded on municipal website by set date	Produce 49 newspaper columns and upload	14 columns	13 columns	24 newspaper Columns published on Fever newspaper every Friday	N/A	N/A	N/A	N/A	N/A	N/A	N/A
							80 documents on the municipal website by 30 June 2017	20 documents uploaded	20 documents uploaded	85 documents were uploaded in quarter 1 & 2.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.08	Good Governance And Public Participation	Communications, Spu And Customer Care		Public participation programmes	Report & attendance register	Number of public participation programmes by set date	To conduct 4 Public Participation programmes by 30 June 2017	1 mayoral road show/Imbizobiz breakfast	1 project visit & a community engagement led by the leadership	2 road shows held i.e project visit & mayoral Imbizo Ward16 = 18 July & Ward 22=16 July. Launch of the Cropping Programme, 25/11 & Road Safety Campaign road show on the 01/12. WAD walk Ward 14 on Dec 6 th	05/10/20/5306/000	R45 000.00	N/A	N/A	N/A	N/A	N/A
K5.OMM.09	Good Governance And Public Participation	Communications, Spu And Customer Care		Support events which promotes and brand Matatiele.	Report on coordination & supports events	Number of supported events by set date	Support 6 events which brand & market Matatieleby 30 Sep 2017	Support Ced-Matat Race & Matat Fees (motorbikes)	Leverage on Matatiele Music Festival	Established media partnerships for promotion of the three events. MOUs signed with BAYTV, DD & VibeFM	0510205180000	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.10	Good Governance And Public Participation	Communications, Spu And Customer Care		Brand & advertise Matatiele (1)	Airtime schedule	Number of municipal projects promoted using SABC & ANCR by set date	Use SABC & local radio to market 3 municipal projects by 30 June 217	17 Live reads on B2B linked to municipal projects	Use Lesedi Fm, Ukhozi, Daily Dispatch, UWFM & ANCR to promote the objectives of the Music Festival	Promoted the Heritage month celebrations Production of Music Festival adverts for Lesedi & UWFM Interviews secured on TruFM & VibeFM for the Mayor to promote the festival Music festival featured on BayTV & Daily Dispatch	05/10/20/5490/000 + 05/10/20/5370/000	R75 000.00	N/A	N/A	N/A	N/A	N/A
K5.OMM.11	Good Governance And Public Participation	Communications, Spu And Customer Care		Brand & advertise Matatiele (2)	Q1: Terms of reference, Q2: Appointment letter, Delivery note, order, Q3: Distribution Register, Delivery	Procured year 2017 branded stationary, promotional material & banner by set date	Procure YEAR 2017 Branded Stationary and promotional material by set date	Tender closed	Appointing of service provider and delivery of the Branded Stationary	Notepad & pens procured & delivered on the 24 th of Oct. Faces of council delivered on 14 th Dec. Awaiting delivery of 2017 Diaries	05/10/20/5390/000 + 05/10/20/5150/000	R270 000.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
					note			N/A	Procure promotional material for the communication strategy workshop	Procure Municipal Branded banners				N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	Mid-term performance and financial performance Assessment										
							ANNUAL TARGET	Mid-term Targets		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.12	Good Governance and public participation	Communications, SPU and Customer Care		Women/elderly empowerment programmes (1)	Attendance registers and report	Number of information sharing programs held by set date	08 Information sharing programmes on issues affecting women and senior citizens and 1 golden games' event by 30 June 2017	02 Information sharing programs	02 Information sharing programs	Conducted 04 information sharing on Women and elderly issues as follows: 05 August 2016 at ward 08 Lagrenche, 24 August 2016 at ward 12 Nkai, 28 November 2016 at ward 15 Pontseng, 16 November 2016 at ward 25 Ned farm and on the 08 December 2016 at ward 20 Harry Gwala	05/10/20/5306/000	R80 000.00	N/A	N/A	N/A	N/A	N/A
								Drafting concept document, procuring and booking venue	01 Golden games tournament	Golden games concept document was drafted and signed on the 27 September 2016 and golden games tournament was held on the 27 October 2016							

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	Mid-term performance and financial performance Assessment										
							ANNUAL TARGET	Mid-term Targets		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.13	Good Governance and public participation	Communications, SPU and Customer Care		Women/elderly empowerment programmes (2)	Attendance registers and report	Number of elderly project assisted by set date	06 projects to be visited for assessment, assistance and monitoring by 30 June 2017	01 project assessed	01 project assessed	02 projects were assessed as follows: Zizamele project on 13 September 2016 at ward 10 Hlomendlini and Itikeng on the 17 November 2016 at ward 09 Makgwaseng	05/10/20/5306/000	R30 000.00		N/A	N/A	N/A	N/A
								01 project assisted	01 project assisted	02 projects were assisted with garden implements & chicken feed as follows: Zizamele 10 November 2016 and Itekeng 20 December 2016				N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	Mid-term performance and financial performance Assessment										
							ANNUAL TARGET	Mid-term Targets		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
								01 project monitored	01 project monitored	03 projects were monitored as follows: Zizamele 02 December 2016, Kwa Gqweza, 30 November 2016 and Basadi bayayiketsetsa = 18 November 2016				N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.14	Good Governance and public participation	Communications, SPU and Customer Care	ALL	Empowerment Programmes for children	Q1-3: Report on Assistance Q4: Attendance registers and Reports	Number of Empowerment Programmes for children held by set date	5 Empowerment Programmes for children by June 2017	1 ECDC to be assisted	1 ECDC to be assisted	2 ECDCs assisted, Liqalabeng Pre-School in in Ward 14 and Keabetsoe Pre-school in Ward 11	05/10/20/5306/000	R20 000.00		N/A	N/A	N/A	N/A
								N/A	N/A	N/A				N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.15	Good Governance and public participation	Communications, SPU and Customer Care	All	Youth Development Programmes	Attendance registers, team list, reports and proof of payment for bursaries.	Number of youth development programmes held by set date	Coordinate 09 Youth Development Programmes by 30th June 2017	1 information sharing session on issues affecting youth	1 information sharing session on issues affecting youth	5 information sharing sessions conducted; sport against crime on 08 August 2016 at Ward 06, job preparedness & business awareness workshop on 15 August 2016 at Ward 26 and on 16 August 2016 at Ward 20, Scarce skills related information sharing for in-school youth in Ward 15 and on 03 November 2016 at Ward 08.	05/10/20/5306/000	R30 000.00		N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
								1 SALGA under 19 Local Sport Games	1 SALGA under 19 District Sport Games and 1 SALGA under 19 Provincial 1 Sport games	SALGA/Steve Tswete local games were held on 13 August 2016 at North end stadium, District games were held on 22 October 2016 at Mt Frere and provincial games were held from 29 November to 02 December 2016 in Port Elizabeth.				N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.16	Good Governance and public participation	Communications, SPU and Customer Care		Advocacy for PWDs	Attendance registers and pictures	Number of advocacy initiative programmes conducted by set date	Conduct 6 advocacy initiative programmes conducted by 30 June 2017	Deaf awareness week on the first week of September 2016	Conduct 2 campaigns for the International Day for persons with disabilities By December 2016	Two - day Deaf Awareness week held Cedarville 7-8 Sept International Day for persons with disabilities held on Dec 6 Ward 14..in partnership with social needs cluster Govt. Dept.	05/10/20/5306/000	R30 000.00		N/A	N/A	N/A	N/A
K5.OMM.17	Good Governance and public participation	Communications, SPU and Customer Care		Skills development for PWDs	Reports, list of Candidates	Number of people with disabilities trained by set date	20 people with disabilities to be trained on different skills by 30 June 2017	10 people to be trained in different skills	N/A	12 people graduated different skills (wood-work, welding and sewing) To be further assisted to start their own businesses through the District	05/10/20/5306/000	R 5 000.00		N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.18	Good Governance and public participation	Communications, SPU and Customer		HIV/AIDS prevention, educated and awareness Programmes	Attendance registers and pictures	Number of HIV/AIDS awareness held by set date	8 HIV/AIDS awareness campaigns By 30 June 2017	Conduct two HCT campaigns targeting High transmitting areas and taxi ranks. Condom distribution to all NGO's in ward 19.	Conduct Sports Heroes walk against AIDS by December 2016	HCT campaigns conducted in Wards1, 20, 19 & 26 Sports Heroes walk against AIDS conducted on Dec 6 th 2016	05/10/20/5306/000	R 30 000		N/A	N/A	N/A	N/A
K5.OMM.19	Good Governance and public participation	Communications, SPU and Customer		LAC meetings	Attendance register and minutes of meetings	Number of LAC meetings held by set date	4 LAC Meetings by 30 June 2017	One LAC meeting	One LAC meeting	One LAC meeting held at Council Chamber in October 2016	05/10/20/5180/000	R10 000.00	N/A	N/A		LM to review after DAC review by ECAC	Communication sent to DAC to seek permission to go ahead with review in Jan 2016

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.20	Good Governance and public participation	Communications, SPU and Customer Care		Facilitate the assistance of Support groups	Attendance registers, reports and pictures	Number of support groups trained by set date	8 Support group to be assisted by 30 June 2017	2 Support groups to be assisted with working tools.	2 Support groups to be assisted with working tools	Support groups assisted as ff: Masibumbane, Ward 9 (chicks, chicken feed & heater) Snethemba (Ward 25) supported with furniture & cutlery Rorisang Ward 23 – office furniture and stationery Ward 20 Mochochonono based Support group trained in Basic HIV, Treatment adherence TB and other Opportunistic infections. Communications with PWD's was also included.	05/10/20/5306/000	R30 000.00		N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.22	Good Governance and Public Participation	Communications, SPU and Customer Care	All wards	Management of complaints and march applications	Recorded complaints; Proof of referral; Attendance registers of meetings for dispute mitigation.	Percentage of complaints and march applications managed by set date	100% management of complaints by 30 June 2017	100% management of complaints, and applications for marches	100% management of complaints and applications for marches	100% (105) management of complaints and 32 Presidential Hotline complaints received & referred to relevant departments /stakeholders.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.21	Good Governance and Public Participation	Communications, SPU and Customer Care	N/A	Market Research - 2016 customer care survey	Market research report and Survey report	Market research and Survey conducted by set date	Conduct market research and annual customer satisfaction survey by 30 June 2017	Develop Terms of Reference and submit them to SCM	Appointment of Service Provider	Terms of reference presented to the BSC. Awaiting appointment of the service provider	05/25/41/5190/000	R 400 000.00	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.23 & K5.OMM.23	Good Governance and Public Participation	Communications, SPU and Customer Care	N/A	Migration Awareness	attendance register	Number of campaigns and school visits by set date	Coordinate 8 Awareness Campaigns & Coordinate 06 school visits by 30 June 2017.	2 Awareness Campaigns & 3 School visit for integration of foreign nationals and the local communities	2 Awareness	Community dialogues held as ff: Magadla community on 16 th of August 2016 Mpharane community on 17 th of August 2016 Nkau community on the 22 nd of August 2016 Ramohlakoa na Sassa Hall on 04 November 2016 and Sibi Traditional Council on 15 November 2016. School visit: Mshoeshoe SSS on the 22 nd of August 2016	05/10/20/5180/000	R12 000.00		N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.25	Good Governance and Public Participation	Communications, SPU and Customer Care	N/A	Data collection on migrants	Record sheet	Number of people recorded	Registration of 40 migrants on the data base by 30 June 2017	10 migrants data base register in town	10 migrants data base register in town	66 Migrants have been registered	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.26	Good Governance and public participation	Communications, SPU and Customer Care		Migration meetings	attendance register and Minutes	Number of meetings held	To hold 2 Migration Committee meetings by 30 June 2017	N/A	1 Migration Committee meeting	Migration Meeting was held in September 2016.	05/10/20/5400/000	R 5500.00		N/A	N/A	N/A	N/A

UNIT: COMPLIANCE AND LEGAL SERVICES

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.58	Good Governance and Public Participation	Compliance and Legal	N/A	Vetting and Contract Register	Vetted contracts	Percentage of Vetted contracts and developed Contract register	100% Vetting of contracts and Development of Contract register by 30 June 2017	100% Vetting of contracts and Development of Contract register	100% Vetting of contracts and Development of Contract register	7 contracts were drafted and vetted	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.59	Good Governance and Public Participation	Compliance and Legal Services	N/A	Vetting of by-laws	Reviewed By-laws, Agenda and Register for Consultative Meeting, Agenda for Stakeholder meetings, Council Agenda and Council Resolution	Number of By-laws vetted by the set date	To have drafted and reviewed (2) by-laws vetted by 30 June 2017	2 By-Laws reviewed	Public Consultation on 2 reviewed By-laws	1 by law was reviewed	051042540000	R100000.00	N5/A	N/A	N/A	Review of 4 Bylaws took longer than expected	Review will be finalized during Q3 and Q4
K5.OMM.60	Good Governance and Public Participation	Compliance and Legal Services	N/A	Administration and management of litigation cases	12 monthly reports on cases against and instituted by the municipality	Number of reports on cases against and instituted by the municipality	12 monthly report on Administration and management of litigation cases against and or instituted by the municipality	3 monthly report on Administration and management of litigation cases against and or instituted by the municipality	3 monthly report on Administration and management of litigation cases against and or instituted by the municipality	6 monthly report on Administration and management of litigation cases against and or instituted by the municipality	0510425340000	R1000 000	R668 160,97	R5,895,769.16	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
									y								
K5.OMM.61	Good Governance and Public Participation	Compliance and Legal	N/A	Enforcement on contravened by-laws	Notices, Court Orders	Percentage of notices enforced on contravened by-laws	100% Enforcement of Notices received on Contravened by-laws by 30 June 2017	100% Enforcement of Notices received on Contravened by-laws	100% Enforcement of Notices received on Contravened by-laws	1 contravention was enforced	N/A	Nil	N/A	N/A	N/A	N/A	N/A

UNIT: INTERNAL AUDIT SERVICES

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE TARGETS AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.27	Good Governance and Public Participation	Internal Audit Services		Operation Clean Audit	Reports attendance register program	Number of OCA meetings held by set date	To hold four OCA meetings after receiving AG audit report by 30 June 2017.	N/A	N/A	Compiled AG's Communication of Audit Findings (COAF's) and forwarded to relevant manager's for responses	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.28	Good Governance and Public Participation	Internal Audit Services		Financial Statements Audits	Reports	Audited AFS and interim financial statements by set date	AFS to be audited by 31 August 2016 and Interim statements to be audited by 28 February 2017	AFS to be audited by 31 August 2016.	N/A	AFS audited and comment submitted to BTO before and on the 26 August 2016. In the process of appointing an internal audit consultant as well in a process of getting the Internal audit staff trained on GRAP in preparation of auditing Interim financial statements.	05/10/30/5190/000	R 488 000.00	R 498 115.00	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE TARGETS AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.29, K5.OMM.30 & K5.OMM.31	Good Governance and Public Participation	Internal Audit Services		Review Policies, Plans and Strategy	Charters Plans and strategy Council resolution	Approved Charters by set date Approved Annual Audit Plan by set date	Two charters approved 1 Jan 2017 One Annual Audit Plan approved by 31 July 2016. Internal Audit Strategy approved by 30 June 2017	One Annual Audit Plan approved by 31 July 2016. One Annual Audit Plan approved by 31 July 2016. Internal Audit Strategy approved by 30 June 2017	Two charters approved 1 Jan 2017 One Annual Audit Plan approved by 31 July 2016. Internal Audit Strategy approved by 30 June 2017	One Annual Audit Plan approved by 20 June 2016. Preparing an Internal Audit Charter and Audit Committee Charter to be presented to council on the 27 January for approval.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.32	Good Governance and Public Participation	Internal Audit Services		Spot checks and monitoring internal control tool.	Reports Proof of Submission	Number of Internal Control tool submissions by set date; and Number of spots checks done by set date	Four quarterly Internal Control tool submissions to COGTAEC. 48 annual spot checks by 30 June 2016.	1 quarterly Internal Control tool submissions to COGTAEC. 12 spot checks	1 quarterly Internal Control tool submissions to COGTAEC. 12 spot checks	1 Internal Control Tool submitted to COGTA EC. 12 spots checks conducted. 1 Internal Control Tool submitted to COGTA EC on the 9 th January 2017. 12 spots checks conducted.	N/A	N/A	N/A	N/A	Late submission of the report to EC COGTA	Internal audit unit was short staffed fairly in the second quarter (October and November 2016) hence the late submission and the audited departments in the month of December most of the support staff was on leave.	To have the report consolidated, signed and submitted to COGTA EC on month end of the third quarter 31 March 2017.

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE TARGETS AND FINANCIAL PERFORMANCE ASSESSMENT										
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								Q1	Q2								
K5.OMM.34	Good Governance and Public Participation	Internal Audit Services		Internal audit reports	Reports	Number of internal audit reports by set date	14 Internal Audit Reports by 30th June 2016	2 Internal audit reports	3 internal audit reports	2 internal audit reports done. 1 internal audit reports on records management done and 2 reports still on planning stages Governance management and Public Participation.	N/A	N/A	N/A	N/A	2 reports not done	Internal audit unit was short staffed during the second quarter and this affected the unit performance.	To have the 2 reports completed by end January 2017.
K5.OMM.33	Good Governance and Public Participation	Internal Audit Services		Dashboard Reports	Reports proof of submission	Number of Dashboard Reports submitted to the Auditor General (AG) by set timeframe	Four quarterly Dashboard Reports submitted to Auditor General (AG) on the first working day after the end of each quarter	1 quarterly Dashboard Reports submitted to Auditor General (AG)	1 quarterly Dashboard Reports submitted to Auditor General (AG)	1 quarterly dashboard report done and submitted to AG. 1 quarterly dashboard report done and submitted to AG on the 11 th January 2017.	N/A	N/A	N/A	N/A	Submission to AG on the first day after the quarter.	Short staffed of the internal audit unit.	Submission to be done on the first day after the quarter for the third quarter.

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE TARGETS AND FINANCIAL PERFORMANCE ASSESSMENT										
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								Q1	Q2								
K5.OMM.35	Good Governance and Public Participation	Internal Audit Services		Performance reports	Reports	Number of performance reports	Four quarterly performance reports	1 quarterly performance report	1 quarterly performance report	1 quarterly performance report done. 1 quarterly performance report done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.36	Good Governance and Public Participation	Internal Audit Services		Auditor General (AG) Value Chain Quarterly Reviews	Reports Proof of submission	Number of AG quarterly reviews	Four Quarterly reviews submitted to AG	1 Quarterly reviews submitted to AG	1 Quarterly reviews submitted to AG	1 quarterly review conducted and submitted to AG. 1 quarterly review conducted and submitted to AG on the 9 th January 2017.	N/A	N/A	N/A	N/A	Submission to AG on the last day of the quarter.	Short staffed of the internal audit unit.	Submission to be done on the last day of the quarter for the third quarter.
K5.OMM.37	Good Governance and Public Participation	Internal Audit Services		Municipal Standard Chart of Accounts(MSCOA) Implementation and Compliance	Reports	Number of MSCOA reports	Four quarterly reports on MSCOA Implementation and compliance	One quarterly report on MSCOA compliance	One quarterly report on MSCOA compliance	1 quarterly report on mSCOA compliance done. 1 quarterly report on mSCOA compliance done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE TARGETS AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.38	Good Governance and Public Participation	Internal Audit Services		Ad-hoc and Consequence Management reports	Reports	Number of Ad-hoc and consequence management reports	1 Ad-hoc report and four quarterly reports on Consequence Management	1 Consequence management report	1 Consequence management report	1 consequence management report done. 1 consequence management report done.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

UNIT: MONITORING & EVALUATION / RISK SERVICES

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.39	Good Governance and Public Participation	M&E/Risk services	N/A	Approval of Municipal SDBIP	-Draft SDBIP and Submission to Mayor - Invitation, Program, Register of workshop -Final SDBIP and Submission to and Approval by Mayor	Approved SDBIP by set date	Approved 2017/18 SDBIP by 30 June 2017	N/A	N/A	N/A	05 10 35 5180 000	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.40	Good Governance and Public Participation	M&E/Risk services	N/A	Development of Performance Agreements of Municipal Manager, GM's and Middle Managers	-Signed Section 56 and Middle Managers performance Agreements and Plans -Proof of	Signed Performance Agreements and Plans submitted by set date	Section 56 and Middle Managers Performance Agreements and Plans signed and submitted to CoGTA EC by 30 August 2016	Section 56 and Middle Managers Performance Agreements and Plans signed and submitted to CoGTA EC by 30 August 2016	N/A	Performance Agreements and Plans developed, signed and submitted to Cogta EC on the 14 September 2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
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								Q1	Q2								
					submission to CoGTA-EC												
K5.OMM.41	Good Governance and Public Participation	M&E/Risk services	N/A	4 Quarterly Performance Reports	Quarterly reports and Council Resolutions	Number of quarterly reports adopted by set date	4 Quarterly Performance reports adopted by council by 30 June 2017	2015/16 Quarter 4 Performance Report adopted by Council by 30 July 2016	2016/17 Quarter 1 Performance Report adopted by Council by 31 October 2016	2015/16 Quarter 4 Performance Report adopted by Council on the 01 August 2016 with Council Resolution - CR 957/01/08/16 Q1 Performance Report adopted by Council on the 28 October 2016 with Council Resolution - CR 957/01/08/16	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.43	Good Governance and Public Participation	M&E/Risk services	N/A	Adoption of Mid-Term Performance Report	- Invitation, Program, Register of workshop	Number of PMS Induction workshops conducted by set date	Mid-Term performance report adopted by council by 25 January 2017	N/A	N/A	N/A	05 10 35 5180 000	N/A	N/A	N/A	N/A	N/A	N/A

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								Q1	Q2								
	Good Governance and Public Participation	M&E/Risk services	N/A	Adoption of Mid-Term Performance Report	- Invitation, Program, Register of workshop - Mid-Term performance report and Council Resolutions	Mid-term report adopted by set date	Mid-Term performance report adopted by council by 25 January 2017	N/A	N/A	Logistics for Mid-term PMS Workshop done	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.44	Good Governance and Public	M&E/Risk services	N/A	Revised 2016/17 SDBIP	Approved plan and Council Resolution	Revised SDBIP approved by set date	Revised 2016/17 SDBIP approved by 28 February 2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.45 & K5.OMM.46	Good Governance and Public Participation	M&E/Risk services	N/A	-Mid-Term Performance Assessments for MM, GM's and Middle Managers -Annual Performance Assessments for MM, GM's and Middle Managers	- Invitations, Registers and Assessment Reports - Personal Letters delivered and proof of delivery	Mid-term and Annual Performance Assessment held by set date	Annual performance Assessment of Section 56 and Middle Managers held by 30 September 2016 Mid-term Performance assessment of Section 56 and Middle Managers held by 31 March 2017	2015/16 Annual performance Assessment of Section 56 and Middle Managers held by 30 September 2016	N/A	Middle manager from four departments were assessed for end 15/16 FY on the 19th September 2016, however one department had no middle manager by end 15/16 FY.	N/A	N/A	N/A	N/A	GM's and MM not assessed	Other commitment by Departments	Assessments to be done end of Q3
K5.OMM.47	Good Governance and Public Participation	M&E/Risk services	N/A	- Annual Performance Report	Report, Audit Committee report and Proof of Submission	Submitted APR by set date	Submission of the 2015/16 Annual Performance Report to AG by 31 August 2016	Submission of the 2015/16 Annual Performance Report to AG by 31 August 2016	Submission of the 2015/16 Annual Performance Report to AG by 31 August 2016	2015/16 Annual Performance Report submitted to AG on the 31st August 2016.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.48	Good Governance and Public Participation	M&E/Risk services	N/A	Annual Report adopted by council	- Invitation letters and proof of submission; AR and Council resolution on Tabling - Approved AR and Council Resolution on Approval	Adopted Annual Report by set date	2015/16 Annual report (AR) adopted by 30 March 2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.56	Good Governance and Public Participation	M&E/Risk services	N/A	Submission of B2B reports to relevant stakeholders	Reports and Proof of submission	Number of reports submitted by set date	Submit monthly reports on Back to Basic to the relevant stakeholders	3 Monthly Back to Basics reports submitted to relevant stakeholders	3 Monthly Back to Basics reports submitted to relevant stakeholders	6 Reports submitted to relevant stakeholders	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.49	Good Governance and Public Participation	M&E/Risk services	N/A	Review Risk management Framework, policy, plans and strategies	Policy and Plan, Council Resolution	Adopted reviewed risk management Framework policy, Plan and strategy by set date	Review risk management Framework policy, Plan and Strategy by 30 June 2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
K5.OMM.50	Good Governance and Public Participation	M&E/Risk services	N/A	-Conduct risk management workshop - Development of risk register -Develop risk report (action plans) -Monitoring of taxonomy risk identification register	Risk report	Date of adoption of risk register Number of reports done on risk monitoring	Development and adoption of Completed risk register and 4 report on Monitoring of risk register by 30 June 2017	Risk Report	Risk Report	The risk management workshop was held on the 6th – 7th July 2016 The risk register for 2016 – 2017 has been developed and report Taxonomy based risk identification risk register has been completed 2 Risk reports completed	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.52	Good Governance and Public Participation	M&E/Risk services	N/A	Risk appetite and tolerance statement	Attendance register minutes	Date of establishment and number of committee sitting by set date	Establishment of 4 Risk appetite and tolerance statements by 30 June 2017	Risk Management Statement	Risk Management Statement	Risk Management Committee established 1 Risk Management Committee	05 10 35 5180 000	R5 000.00	N/A	N/A	N/A	N/A	N/A
K5.OMM.52	Good Governance and Public Participation	M&E/Risk services	N/A	Risk appetite and tolerance statement	Risk management statement report	Number of risk statements by set date	Establishment of 4 Risk appetite and tolerance statements by 30 June 2017	Risk Management Statement	Risk Management Statement		N/A	N/A	N/A	N/A	N/A	N/A	Risk Statement to be presented at Quarter 3
K5.OMM.53	Good Governance and Public Participation	M&E/Risk services	N/A	Monthly monitoring of information security controls	Monthly reports	Number of monthly reports on Monitoring of information security controls done by set date	Monitoring of information security controls and 12 monthly reports by 30 June 2017	Monitoring of Information on Security Control (ICT) and 3 Report	Monitoring of Information on Security Control and 3 Report	3 Reports prepared on Monitoring of Information Security Control	N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	KPI	MID-TERM PERFORMANCE AND FINANCIAL PERFORMANCE ASSESSMENT										
							ANNUAL TARGET	MID-TERM TARGETS		ACTUAL PERFORMANCE AT THE END OF MID-TERM	VOTE NUMBER	PLANNED BUDGET BY MID-TERM	ACTUAL EXPENDITURE AS AT END OF MID-TERM	REVENUE GAINED AT MID-TERM	DEVIATION FROM THE TARGET	REASON FOR THE DEVIATION	CORRECTIVE MEASURE
								Q1	Q2								
K5.OMM.54	Good Governance and Public Participation	M&E/Risk services	N/A	Risk management software	Risk software	Manual formulation of register and use of Microsoft excel	Acquisition and Installation of the Risk Management software by 30 June 2017	Acquisition of Risk Management Software	Implementation on the Risk Management Software	Risk Module included on the PMS System	051030 5190 000	R800 000	R600 000.00	N/A	N/A	N/A	N/A
K5.OMM.55	Good Governance and Public	M&E/Risk services	N/A	Risk maturity model twice year.	Risk maturity report	Number of reports done on the Risk maturity model	Determination of the risk maturity model biannually by 30 June 2017	N/A	1 Risk Maturity Model Report submitted to Provincial /National Treasury	Report to be submitted by the end of January 2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A

PERFORMANCE OF EXTERNAL SERVICE PROVIDERS

LEGEND 1 – Not meeting the standards (0-30%) 2 – Meet some of the standards (30-50%) 3 – Meet most of the standards (50-70%) 4 – Meet all the standards (70-100%)						
NAME OF SERVICE PROVIDER	SERVICE/S RENDERED	SET TARGET OF PERFORMANCE FOR MID-TERM	STATUS OF PERFORMANCE AT MID-TERM	MEASURE TAKEN TO IMPROVE PERFORMANCE	RATING FOR MEETING	COMMENTS / RECOMMENDATIONS
The Executive	<ul style="list-style-type: none"> Conference room and lunch for Management Team meeting held on 13 October 2016 	<ul style="list-style-type: none"> To provide accommodation, morning tea, 500ml bottled water and lunch for 28 people 	<ul style="list-style-type: none"> The total cost was R4882.40 Conference room was available and in good condition for the meeting Lunch was provided Bottled water was provided 	N/A	4	N/A
Motho Ke Wena Trading & Hiring	<ul style="list-style-type: none"> Catering for EXCO meeting held on 24 October 2016 	<ul style="list-style-type: none"> To provide lunch and drinks for 30 people. 	<ul style="list-style-type: none"> The total cost was R1950.00 Plates, serviettes etc, were available. Drinks were cold. 	N/A	4	N/A
Big Sky Trading 378CC	<ul style="list-style-type: none"> Catering for Council Meeting held on 28 October 2016 at the Town Hall 	<ul style="list-style-type: none"> To provide Lunch and Drinks for 100 people. 	<ul style="list-style-type: none"> The total cost was R6500.00 Plates, serviettes etc, were available. Drinks were cold. 	N/A	4	N/A
Matatiele Milk Depot	<ul style="list-style-type: none"> Spring Water Supply for the Council Meeting held on 28 October 2016 	<ul style="list-style-type: none"> Supply 100 500ml bottles of Spring Bottled natural water 	<ul style="list-style-type: none"> The total cost was R524.40 The bottled water was cold. 	N/A	4	N/A
We and Sipha Trading (Pty) LTD	<ul style="list-style-type: none"> Providing 20 white table cloths for Council meeting held on 28 October 2016 	<ul style="list-style-type: none"> Supply (hiring) of 20 White table cloths 	<ul style="list-style-type: none"> The total cost was R1900 Table cloths were provided in time and were clean 	N/A	4	N/A
Afri-Western Cuisine	<ul style="list-style-type: none"> Catering for EXCO meeting held on 05 December 2016 	<ul style="list-style-type: none"> To provide lunch and drinks for 25 people. 	<ul style="list-style-type: none"> The total cost was R2000 Plates, serviettes etc, were available. Drinks were cold. 	N/A	4	N/A
Dipepelwana Trading and Projects	<ul style="list-style-type: none"> Catering for a Council Meeting held on 09 December 2016 at Council Chambers 	<ul style="list-style-type: none"> To provide breakfast and Drinks for 100 people. 	<ul style="list-style-type: none"> The total cost was R4500 Breakfast was neatly packed as requested. Drinks were cold. 	N/A	4	N/A
Matatiele Milk Depot	<ul style="list-style-type: none"> Spring Water Supply for the Council Meeting held on 05 December 2016 	<ul style="list-style-type: none"> Supply 100 500ml bottles of Spring Bottled natural water 	<ul style="list-style-type: none"> The total cost was R524.40 The bottled water was cold. 	N/A	4	N/A
Khuselani Security & Risk Management (Pty) Ltd (Emergency	<ul style="list-style-type: none"> Guard Services Armed 	<ul style="list-style-type: none"> Guard Services Armed Banking 	<ul style="list-style-type: none"> Guard Services (34 guards) Armed Banking (3 	None	4 70 – 100%	N/A

LEGEND 1 – Not meeting the standards (0-30%) 2 – Meet some of the standards (30-50%) 3 – Meet most of the standards (50-70%) 4 – Meet all the standards (70-100%)						
NAME OF SERVICE PROVIDER	SERVICE/S RENDERED	SET TARGET OF PERFORMANCE FOR MID-TERM	STATUS OF PERFORMANCE AT MID-TERM	MEASURE TAKEN TO IMPROVE PERFORMANCE	RATING FOR MEETING	COMMENTS / RECOMMENDATIONS
appointment)	Banking • Armed Security Guards at the Nature Game Reserve	• Armed Security Guards at the Nature Game	guards) • Armed Security Guards at the Nature Game (4 guards)			
Mncedisi Wesizwe	• Cleaning, Maintenance and Control Services at Taxi Rank Public Toilets	• Cleaning, Maintenance and Control Services at Taxi Rank Public Toilets	• Cleaning, Maintenance and Control Services at Taxi Rank Public Toilets	Regular meetings	2 30 – 50%	N/A
Batebang Bataung Mechanical and Electrical Services (Contract from January 2015 up to 31 January 2018)	<ul style="list-style-type: none"> Grass cutting – Matatiele Sports Fields Marking and maintenance of Sports fields Watering of sports fields Tree pruning Opening and Cleaning of Drains 	<ul style="list-style-type: none"> Grass cutting – Matatiele Sports Fields Marking and maintenance of Sports fields Watering of sports fields Tree pruning Opening and Cleaning of Drains 	<ul style="list-style-type: none"> Grass cutting – Matatiele Sports Fields Marking and maintenance of Sports fields Watering of sports fields Tree pruning Opening and Cleaning of Drains 	Regular meetings	1 0 – 30%	N/A
Soul Good Events Management	Hosting of 6th Matatiele Music Festival	To host the 6th Matatiele Music festival	Fair	N/A	2	N/A
Tsebo Ramatseliso Trading Enterprises	Catering for Municipal supporting staff that was working at Matatiele Music Festival.	Catering for Municipal supporting staff that was working at Matatiele Music Festival.	Good	N/A	3	N/A
Mavebi Trading CC	Catering for Municipal Employees (ICF) that were assisting in the Music Festival	Catering for Municipal Employees (ICF) that were assisting in the Music Festival	Good	N/A	3	N/A
LCB Whittle & Son	Procurement of fencing material to fence the Matatiele Music Festival Old	Procurement of fencing material to fence for Matatiele Music Festival Old	Good	N/A	3	N/A

LEGEND 1 – Not meeting the standards (0-30%) 2 – Meet some of the standards (30-50%) 3 – Meet most of the standards (50-70%) 4 – Meet all the standards (70-100%)						
NAME OF SERVICE PROVIDER	SERVICE/S RENDERED	SET TARGET OF PERFORMANCE FOR MID-TERM	STATUS OF PERFORMANCE AT MID-TERM	MEASURE TAKEN TO IMPROVE PERFORMANCE	RATING FOR MEETING	COMMENTS / RECOMMENDATIONS
	Rugby Fields	Rugby Fields				
Siyavuva Construction	Fencing of Matatiele new pound	Fencing of Matatiele new pound	Good	N/A	3	N/A
Sondela OK store	Provided groceries for the IDP community outreach	N/A	Provide 24 grocery vouchers for the outreach @ R4500.00 each	None	4	N/A
IGS Solutions	Implementation of E-PMS	Implementation of E-PMS	Implementing of E-PMS - Information and Files being uploaded on the e-PMS system. - Review of documents done.	None	3	N/A

AUDIT REPORT

ATTACHED AS ANNEXURE A

AUDIT COMMITTEE REPORT

PRELIMINARY REPORT OF THE AUDIT COMMITTEE OF THE
MATATIELE LOCAL MUNICIPALITY
(FOR THE FINANCIAL YEAR ENDING 30 JUNE 2016)

(INCORPORATING THE PERFORMANCE AUDIT COMMITTEE OF THE MATATIELE LOCAL MUNICIPALITY)



MATATIELE
LOCAL MUNICIPALITY

THE AUDIT COMMITTEE OF THE MATATIELE LOCAL MUNICIPALITY (HEREINAFTER REFERRED TO AS “THE MUNICIPALITY” or “MLM”) PRESENTS THE FOLLOWING REPORT TO THE HONOURABLE SPEAKER COUNCILLOR MSHUQWANA ON ITS ACTIVITIES AND FUNCTIONS FOR THE 2015 / 2016 FINANCIAL YEAR:

1 MEMBERS OF the COMMITTEE

1.1 MEMBERS

Mr. A.R. Duminy	Chairperson: Audit Committee
Ms S.J.K. Earle	Member
Mr. T.W. Tsabo	Member
Ms. N. Thipa	Member (Membership terminated December 2015 - Resignation)

2 MEETINGS:

2.1 The Audit Committee held meetings on the following dates during and relating to the 2015 / 2016 financial year:

- a) 28 August 2015;
- b) 17 September 2015;
- c) 21 January 2016;
- d) 30 March 2016;
- e) 20 June 2016;
- f) 26 August 2016.

2.2 The minutes of the above meetings are held by the secretariat of the Municipality and are available for your perusal at your convenience. The committee has considered and reviewed inter alia the following documents relating to the 2015 /2016 financial year in its discussions to date:

- a) Audit Committee Charter;
- b) Internal Audit Charter;
- c) Internal Audit Plan 2015 - 2018;
- d) Annual Audit Plan 2015 / 2016

e) **Internal Audit Reports:**

- i) Economic Development and Planning Review;
- i) EPWP and Public Amenities Review;
- ii) Audit of Performance Information Quarter 1;
- iii) Expenditure and Payables Review;
- iv) Revenue Review;
- v) Audit of Performance Information Quarter 2;
- vi) Governance Review;
- vii) Traffic Management Review;
- viii) Review of Performance Information – Quarter 3;
- ix) Infrastructure Management Review;
- x) Review of Individual Performance Management System;
- xi) Payroll Management Review;
- xii) Risk Management Review;
- xiii) Supply Chain Management Review;
- xiv) GRAP Compliance Review of Interim Financial Statement (Umnotho / UBC);

f) **Further documents and reports considered:**

- i) Auditor General’s (AG) Audit Strategy;
- ii) AG’s Expectations From The Audit Committee;
- iii) Internal Audit Monitoring Tool;
- iv) Audit Action Plan 15/16
- v) Status of irregular, fruitless and / or wasteful expenditure and fraud;
- vi) Financial statements and Annual Performance Report of the MLM 2014 / 2015;
- vii) Annual Performance Report of the MLM 2014 / 2015 Financial Year;
- viii) Report of the Auditor General 2014 / 2015 Financial Year.
- ix) Annual Financial Statements MLM 2015 / 2016 Financial Year;
- x) Draft Annual Performance Report 2015 / 2016 Financial Year;
- xi) Draft Annual Report 2015 / 2016 Financial Year.

3 TERMS OF REFERENCE

The Audit committee operates in terms of the Audit Committee Charter as well as terms which are set out in appointment letters and performance contracts subject to the provisions of Section 166 of the MFMA. In particular the Committee emphasises that its overall objective is to ensure that good corporate governance is observed and practiced by the Municipality. In particular the purpose is to assist the Council in the course of the Council fulfilling and achieving its developmental objectives which are to deliver a quality service to ratepayers, service consumers and stakeholders utilizing minimum resources, while creating and bringing about a self-sufficient municipality.

4 AUDIT COMMITTEE RESPONSIBILITIES

- 4.1 The Audit Committee submits that it has complied with its responsibilities as set out in its Council approved terms of reference and Audit Committee Charter for the period under review in this report.
- 4.2 The Audit Committee has furthermore reviewed the Audit Committee Charter as well as the Internal Audit Charter and recommended to Council that they be accepted.
- 4.3 The Audit Committee has furthermore reviewed the Internal Audit Plan for the 2015 - 2016 in the light of the previously accepted Internal Audit Plan for the 2014 – 2017 years as well as the report of the Auditor General for the 2014/2015 Financial year.
- 4.4 The Committee has considered and reviewed the Draft Annual Performance Report 2015 / 2016 Financial Year, the Draft Annual Report 2015 / 2016 Financial Year and the Annual Financial Statements 2015 / 2016 Financial Year in addition to the various reports of the Internal Auditors and other reports and documents referred to above.

5 AUDITOR GENERAL'S REPORT - 2014 / 2015 YEAR AND FOLLOW UP

- 5.1 The Committee recommended to the Municipal Council that the Audit and Audit Report of the Auditor General for the 2014 / 2015 Financial year be accepted by the Council. This was accepted in January 2016.
- 5.2 The Committee has noted the amended Action Plan prepared by the Internal Audit Unit with the view to maintaining a clean audit. The Committee was of the view that the measures recommended and implemented by Management would materially assist the Municipality in working towards maintaining a clean audit.

6.1 REVIEW OF ANNUAL FINANCIAL STATEMENTS

6.1.1 REVIEW: ANNUAL FINANCIAL STATEMENTS 2014 / 2015 FINANCIAL YEAR

As set out in the Audit Committee's Report to Council in January 2016 the Financial statements for the 2014 / 2015 financial year were considered by the Audit Committee in the first quarter of the 2015 / 2016 year with comments and recommendations from the Internal Auditors being reviewed by the Audit Committee. The recommendations of the Internal Auditors were supported by the Audit Committee and referred to Management. The review and comments of the Audit Committee were further discussed with and referred to Management for implementation.

6.1.2 REVIEW: ANNUAL FINANCIAL STATEMENTS 2015 / 2016 FINANCIAL YEAR

The Interim, draft and final Financial Statements for the 2015 / 2016 were subjected to a comprehensive review by the Audit Committee as well as the External Internal Auditors (Umnotho) and Internal Audit.

The Audit Committee awaits the report of the Auditor General on the Annual Financial Statements and the audit results and will report to Council on receipt thereof.

6.2 AUDIT REPORT OF AUDITOR GENERAL – 2014 / 2015 FINANCIAL YEAR

- 6.2.1 The Committee has reported on the report of the Auditor General for the 2014 / 2015 Financial year in its report to Council on the 29th of January 2016.
- 6.2.2 The Audit Committee has brought the following to the attention of Council relating to the aforesaid report of the Auditor General in its first and second quarter report and repeats such issues in this report:
 - a) The Audit Committee emphasizes that the challenge facing the Municipality is now to develop an adequate and proper plan to maintain the clean audit status it has achieved. This will include addressing the matters of emphasis in the AG's report namely electricity distribution losses, impairment losses and irregular expenditure. The Audit Committee has noted that steps have been taken to address this issue and will continue to monitor progress.
 - b) The Audit Committee points out again the need to develop an adequate staff retention strategy to prevent the loss of scarce skills that have been developed in the Municipality over the past years in the effort to achieve a clean audit. In particular skills relating to internal audit, risk and financial

management must be maintained in the long term if the Municipality is to maintain its clean audit status. The Audit Committee repeats this concern and awaits a comprehensive staff retention strategy for review.

- c) The Auditor General identified material misstatements in the reported performance information contained in the annual performance report that was submitted for auditing. Management was able to subsequently correct the misstatements and the Auditor General did not identify material findings on the usefulness and reliability of the reported performance information. This aspect will require further scrutiny to prevent a repeat of material misstatements in the 2015 / 2016 Annual Performance Report. The Audit Committee notes the involvement of the outsourced internal auditors (Umnotho) in addressing compliance in this regard and in particular the reviews of interim financial statements and is satisfied with the response to this issue.

7 RISK AND INTERNAL AUDIT UNITS

7.1 INTERNAL AUDIT UNIT

The Committee believes that this Unit is functioning properly and is continuing to develop its capacity. As has been stated previously the Internal Audit Function of the Municipality will probably continue for at least the medium term to require an out-sourced highly skilled Internal Auditor working with the Internal Audit Unit of the Municipality. The Audit Committee notes that this Unit is able to carry out its work effectively and objectively and is not afraid of making adverse findings when and where necessary.

7.2 MUNICIPAL RISK UNIT

The Committee believes that this unit is functioning well but would benefit from increased reporting to the Audit Committee.

8 COMPLIANCE WITH LAWS AND REGULATIONS

8.1 PERFORMANCE REPORTS AND MONTHLY FINANCIAL STATEMENTS

The Performance Information audited contains sufficient reporting and information. The contents thereof appear to be an accurate and fair reflection of the performance of the Municipality in its statutory, public and other obligations and duties.

8.2 LEADERSHIP, GOVERNANCE AND PERFORMANCE MANAGEMENT

The Audit Committee is generally satisfied with leadership and management in the Municipality. Increased attendance by Senior Management of Audit Committee Meetings has contributed to more effective discussion of issues raised in reports and will furthermore assist in addressing problem areas as and when they are identified.

8.3 RISK ASSESSMENT AND MANAGEMENT

The Committee notes the commitment of Management in putting in place effective strategies and plans for risk assessment and management by all its directorates. This management responsibility will be monitored on an ongoing basis by the Committee. The Audit Committee notes that Risk Assessments have been carried out and that a Risk Committee is in place to identify, monitor and address risks.

8.4 FRAUD PREVENTION AND RELATED POLICIES

The Committee notes efforts by the Internal Audit unit to exposing potential and real fraud cases within municipal directorates and assisting management in dealing effectively with such incidents. Policies and plans are in place to ensure the continued effective management of risk and minimization of fraud within the Municipality. The Fraud Prevention Plan addresses the risk of fraud and must be reviewed in the near future with reference to the risk register and possible fraud risks that may arise from time to time.

The Audit Committee emphasizes that Fraud prevention should be a high priority and that further measures should be investigated and implemented in high risk areas.

8.5 PERFORMANCE MANAGEMENT

This area remains a high risk area for the Municipality. Steps to limit this risk have been implemented by Management and the Committee is satisfied with the response of Management at present.

9 AUDIT FUNCTION

9.1 INTERNAL AUDIT FUNCTION

The Committee is satisfied with the work of the outsourced Internal Auditors (Umnotho /UBC) in assisting the Municipality with this function and believes that the Municipality has further improved its capacity and compliance relating to internal audit substantially in this financial year as set out above. The Audit Committee considers the work of the Internal Auditors to be effective and helpful in assisting the Audit Committee and Municipality to carry out their functions and activities.

The Audit Committee is of the view that the contribution of Umnotho has materially assisted the Municipality in developing its own internal audit capacity.

9.2 **EXTERNAL AUDIT FUNCTION**

The Committee is further satisfied with the work of the External Auditors (Auditor General) and considers such work effective. The Auditor General's representative has attended various meetings of the Committee and this has assisted the Audit Committee to fulfil its functions generally and in particular relating to the Auditor General.

The Auditor General's Representative will be assisting the Municipality in the upcoming induction process of new members of the Audit Committee and the Auditor General's involvement at this level is of great assistance.

10 **PERFORMANCE AUDIT COMMITTEE**

- 10.1 The Audit Committee of the Municipality sits as an Audit Performance Committee and has carried out various functions relating to Performance issues in the year under review.
- 10.2 The Performance Management and Information Reports for the First, Second and Third Quarters 2015 / 2016 have been considered by the Committee and the Committee noted the "Medium" Risk rating of the Internal Auditors in these reports with some High Risk areas being identified. This area should remain a High priority field for the Municipality and will continue to be monitored by the Committee. The Committee will report on the Fourth Quarter in its final report.
- 10.3 The Audit Committee has participated in performance assessments for Municipal managerial staff. The Audit Committee notes that the delay in finalizing these performance assessments can impact on the effectiveness of the performance assessments in correcting any issues that may arise and require attention before the end of the financial year. The Audit Committee will continue to participate in further performance assessments.
- 10.4 The Audit Committee has furthermore conducted a self-assessment by way of the completion of a monitoring tool that has been forwarded to Internal Audit. The Audit Committee would benefit in future from a performance assessment by Management which could be overseen by the Auditor General's representative.

11 **HIGH RISK AREAS**

The Committee notes that the following reports carried "**HIGH**" Risk ratings by the Internal Auditors and stresses the need for Management to attend to all undertakings made and remedial steps suggested in such reports:

- a) Governance and Council Structure;
- b) Revenue Management;
- c) Traffic Services Review;
- d) Economic Development and Planning Report;
- e) Payroll Review.

The above areas remain a concern and require constant review and attention.

12 **EXTRMEMLY HIGH RISK AREA**

As mentioned in the first and second quarter reports the **EPWP** Public Amenities report by the Internal Auditors carried a "**CATASTROPHIC**" rating and is currently an extremely High risk area for the Municipality. The areas that have been identified in this report are:

- a) Approval of Rentals and Payments;
- b) Proper Authorisation of Beneficiaries;
- c) Total wages Monitoring and Physical verification of Beneficiaries; and
- d) Capturing and Approval of Beneficiaries.

The Audit Committee still awaits feedback on the above issues and will continue to monitor performance in these areas.

13 **NEW AUDIT COMMITTEE AND COMMITTEE MEMBERSHIP**

The Audit Committee Chairperson participated as an observer in the interview process for the new Audit Committee. The Chairperson is satisfied that the interview process was conducted fairly and properly and notes that the proposed new committee is comprised of experienced and highly qualified members who have the skills and experience to enable the Audit Committee to operate on a high level and discharge all its duties.

The Audit Committee will report to Council on the finalization of and receipt of the report of the Auditor General at the end of November 2016.
The Audit Committee humbly requests Council to note the contents of this report and accept same.

Signed at Matatiele this 30th day of September 2016.

A handwritten signature in black ink, appearing to read "A.R. Duminy". The signature is written in a cursive, flowing style.

AR Duminy

Chairperson of the Audit Committee and Performance Audit Committee, MLM

AUDIT ACTION PLAN

REF:	FINDING	ROOT CAUSE	IMPACT-	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 01. (AOP O WB3)	No formalised and approved Standard operating Procedures	There is inadequate time for planning to appropriately define the processes that will be needed to collect, collate and compile the information for the indicators and targets.	System processes that are obtained via written and verbal discussions are likely to be deficient as management will not be able to articulate all relevant processes in order to create a clear, complete and concise document. This is also as a result of management having little time to provide such detailed responses.	Prepare Standard Operating Procedure (SOP) and submit them to council for approval.	20 th January 2017 27 th January 2017	Ms NNP Sicwebu	To be submitted to Council on the 27 th January 2017
COAF 01. (AOP O WB4)	Inconsistencies identified between IDP, SDBIP and APR	Lack of implementation of the performance management system policy. Lack of review of IDP and SDBIP documents.	The objectives/priorities as per IDP that are not included in the SDBIP may not be implemented as planned. The indicators that are included in the SDBIP but not planned for in the IDP may be implemented which could impact on the budget versus actual activities of the municipality.	IDP will be amended in terms of Section 34 of the Municipal Systems act, following all the processes required. (Council resolution attached).		Ms NNP Sicwebu	
REF:	FINDING	ROOT CAUSE	IMPACT-	ACTIO	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 02	Staff Establishment not approved by Municipal Council	The Municipal Manager did not develop an adequate staff establishment and have it submitted to the Municipal Council for approval as prescribed by the Municipal Systems Act	This has resulted in non-compliance with section 66 of Municipal Systems Act No. 32 OF 2000 in that appointments were made in posts which were not provided for in an approved staff establishment of the municipality, thereby may be considered null and void in terms of the Act	The municipal manager must, within 14 days of finalising the staff establishment, submit the staff establishment, a detailed report and recommendations on the staff establishment to the municipal council for approval. Furthermore the process of approving the staff establishment should be clearly distinguished from the approval of the budget of the municipality.		Ms Z Mbhele	
COAF 03	Recalculated Leave provision differs to that on the leave register	No review was performed to identify any errors that were made in the computation of the provision for leave.	Leave provision was understated by R41, 295.76 (Projected amount of R 430,000).	Corrected. Cut off dates have been set in the payroll procedure manual that will address payment that relates to the previous year and should be paid in the new financial year.	n/a	Ms N Majova	
COAF 03	Leave was taken before being approved	Unavailability of responsible official to approve leave timorously	This has resulted in non-compliance with the leave policy.	Audit of leave days assisted by HR department on a monthly basis.	monthly	Ms N Majova	In progress

REF:	FINDING	ROOT CAUSE	IMPACT-	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 03	Leave taken per leave forms varies to that captured on the VIP system	Poor filing of leave forms.	This has resulted in non-compliance with MFMA requirements	Management will ensure that all leave forms are properly filed.		Ms Z Mbhele	
COAF 03	Bonus and Long service awards were included in leave payout	Errors made in the leave payout are not identified as no review is performed.	Leave payout was overstated by a projected amount of R356, 309.70.	Corrected Audit of all pay out schedules to determine and ensure classification of all salary payment disclosure	n/a	Ms N Majova	
COAF 04	Variances between property value in the Fixed Asset Register and value in the Valuators Roll	This is due to lack of management oversight in reviewing the work performed by the expert for reasonableness and accuracy	This will result in an overstatement of Investment property of R926 651.69	Management will ensure that appropriate procedures are in place to review changes made in the Valuators Roll and Fixed Assets Register is affected in a timely manner.		Mr. K Mehlokhulu	
COAF 4	Investment Property included in the Asset Register which is not registered in the name of the Municipality	This is due to lack of management oversight in reviewing & monitoring information captured in the Asset Register to ensure its accuracy.	This will result in Investment Property being overstated by R25000.00	Management should ensure that appropriate procedures are in place to review the accuracy of the information in the fixed Asset Register.		Mr K Mehlokhulu	
REF:	FINDING	ROOT CAUSE	IMPACT-	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 04	Variances between property extent numbers in the Title Deeds and extent numbers in the Valuators Roll	This is due to lack of management oversight in reviewing & monitoring the work performed by the expert for reasonableness and accuracy.	This will result in investment Property being overstated by R72 688.23	Management is to ensure that appropriate procedures are in place to review the accuracy of the information in the Valuators Roll, by ensuring regular monitoring and evaluation of work performed by experts and third parties.		Mr. L. Ndzelu	
COAF 05	Amount per the AFS cannot be traced to the TB	Management did not have controls in place to ensure that accurate and complete information has been transferred from the GL to the AFS	The Provision for long Service has been overstated by R 3152.93 and Provision for leave pay has been understated by R 3152.93	Management will implement controls over financial reporting to ensure annual financial statements are supported by valid, accurate and complete information.		Mr. L. Ndzelu	

COAF 05	Performance Bonus Paid to an employee who did not meet the set requirements	The Bonus payments was not properly reviewed to ensure that it is accurately calculated and paid in accordance with the Municipal Performance Regulation.	This will result in irregular expenditure as the expenditure incurred is in contravention the Municipal Performance Regulation gazetted on the 1 August 2006 no 29089.	A schedule from HR department to be accompanied by properly approved documentation and scrutinized before payment is made.	monthly	Ms N Majova	In progress
REF:	FINDING	ROOT CAUSE	IMPACT-	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 06	Indicators not well defined.	There is inadequate time for planning to appropriately define the processes to develop a well-defined performance Indicator.	System processes that are used to plan, design and develop performance indicators that are well-defined are likely to be deficient as management will not be able to articulate all relevant processes in order to create a clear, complete and concise well-defined performance indicator.	Technical Indicator Description annexure included with the SDBIP that should result in well-defined performance indicators for each department.		Ms NNP Sicwebu	
COAF 07	Planned targets on SDBIP not reported on APR	There are inadequate reviews performed prior to reporting to ensure that there is alignment of the reported results to the set targets.	The inconsistency affects the reliability and credibility of the annual performance report and service delivery and budget implementation plan.	Management will ensure that information reported in the APR is reviewed prior to inclusion therein, and compared to the service delivery and budget implementation plan to ensure consistency and reliability thereof.		Ms NNP Sicwebu	
COAF 08	Changes made to Planned targets as per Annual Performance Report.	Lack of implementation of the performance management system policy. Inadequate reviews performed prior to reporting to ensure that there is alignment of the reported results to the set targets.	The inconsistency affects the reliability and credibility of the Annual Performance Report and Service Delivery and Budget Implementation Plan.	Management will ensure that the IDP, SDBIP, APR as well as the budget are aligned and consistent to achieve the required objectives. Management will consult with Internal Audit and the Audit committee timeously to identify gaps and make necessary adjustments.		Ms NNP Sicwebu	
REF:	FINDING	ROOT CAUSE	IMAPCT	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 09	Targets not measurable	There is inadequate time for planning to appropriately define the processes to develop a well-defined performance target that will be measurable and express a specific level of performance that the institution, programme or individual is aiming to achieve within a given time	System processes that are used to plan, design and develop performance targets that are well-defined are likely to be deficient as management will not be able to articulate all relevant processes in order to create a clear, complete and concise well-defined and measurable performance target.	System and processes will be developed to ensure that the municipality has measurable performance target. Suitable targets need to be specified to measure performance in relation to inputs, activities, outputs, outcomes and impacts.		Ms NNP Sicwebu	

		period.					
COAF 09	Targets not time bound	There is inadequate time for planning to appropriately define the processes to develop a well-defined performance target that will be time bound and express a specific level of performance that the institution, programme or individual is aiming to achieve within a given time period.	System processes that are used to plan, design and develop performance targets that are well-defined are likely to be deficient as management will not be able to articulate all relevant processes in order to create a clear, complete and concise well-defined and time bound performance target.	System and processes will be developed to ensure that the municipality has measurable performance target and which are time bound. Suitable targets need to be specified to measure performance in relation to inputs, activities, outputs, outcomes and impacts and be able to measure time.		Ms NNP Sicwebu	
REF:	FINDING	ROOT CAUSE	IMAPCT	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 10	Contract Management - Incomplete Register	This was caused by lack of proper review of the information submitted.	Understatement of Commitments Impact irregular expenditure.	Management is to regularly reconcile the bid award register to the contract register to ensure completeness of contract register. Management should also properly review the contract management to ensure its completeness and accuracy.		Ms O Mgwebi	
COAF 11	Incomplete Commitments Schedule	This was caused by lack of proper review of the supporting schedule submitted for audit.	This will result in the understatement of commitments of R18 300 000 and projected misstatement of R20 740 000. As the understatement is material, if the error is not corrected, this could lead to a possible qualification item.	Management is to ensure complete schedules are submitted for audit through performing adequate review is of all schedules in support of the Annual Financial Statements.		Mr. K Mehlomakhulu	
COAF 11	Overstatement of Commitments	This was caused by lack of proper review of information submitted for audit and lack of proper record keeping.	This could result in Commitments being overstated by a total amount of R241 901,20 and a projected misstatement of R263 868.00.	Management will ensure adequate and accurate supporting documentation is available in support of the reported figures in the supporting schedules.		Mr K Mehlomakhulu	
REF:	FINDING	ROOT CAUSE	IMAPCT	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 12	Asset not Considered For Impairment	Impairment assessment were not adequately done during the current year to consider assets that were in a state of	This has resulted in a understatement of impairment in the statement of financial performance and overstatement of assets in the statement of financial position	The municipality's impairment assessment will identify assets that: • Are in a state of permanent		Mr K Mehlomakhulu	

		permanent damage		<p>damage at year end;</p> <ul style="list-style-type: none"> • Are stolen at year end; • Are technologically obsolete at year end; • Have remained idle for a considerable period either prior to them being put into use at year end or during their useful life. 			
COAF 13	BAC composition not according to SCM regulation	The SCM policy is not in line with the SCM regulations. The regulation does not include a quorum for the BAC committee. It was established that the SCM policy has an inclusion paragraph under Section 29 (10) which is not in the SCM regulations	This will result in irregular expenditure. Further, there is an understatement of irregular expenditure as disclosed in the Annual Financial Statements.	Management will ensure that the SCM policy is in line with the SCM regulations		Ms O Mgwebi	
REF:	FINDING	ROOT CAUSE	IMAPCT	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 13	Benefits or discounts not demonstrated	Motivation for deviating from the SCM policy was regarded as a benefit obtained from participating in a contract secured by another organ of state.	This may lead to irregular expenditure. Further, this results in an understatement of irregular expenditure disclosed in the Annual Financial Statements.	Prior to the municipality participating in a contract secured by another organ of state, a benefit analysis should be performed and approved by a delegated official. Further, management is to ensure that benefit is clearly demonstrated and documented.		Ms O Mgwebi	
COAF 13	SCM: Lack of segregation of duties.	Lack of isolation of responsibility /duties.	This may lead to irregular expenditure. Further, this results in an understatement of irregular expenditure disclosed in the Annual Financial Statements	Management is to ensure that there is a segregation of duties relating to the recommendations and approval of deviations.		Ms O Mgwebi	
REF:	FINDING	ROOT CAUSE	IMAPCT	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 13	SCM: Application for deviation not dated	There is a lack of review of approval for deviations by management before approval.	There is a risk that deviation will be processed and procured before they are approved by the Municipal Manager. Further, there is a risk that deviations will not be recorded in the period in which they relate which will result in an understatement of the deviations. This will result in irregular expenditure.	Management will ensure that applications for deviations are complete and reviewed thoroughly before approval. Further management should ensure that application for deviations are dated to ensure that they are recorded in the correct period in		Ms O Mgwebi	

				which they occurred.			
COAF 13	SCM: Supplier unfairly disqualified	BEC minutes do not correspond with the inquiry as to which reason disqualified the supplier	This results in an uneconomical use of resource	Management will ensure that minutes are clearly documented and reviewed to ensure that they effectively describe details as communicated in the different committees.		Ms O Mgwebi	
REF:	FINDING	ROOT CAUSE	IMPACT	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 13	SCM: The preference point system was not applied in the procurement of goods and services	Through enquiry from management, we established that this was because the tender was awarded to the only responsive supplier.	The above will result in irregular expenditure which in turn will result in an understatement of irregular expenditure in the Annual Financial Statements. Further, this results in non-compliance with relevant laws and regulations.	Management is to ensure that the process of evaluation is followed through to the end at all times. The municipality should be able to produce complete data of evaluation should there be any disputes raised by unsuccessful bidders.		Ms O Mgwebi	
COAF 14	Internal Control deficiencies	<p>No Terms of Reference – The municipality has not kept accurate and complete records supporting the disclosure in financial statements.</p> <p>No Gap Analysis- Lack of proper planning by management in ensuring where lack of skills is identified a gap analysis is performed prior to making a decision of appointing a consultant or using in-house resources.</p>	<p>Consultants appointed for requirements that can be addressed by internal resources.</p> <p>Over-dependency on consultants as a result of vacancies.</p> <p>Lack of transfer of skills resulting in continued dependence on consultants.</p> <p>Performance of the consultants may not regulated by terms of reference.</p>	Management will ensure a Gap Analysis is performed for each of the skills/service provided by the consultant. Gap Analysis assists the municipality in identifying the benefits and disadvantages, cost effective measures between appointing a consultant or using in-house resources (municipal staff).		Mr. L. Ndzelu	
REF:	FINDING	ROOT CAUSE	IMPACT	ACTION	TIME FRAME	RESPONSIBLE PERSON	STATUS
COAF 16	The nature of prior period errors were not disclosed in the AFS.	Annual Financial Statements were not reviewed to identify and rectify the error on the note to the prior period error disclosed.	This has resulted in non-compliance with the disclosure requirements of GRAP 3 paragraph 51.	Management will ensure that the nature of each prior period error disclosed under note 55 is disclosed as required by GRAP 3, Par 51. Details of the correction have been provided for audit processes.		Mr. L. Ndzelu	

COAF 16	Prior period error relating to payables from exchange transactions were incorrectly disclosed.	Annual Financial Statements were not reviewed to identify and rectify the error on the note to the prior period error disclosed.	This has resulted in Non-compliance with GRAP 3 paragraph 51.	Management will ensure that the payable from exchange transaction is disclosed at R157 323 instead of R34 544. Necessary adjustments will be done to the AFS.		Mr. L. Ndzelu	
COAF 17	Overstatement of Vat	There was an incorrect processing of the journal entry.	Vat and Skills development were therefore overstated and understated by R3 431.64 respectively.	Management will process the journal entries to correct the overstatement and understatement of VAT and skills development.		Mr. L. Ndzelu	
COAF 19 (AOP O: WB7)	Inability to verify evidence relating to the annual targets as reported in the APR(COF13)	Management sign performance agreements that are per the department not per the KPA which caused a non-alignment between the SDBIP and performance agreements	lack of accountability for certain indicators that are under a KPA in the SDBIP but not necessarily belonging to the Manager in charge of the KPA	Management to ensure that the planning documents i.e. SDBIP are aligned with the reporting documents i.e. APR, this will make the flow of information and accountability by management easily achievable.		Ms NNP Sicwebu	

RECOMMENDATIONS

- Departments to analyse their budget spending
- Departments to re-prioritise the budgets to cover for exhausted votes if still required
- Departments to submit adjustments proposals with their sources of funding
- Departments to consider underutilised budgeted votes to fund the overspent or exhausted votes

MUNICIPAL MANAGER'S QUALITY CERTIFICATE

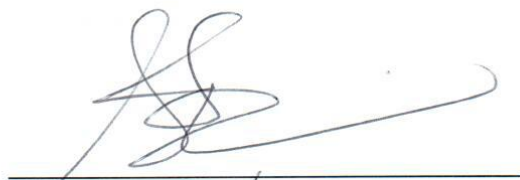
I Damian Crysogonus Tshepang Nakin Municipal Manager of Matatiele Local Municipality, hereby certify that the Mid-term Performance Assessment report and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the Performance Assessment has been done properly to ensure that is a true reflection of what has taken place with effect from 01 July 2015 to 31 December 2015 and is consistent with the Integrated Development Plan, Budget and SDBIP of the municipality.

This report has been submitted to the Mayor on the 25/01/2016 as required by the Municipal Finance Management Act, Section 72 and acknowledges receipt as signed below:

Print Name **Dr. D.C.T. Nakin**

Municipal Manager of Matatiele Local Municipality (EC441)

Signature



Date

25 January 2017

Mayor's Acknowledgement of Submission

Print Name **Cllr. Momelezi Mthetheleli Mbedla**

Mayor of Matatiele Local Municipality (EC441)

Signature



Date

25 January 2017