



Draft SDBIP

201617

1. Background

Chapter 7 of the Constitution of the Republic of South Africa, 1996 gives effect to the establishment of the municipalities. According to section 153(1)(a), a municipality must structure and manage its administration, and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community.

National Development Plan Vision 2030 furthermore outlines that South Africa has the means, the goodwill, the people and the resources to eliminate poverty and reduce inequality. It is within our grasp. But it will not happen unless we write this new story; a story of people, their relationship, their dreams and their hopes for a better tomorrow. We want our children and young people to have better life chances than we have.

Every year a programme of action is developed to make sure that we know exactly what has to be done to achieve our goals. The outcomes as according to the National Development Plan has to be taken into consideration in order to improve the livelihood of the community. The following are the outcomes:

- Quality basic education
- A long and healthy life for all South Africans
- All people in South Africa are and feel safe
- Decent employment through inclusive economic growth
- Skilled and capable workforce to support an inclusive growth path
- An efficient, competitive and responsive economic infrastructure network
- Vibrant, equitable, sustainable rural communities contributing towards food security for all
- Sustainable human settlements and improved quality of household life
- Responsive, accountable, effective and efficient Local Government system
- Protect and enhance our environmental assets and natural resources
- Create a better South Africa and a better world
- An efficient, effective and development oriented public service and an empowered, fair and inclusive citizenship.

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

- A. Projections for each month of-
- (i) Revenue to be collected, by source; and
 - (ii) Operational and capital expenditure, by vote;

- B. Service delivery targets and performance indicators for each quarter”.
- C. Any other matters that may be prescribed, and includes any revisions of such plan by mayor in terms of section 54(1) ©

2. PURPOSE

The Service Delivery and Budget Implementation plan (SDBIP) gives effect to the Integrated Development Plan and the budget of the municipality. It is an expression of the objectives of the municipality in quantifiable outcomes that will be implemented by the administration for the financial year starting from 1 July 2016 to 30 June 2017. It includes the service delivery targets and performance indicators for each quarter which is linked to the performance agreements of Senior Managers, the Mayor to monitor the performance of the Accounting Officers, and the Community to monitor the performance of the Municipality.

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

The purpose of this document is to present the Service Delivery & Budget Implementation Plan (SDIBIP) of Tokologo Local Municipality for the 2016/2017 financial year.

3. LEGISLATIVE FRAMEWORK

In terms of Section 53 (1)(C)(ii) of the Local Government: Municipality for implementing the municipality’s delivery of municipal services and its annual budget, and which must indicate the following

- (a) Projections for each month of –
 - (i) Revenue to be collected, by source; and
 - (ii) Operational and capital expenditure, by vote
- (b) Service delivery targets and performance indicators for each quarter, and
- (c) Other matters prescribed

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

4. COMPONENTS OF THE SDBIP

National Treasury directives are clear on the contents and methodology to derive at the SDBIP. As a first step, the IDP objectives need to be quantified and related into key performance indicators. The budget is aligned to the objectives, projects and milestones to enable the SDBIP to serve as monitoring tool for service delivery. What gets measured, gets done, therefore it should be noted, that in order to improve on certain processes and co-operation within the municipality, Performance indicators have been developed for measurement purposes during 2016 / 2017 financial year.

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

- ✓ Monthly projections of the Revenue by Source.
- ✓ Monthly projections of Revenue and Expenditure by Vote.
- ✓ Quarterly Projections of service targets and performance indicators for each vote.
- ✓ Ward information
- ✓ Capital Works Plan over three years.

In the development of the municipality's SDBIP, cognizance was taken of the IDP Guidelines by COGTA for purposes of alignment to the Performance Agreement of the Municipal Managers and Managers directly accountable to the Municipal Manager.

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

5. REPORTING OF THE SDBIP

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

A series of reporting requirements are outlined in the MFMA. Both the Mayor and the Accounting Officer have clear roles to play in preparing and presenting these reports. The reports then allow the Council of the Tokologo Local Municipality to monitor the implementation of service delivery programmes and initiatives of the Municipality.

5.1 Monthly Reporting

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

Accounting Officer of a municipality by not later than 10 working days after the end of each month. Reporting must include the following:

- ✓ actual revenue, per source
- ✓ actual borrowings
- ✓ actual expenditure, per vote
- ✓ actual capital expenditure, per vote
- ✓ the amount of any allocations received

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

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

5.2 Quarterly Reporting

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

5.3 Mid-Year Reporting

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

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

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

6. MILESTONES

The purpose of planning, monitoring and evaluating service delivery is to measure the achievements of a policy, programme or project and to identify how they can be improved. The purpose of evaluating performance is to determine what outcomes the municipality has had and the impact thereof on the municipalities. The municipality produced its first SDBIP in the previous financial year and the following are amongst several milestones that were achieved during the previous years:

PROJECT	DATE OF EXECUTION	NUMBER OF HOUSEHOLDS APPLIED	NUMBER OF HOUSEHOLDS CONNECTED	COMMENTS
Mama o ntelekile Phase 1 (seretse) and Dikgalaope Phase 1 new connections	From July 2010 – January 2012	416	187 completed in 2010/11 financial year In Dikgalaope. 129 completed in 2012 January in Seretse.	The project was completed but there was open space which made the project not to be fully completed. So meaning only 316 was completed from 416.
Dikgalaope phase 2 New connections	From July 2014 – 2015	60	60	Completed
Dikgalaope Phase 1 Infills	From July 2014 – year 2015	13	13	Completed
Seretse “Mama o ntelekile” Phase 2 Infills (Households which were not completed year 2010/11)	From July 2014 – 2016	87	87	Infrastructure was built for phase 2 but not all houses were connected for year 2010/2011 project. The project was completed this financial year
Seretse “Mama o ntelekile” Phase 3 New Connections	From July 2014– 2016	88	88	Completed
15 High Mast Lights in 3 towns, 5 per town	From Year 2015 – march 2016	15	15	Completed
Seretse “Mama o ntelekile” Phase 4	From July 2016 – April 2017	300	0	We still in talks with Doe to allocate

New Connections				money for this project
Seretse "Mama o ntelekile" Phase 3 Infills	From July 2016 – April 2017	208	0	We still in talks with Doe to allocate money for this project
Seretse Substation/switch gear (Upgrade)	From March 2015 – till present		IMPLEMENTATION STAGE	The allocation for this project is insufficient but material has been delivered on site.

7. REVISION OF THE SDBIP

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

- a) Each directorate will provide the Municipal Manager with information as requested under section 71 and /or 72 of the MFMA and this information will be submitted to the Mayor by the 10th working day of each month.
- b) For financial performance, the information will show a comparison of actual performance against the planned income and expenditure included in the SDBIP.
- c) For financial projects, each variance of +/- 10% or R50 000 whichever is the greater will be highlighted. The Director: Technical Services / Director responsible for the capital project will be required to provide a written report covering:
 - ✓ The reason for the variance
 - ✓ If necessary, what corrective measures have been put in place
 - ✓ Whether the start and finish dates of the capital project need amended.
 - ✓ Whether the project specification will need to be amended.
 - ✓ Revised monthly estimates of expenditure for the project.
- d) At the end of each quarter, Directors must supply the Municipal Manager with the actual performance against each of the performance indicator targets (non-fictional targets). This information must be submitted to the Mayor by the 10th working day after each quarter along with the budget monitoring information for that quarter as provided by Budget & Treasury Office.

- e) If the actual performance on any indicator varies from the planned performance the Municipal Manager can request the responsible Director for a written report on explanation of the variance and, if the required performance can be met in the future.
- f) The Municipal Manager will then review these reports and decide whether the SDBIP should be amended. A report will be submitted to the Mayor, together with a motivation/advice whether there is a need for revision of the annual budget/ SDBIP

8. SDBIP CYCLE

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

8.1 Planning

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

8.2 Strategizing

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

7.3 Tabling

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

7.4 Adoption / Approval

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

Chapter 7 of the MFMA requires the Mayor to take all reasonable steps to ensure that the SDBIP is approved by the Mayor within 28 days after the approval of the budget and that the SDBIP is made public no later than 14 days after that. It is clear in terms of the MFMA that

the responsibility for the approval that municipalities should submit and table a draft SDBIP together with the draft Budget and IDP.

7.5 Publishing

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

7.6 Implementation and monitoring

Section 54 of the MFMA sets out the responsibilities of the Mayor with regard to budgetary control and the early identification of financial problems. When a budget monitoring report is received under section 71 and/or 72 of the MFMA, the Mayor must check whether the budget is being implemented in accordance with the SDBIP. If it is decided to amend the SDBIP, any revisions to the service delivery targets and performance indicators must be made with the approval of council following an adjustment budget. The mayor must issue instructions to the Accounting Officer to ensure that the budget is implemented in terms of the SDBIP. The revised SDBIP must be promptly made available to the public.

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

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

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

If the actual performance on any indicator varies from the planned performance the Municipal Manager can ask the responsible Director for a written report asking for an explanation of the variance and, if the performance is not as projected, what measures have been put in place to ensure that the projected level of performance can be met in the future? The Municipal Manager will then review the report and decide whether the SDBIP should be amended and advise the Mayor accordingly.

9. BUDGETARY INFORMATION

9.1 Revenue

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

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

Tokologo Local Municipality Service Delivery & Budget Implementation Plan

2016 - 2017

FS182 Tokologo - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue By Source																
Property rates		325	325	325	325	325	325	325	325	325	325	325	325	3,906	4,148	4,392
Property rates - penalties & collection charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue		1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,304	1,395	15,735	16,710	17,696
Service charges - water revenue		201	201	201	201	201	201	201	201	201	201	201	(195)	2,011	2,135	2,261
Service charges - sanitation revenue		237	237	237	237	237	237	237	237	237	237	237	(162)	2,443	2,595	2,748
Service charges - refuse revenue		167	167	167	167	167	167	167	167	167	167	167	(73)	1,764	1,873	1,984
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		79	79	79	79	79	79	79	79	79	79	79	949	1,008	1,067	
Interest earned - external investments		52	52	52	52	52	52	52	52	52	52	52	626	664	703	
Interest earned - outstanding debtors		700	700	700	700	700	700	700	700	700	700	700	8,403	8,924	9,450	
Dividends received		0	0	0	0	0	0	0	0	0	0	0	3	3	3	
Fines		8	8	8	8	8	8	8	8	8	8	8	98	104	110	
Licences and permits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Agency services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers recognised - operational		19,546	-	-	-	15,358	-	-	11,635	-	-	-	-	46,539	45,829	48,615
Other revenue		53	53	53	53	53	53	53	53	53	53	53	641	681	721	
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		22,673	3,127	3,127	3,127	18,485	3,127	3,127	3,127	14,761	3,127	3,127	2,184	83,116	84,674	89,753
Expenditure By Type																
Employee related costs		2,900	2,900	2,900	2,900	2,900	3,524	2,900	2,900	2,900	2,900	2,900	2,900	35,425	37,975	40,330
Remuneration of councillors		215	215	215	215	215	215	215	215	215	215	215	215	2,586	2,746	2,908
Debt impairment		48	48	48	48	48	48	48	48	48	48	48	48	575	611	647
Depreciation & asset impairment		77	77	77	77	77	77	77	77	77	77	77	926	983	1,041	
Finance charges		36	36	36	36	36	36	36	36	36	36	36	36	438	465	492
Bulk purchases		1,978	1,978	1,978	1,978	1,978	1,978	1,978	1,978	1,978	1,978	1,978	23,730	25,202	26,689	
Other materials		283	283	283	283	283	283	283	283	283	283	283	3,392	3,602	3,814	
Contracted services		258	258	258	258	258	258	258	258	258	258	258	655	3,496	3,485	
Transfers and grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other expenditure		1,105	1,105	1,105	1,105	1,105	1,105	1,105	1,105	1,105	1,105	378	12,534	13,311	14,096	
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		6,901	6,901	6,901	6,901	7,524	6,901	6,901	6,901	6,901	6,901	6,901	6,571	83,101	88,186	93,502
Surplus/(Deficit)																
Transfers recognised - capital		15,772	(3,774)	(3,774)	(3,774)	11,584	(4,398)	(3,774)	(3,774)	7,861	(3,774)	(3,774)	(4,387)	16	(3,512)	(3,750)
Contributions recognised - capital		-	-	-	-	-	-	-	-	-	-	-	75,608	75,608	46,009	53,708
Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		15,772	(3,774)	(3,774)	(3,774)	11,584	(4,398)	(3,774)	(3,774)	7,861	(3,774)	(3,774)	71,221	75,624	42,498	49,958
Taxation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	1	15,772	(3,774)	(3,774)	(3,774)	11,584	(4,398)	(3,774)	(3,774)	7,861	(3,774)	(3,774)	71,221	75,624	42,498	49,958

Tokologo Municipality Service Delivery & Budget Implementation Plan 2016 - 2017

3rd QUARTER PERFORMANCE REPORT

MUNICIPAL MANAGER										
QUARTERLY TARGETS 2016/2017 FINANCIAL YEAR										
	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE (2015-2016 FIN. YER) UNAUDITED	ANNUAL TARGET 2015-16	Q1	Q2	Q3	Q4	POE	
oversight	Effective oversight	Functional audit committee	Approved audit charter	charter approved by 31/06/2016	Approval of the charter	Implementation	Implementation	Review of the charter	Approved charter	
	Internal audit plan and charter approved by the audit committee	Approval date	Approved plan and charter	Plan and charter approved by 01/07/2016	Approval of the plan and charter	Implementation	Implementation	Review	IA charter IA plan	
	IA reports tabled at audit committee meeting	Number of reports submitted	4 reports submitted to council	4 quarterly internal audit reports	1 report	1 report	1 report	1 report	Minutes of the meetings	
	Audit committee performance reports submitted to council from the audit committee.	Number of reports submitted to council	4 reports	4 quarterly reports	1 report	1 report	1 report	1 report	AC reports	
	Functional audit committee	Number of audit committee meetings	Meeting schedule	4 quarterly meetings	1 meeting	1 meeting	1 meeting	1 meeting	Minutes of the meetings	
	Risk register reviewed and approved	Date of approval	Risk register approved by 31/05/2016	Approved register	Approval of the register	Monitoring	Monitoring	Review	Updated register	

Comment [MM1]: Pls check the objectives

Tokologo Municipality Service Delivery & Budget Implementation Plan 2016 - 2017

3rd QUARTER PERFORMANCE REPORT

	Completion of risk management reports	Number of risk management reports	4 reports	Quarterly risk management reports	1 report	1 report	1 report	1 report	Signed reports
	Budget timelines and IDP review process plan approved by council	Approval date	Approved process plan	1 schedule of budget timeline and process plan approved by 31/08/2016	Adoption of the process plan	Implementation	Implementation	Review	Process plan
	Performance agreements for S54/56 signed in terms of sec 57 of MSA	Signature date	Performance agreements signed by directors and MM	4 performance agreements signed by 31/07/2016	Signing of the performance agreements	Monitoring	Monitoring	Performance assessment	Performance agreements
	IDP consultation meetings	Number of IDP consultative meetings held	6 consultative meetings held	Consultative meetings held by 31/05/2016	0	2 meetings	2 meetings	2 meetings	Attendance registers
	IDP developed and adopted by council in line with the MSA and IDP revised framework	Adoption date	Council resolution	IDP adopted by council in May 2016	Approval of the IDP	Implementation	Implementation	Review	Approved IDP
	Municipal council oversight report submitted to MEC for local government	Submission date	Report submitted to COGTA	Submitted by 30/04/2017	0	0	0	Submission	Oversight report
	SDBIP aligned to the IDP and approved budget.	Approval date	SDBIP approved by the Mayor	1 credible SDBIP approved by the Mayor by 28/07/2016	Approval	Monitoring	Monitoring	Review	SDBIP
	Improved performance &	Number of quarterly	4 reports	Reports submitted by	1 report	1 report	1 report	1 report	Performance reports

3rd QUARTER PERFORMANCE REPORT

To create an environment that promotes the development of local economy	service delivery	performance reports submitted to AC and council	30 th June 2017								
	Approval of LED strategy	Stakeholders engagement	LED strategy in a draft format	Strategy approved by 31/05/2017	Training workshop for all affected.	Convene review meetings of LED strategy	Present draft strategy to management for inputs	Presentation of final strategy to council for approval	Approved LED strategy		
	Approval of LED forum Terms of Reference	Established LED forum	Meeting stakeholders for inputs	Approved LED terms of reference by 30/04/2017	Convene consultative meeting with stakeholders	Establish forum for various economic sectors	Approval of the LED forum terms of reference	Establish Tokologo LED forum	Terms of reference		
	Develop common action plan	Number of meetings held	Meeting with stakeholders per town	12 (monthly) meeting Local LED forums held by 30 June 2017	3 LED forum meetings	3 LED forum meetings	3 LED forum meetings	3 LED forum meetings	Action plan		
	Establishment of co-operatives bakery, sewing, camps/commonage, prickly pear)	Number of cooperatives established.	Each town to have a co-operatives.	6 co-operatives will be established by 30 June 2017	Convene information session for all CBO and members.	Assist with registration and application for cooperatives.	Link cooperatives with funding agencies	Monitoring and support	Functional cooperatives		
	Attract investors to invest in local economy	Number of projects developed or initiated.	Investors to visit identified projects	2 projects bi-annually (brick making and salt project)	Meeting with sector department (DESTEA) to assist with business plan development	Assist and support SMMES with regard to business plans	2 projects established	Convene stakeholder regarding incentives programmes with sector departments.	Minutes of meetings		
	Develop database for local business	Updated register	Establish small	Develop functional LED	Continuous registration of	Update the SMMES &	Update the SMMES and	Monitoring and support	Database register		

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

BUDGET AND TREASURY OFFICE CHIEF FINANCIAL OFFICER QUARTELY TARGETS 2016/2017										
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE 2016/2017 FINANCIAL YEAR UN-EDITED	ANNUAL TARGET 2016 -2017	Q1	Q2	Q3	Q4	P.O.E
Municipal Financial Viability And Management	ENHANCE REVENUE COLLECTION	Approved tariff policy and by-law	Develop tariff policy and by-laws	Draft tariff policy	Policy approved by 30 May 2016 and by-law 30/10/2017	Policy	0	0	Draft by-laws	Policy and bylaws
		Application for tariff increases (D7) at the end of October 2016	Date of submission of the NERSA D-forms	Uploading of D-forms in the system.	Submit application for tariff increases (D7) by 31 st Oct 2016		Submission of NERSA D-forms by 31/10/2016	Submitted Applications For Tariff Increases		NERSA D- Forms or Acknowledgement of Receipt from NERSA
		Approved credit control and debt policy.	Develop credit control and debt policy	Draft policy available	Approval of the draft policy	0	0	0	0	Approved policy
		Amount over-spent on expenditure budget at year end	Date of submission of the MSIG						0 %	Variance Report or Sec 71 Reports

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

BUDGET AND TREASURY OFFICE CHIEF FINANCIAL OFFICER QUARTELY TARGETS 2016/2017											
(KPA)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE (2016-2017 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	POE	
		MSIG Activity Plan Submitted Timeously	Date of submission of the FMG Activity Plan to COGTA	Reviewed draft plan	FMG activity plan submitted to treasury by 30 th April 2017	0	0	0	MSIG Activity Plan Submitted	Proof of Submission of MSIG Activity plan or acknowledgement of receipt from the COGTA &MSIG Activity Plan	
		FMG Activity Plan Submitted Timeously	Date of submission of the FMG activity plan to COGTA			0	0	0	MSIG Activity Plan Activated	Proof Of Submission of FMG Activity plan or acknowledgement of receipt from the COGTA and FMG Activity Plan	
		Conditional Grants Spend in accordance with DORA & Grant Frameworks	% spent on conditional grants as per grant register		100% Expenditure on grants as per DORA conditions by 30 June 2017	25% expenditure	25% expenditure	25% expenditure	25% expenditure	Expenditure reports	
		Updated Conditional Grants Register	Number of updates on the conditional	12 updates	12 updates of the conditional grants	3 updated conditional	3 updated conditional grants registers	3 updated conditional grants	3 updated conditional grants registers	Updated conditional grants register	

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

		grants register	Communication strategy	register by 30 June 2016	grants registers		registers		
Improvement in the collection rate of the Municipality	% of collection rate achieved	80% collection rate achieved by 30 June 2016	Communication strategy	80% collection rate achieved by 30 June 2016	20%	20%	20%	20%	Finance reports on debt collection
Adopt property rate By-law	Date of approval	Adopt By-law in 17/02/2017		Adopt By-law in 17/02/2017	0	0	Tabling of draft	Approval of by-laws	Council approval
Basic service restrictions undertaken	% of collection rate undertaken	No restrictions undertaken	No restrictions undertaken	100% of consumers not paying accounts services rest	100%	100%	100%	100%	Cut-off lists and letters and letters to consumers
Debt acknowledgement entered into and honoured by consumers	% agreements entered into with consumers	100% agreements entered into with consumers	100% agreements for payment of outstanding debt entered into with consumers	100% agreements for payment of outstanding debt entered into with consumers	100%	100%	100%	100%	Consumer-agreements against outstanding debt

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

				100% valuation roll implemented by 30 June 2016	100% valuation roll implemented by 30 June 2016	100% valuation roll implemented by 30 June 2016	100% valuation roll implemented by 30 June 2016	100% valuation roll implemented by 30 June 2016	100% valuation roll implemented.
	Full implementation of the MPRA	% agreements entered into with consumers		100% valuation roll implemented by 30 June 2016	100% valuation roll implemented by 30 June 2016	100% valuation roll implemented by 30 June 2016	100% valuation roll implemented by 30 June 2016	100% valuation roll implemented by 30 June 2016	100% valuation roll implemented.
	Effective Revenue Management	Number Of Monthly Reconciliation submitted	12 monthly bank reconciliation submitted	12 monthly bank reconciliations compiled	3 monthly bank reconciliation submitted	3 monthly bank reconciliation submitted	3 monthly bank reconciliation submitted	3 monthly bank reconciliation submitted	Monthly bank reconciliations
BUDGET AND TREASURY OFFICE CHIEF FINANCIAL OFFICER QUARTELY TARGETS 2016/2017									
(KPI)	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2016-17 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E
	Effective Revenue Management	Amount of own revenue collected within the financial year	Municipal camps, game hunting and caravan park	80% budget revenue collected by 30 June 2017	20% budget revenue collected	20% budget revenue collected	20% budget revenue collected	280% budget revenue collected	Sec 71 reports & biannual 2016/17 reports

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

													Billing report from Council	
Service accounts issued for service charges/services rendered by the municipality	Number of service accounts issued to consumers	12 monthly service accounts issued to consumers by 30 June 2017	3 monthly accounts issued	3 monthly accounts issued	3 monthly accounts issued	3 monthly accounts issued	3 monthly accounts issued	3 monthly accounts issued	3 monthly accounts issued	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers
Approved & updated indigent register	Annual update & approval of the register	4 updates done on the indigent register by the 30 th June 2017	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	1 updated indigent registers	Updated indigent register and application forms or
Compilation and submission of the AFS	Date of submission	1 AFS submitted to AG by 30 Aug 2017	0	0	0	0	0	0	0	0	0	0	0	Annual financial statements
Time table submitted timeously	Date of submission of the budget timeless to council	Budget timeless to council for approval by 31 August 2017	Budget timeless submitted to council	Budget timeless submitted to council	Budget timeless submitted to council	Budget timeless submitted to council	Budget timeless submitted to council	Budget timeless submitted to council	Budget timeless submitted to council	0	0	0	0	Acknowledgement of the budget timeless by the office of the MM / Council minutes or resolution

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT :

BUDGET AND TREASURY OFFICE CHIEF FINANCIAL OFFICER QUARTELY TARGETS 2016/2017										
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2016 -17 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E
		Adherence to the National Treasury Budget Regulations issued in terms of MFMA in section 4	% adherence to regulations		100% adherence to NT Budget Regulations by 30 June 2017	100% adherence	100% adherence	100% adherence	100% adherence	Compliance register/checklists
		2017-2018 annual budget tabled to council for consideration	Date of tabling of the draft annual budget		1 draft budget tabled to council by 30 March 2017	0	Budget consultation meetings.	Draft budget tabled	Final budget approved	Draft and final annual budget and council minutes/resolution

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

							0	0	0	0	Approved budget related policies by 31 st may 2017	Approved budget related policies	Approved financial management and budget related policies and council resolution
							0	0	0	0	1 workshop to be conducted for all policies developed by 30 June 2017	1 workshop to be conducted for all policies developed	Policies and attendance registers
BUDGET AND TREASURY OFFICE CHIEF FINANCIAL OFFICER QUARTELY TARGETS 2016/2017													
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2016-17 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E			
		Mid-year budget and	Date of submission		mid-year budget &	0	Mid-year budget &	0	0	Mid-Year budget & performance			

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

	performance report compiled, tabled at the council and submitted to the Mayor and National & Provincial Treasury	of the Mid-year budget & performance assessment report		performance assessment report submitted to the Mayor & NT/PT by the 25 th January 2017	0	performance assessment report submitted	Approved adjustment budget	0	report and acknowledgement of receipt
	Compilation of the 2016-2017 adjustments budget in line with the MBRR	Date of approval		1 adjustment budget prepared & approved by 29 February 2017	0	0	Approved adjustment budget	0	Adjustment budget & council resolution/council minutes
	Payment of creditors within 30 days	% of creditors paid within 30 days		100% of creditors paid within 30 days after receiving the relevant/correct statement or invoice by 30 June 2017	100%	100% creditors paid within 30 days	100% creditors paid within 30 days	100% creditors paid within 30 days	Creditors payment schedule

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

BUDGET AND TREASURY OFFICE CHIEF FINANCIAL OFFICER QUARTELY TARGETS 2016/2017										
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2016 -17 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E
		All reports as per the MFMA section 71 submitted to National & provincial treasury	Number of reports submitted to National & Provincial Treasury		12 section 71 reports submitted to National & Provincial Treasury within 10 working days after the end of each month 12 by 30 th June 2017	3 section 71 reports submitted to NT/PT	3 section 71 reports submitted to NT/PT	3 section 71 reports submitted to NT/PT	3 section 71 reports submitted to NT/PT	Acknowledgement report from the LG database & 12 sec 71 reports
		Improvements in budget implementation	Number of sec 52 reports submitted to the Mayor		4 finance quarterly report submitted to the Mayor by 30 June 2017	1 sec 52 report submitted	1 sec 52 report submitted	1 sec 52 report submitted	1 sec 52 report submitted	Acknowledgement of receipt & quarterly finance report

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2016-17 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E
		Publication of contracts awarded with a value above R100 000	Number of reports made on contracts above R100 000		4 Reports on contracts above R100 000 made public on municipal website	1 reports of contract above R100 000 published	1 reports of contract above R100 000 published	1 reports of contract above R100 000 published	1 reports of contract above R100 000 published	Reports on contracts above R100 000 made public.
		Submission of Sec 75 information to the I.T department for uploading on a municipal website	% Sec 75 documents submitted to I,T Department		100% submission of documents to be uploaded on websites as outlined by section MFMA section 75	Approved budget & budget policies. Monthly SCM contracts over R100 000. Section 52 finance quarterly reports.	Monthly SCM contracts over R100 000. Section 52 finance quarterly reports.	Monthly SCM contracts over R100 000. Section 52 finance quarterly report. Adjustment budget 2016/2017	Submission of draft budget 2017/18. Monthly SCM contracts over R100 000. Section 52 finance quarterly reports.	Existence of the relevant reports on the municipal website
Good	Prom	Monthly submission of	Number of returns		12 VAT 201 returns	3 VAT returns	3 VAT returns	3 VAT returns	3 VAT returns	VAT 201 returns or acknowledgement

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

	VAT returns to SARS	submitted		submitted to SARS	submitted to SARS	submitted to SARS	submitted to SARS	submitted to SARS	of receipt from SARS
	Monthly submissions of PAYE/UIF/SDL returns (EMP201)	Number of returns submitted by the 7 th every month		12 EMP 201 Returns Submitted to SARS by the 30 th June 2017	3 EMP 201 Returns Submitted to SARS	3 EMP 201 Returns Submitted to SARS	3 EMP 201 Returns Submitted to SARS	3 EMP 201 Returns Submitted to SARS	EMP 201 SDL or acknowledgement of Receipt from SARS
	Updated fixed asset register in line with GRAP 17	Number of updates on the fixed assets register		4 updates on the fixed assets register by 30 th June 2017	1 updated on the fixed assets register	1 updated on the fixed assets register	1 updated on the fixed assets register	1 updated on the fixed assets register	Updated fixed assets register

BUDGET AND TREASURY OFFICE CHIEF FINANCIAL OFFICER QUARTELY TARGETS 2016/2017										
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2016-17 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E

Tokologo Municipality Service Delivery & Budget Implementation Plan

2016 / 2017

9.2 DIRECTORATE: FINANCE DEPARTMENT

BUDGET AND TREASURY OFFICE CHIEF FINANCIAL OFFICER QUARTELY TARGETS 2016/2017										
		Sustaining of the existing audit outcome	Audit opinion from the audit	Unqualified audit opinion	Achieve an unqualified audit	0	Unqualified audit opinion achieved	0	0	Auditor General Audit Report
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2016 -17 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E
		General audit report	General audit report		Opinion by 30 November 2015					
		Quarterly movable asset verification	Number of counts & verification report by 30 June 17		4 quarterly movable asset verification report by 30 June 2016	1 Report	1 Report	1 Report	1 Report	Counts sheets / verification reports
		Improved fleet management	Number of monthly fleet management reports on		12 monthly fleet management reports by 30 June 2017	3 Reports	3 Reports	3 Reports	3 Reports	Monthly Reports

Tokologo Municipality Service Delivery And Budget Implementation Plan 2015-2016

9.3 Directorate: Corporate Services

/CORPORATE SERVICES DIRECTOR-CORPORATE SERVICES QUARTERLY TARGETS 2016-2017									
STRATEGIC OBJECTIVE (KPI)	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2015-16 FIN.YR UN-AUDITED)	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E
Municipal Institution development & transformation (KPI)	Strengthen planning & capacity in the municipality								
	Reviewed and updated organization	Updated organization to meet IDPs objectives and budget	Organization reviewed and approved by council by 12/09/2016 and job descriptions	100% post in the staff establishment with a job description	Approval of the organization	25% of staff establishment with job descriptions	50% of staff establishment with job descriptions	100% of staff establishment with job descriptions	Approved organization & job descriptions
	Capacitation of municipal employees on collective agreements, human resource policies	Number of orientations held	Informed personnel	2 Bi-annual inductions held by 30 June 2016	0	1 orientation held	0	1 orientation Held	Attendance registers & training manuals
Employees employed in accordance with the EEP targets	% EE targets			50% of EE targets achieved by 31 March 2016			50 EE targets achieved		Employment equity reports
	Number of critical posts filled	Filling of 8 critical positions	Communications officer, SCM manager, HRM & legal services, Head operation and maintenance, cashiers X4.	8 critical posts filled by 30 June 2017	Advert	Shortlistings	Appointments	8 posts filled	Appointment letters

Comment [MM1]: Also from previous year, were employees appointed?

Tokologo Municipality Service Delivery And Budget Implementation Plan 2015-2016

9.3 Directorate: Corporate Services

CORPORATE SERVICES DIRECTOR-CORPORATE SERVICES QUARTERLY TARGETS 2015-2016									
STRATEGIC OBJECTIVE (KPI)	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1	Q2	Q3	Q4	P.O.E
	WSP submitted to LG Seta and schedule of meetings developed.	Date of approval & submission	Functional training committee	WSP prepared, approved & submitted by 30 April 2016	0	0	Prepare & approve a WSP and schedule of meetings,	Submit it to LG SETA	Approved work skills plan & acknowledge ment
	Employment equity plan is develop consistent with section 20 of the EE & regulations & report on the workplace skills plan submitted to LGSETA annually	Date of submission & approval	Acknowledge ment of people with disabilities within the structure	1 employment equity plan developed by 30 January 2017	0	0	1 EE Plan submitted	1 EE Plan & EER submitted	EE Plan & Training Report
	Employees that attended training as identified on the municipal WSP document	% employees attending training	Trained officials according to WSP	60% of employees to attend training as per WSP by 30 June 2017	0	20%	20%	20%	Monthly employees training reports as per WSP
	Number of bursaries awarded	Number of bursaries awarded		30 bursaries awarded by 30 September 2015					Bursary contracts signed by beneficiaries

Comment [MM2]: Must we take it out, is it budgeted for?

Tokologo Municipality Service Delivery And Budget Implementation Plan 2015-2016

9.3 Directorate: Corporate Services

CORPORATE SERVICES DIRECTOR-CORPORATE SERVICES QUARTERLY TARGETS 2015-2016										
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1	Q2	Q3	Q4	P.O.E
		To have functional local labour forum.	Approved schedule of LLF meetings	Implementation of the approved schedule	8 meetings	2 meetings	2 meetings	2 meetings	2 meetings	Schedule of LLF meetings & attendance registers
		Regulation of the use of IT and municipal website	% Of documents uploaded against requirements of sec 75	Approved policy and number of workshops	Reviewed IT policy and workshops	Review of policies	Workshop for councillor and municipal officials	Presentation to council for approval	Implementation	Attendance registers, Documents uploaded on the municipal website
		Public participation policy	Approved public participation policy	Effective public participation policy	6 6 public participations held on by-laws by 31 December 2016	Development	Tabling of draft policy to council	Implementation of the policy	Implementation of the policy	Approved policy
		Improved municipal intervention on issues related to special group	3 HIV & AIDS campaigns conducted	3 HIV & AIDS campaigns conducted	3 HIV & AIDS campaigns conducted by 31 March 2017	0		1 HIV & AIDS campaign conducted	1 HIV & AIDS campaign conducted	1 HIV & AIDS campaign conducted
		Report on crime prevention & road safety awareness held to council	Number of reports	Number of reports	3 reports on crime prevention awareness by 31 May 2016	3 reports on crime prevention awareness by 31 May 2016		1 report	1 report	Awareness campaign & council minutes

Comment [MM3]: This should not be a target, rather be included as part of inter governmental relations meetings

Tokologo Municipality Service Delivery And Budget Implementation Plan 2015-2016

9.3 Directorate: Corporate Services

	Improvement in public & road safety	Number of road blocks conducted	12 road blocks conducted by 30 June 2016	4 Road blocks conducted	4 Road blocks conducted	4 Road blocks conducted	4 Road blocks conducted	4 Road blocks conducted	Attendanc e registers & reports
	Revenue generated from traffic fines	R figure of revenue generated from traffic fines	R100 000 Revenue generated from traffic fines by 30 June 2016	R15 000	R35 000	R20 000	R30 000	Traffic fines cheques from court, traffic officer report & cash book	
Functional section 79 & 80 committees monitored	Establishment of council committees	Appointment letters of committee members	Council committees established by 31 December 2016	Establishment of oversight committees and approval of schedule of meetings by 31/09/2016	Approved schedule of meetings	Sittings of scheduled meetings	Stakeholders engagement on annual report	Attendanc e registers	
Implementa tion of resolution	% of council resolutions implemented	Council resolutions not monitored and implemented	Updated council resolution register	100% implementation	100% implementation	100% implementation	100% implementation	Council resolution execution register	
Approved delegation of powers	Date of approval	Delegation of powers approved by council by 30 June 2016	Delegation of powers approved by council by 30 June 2016	Approved delegation of powers	Execution	Execution	Execution	Council resolution & execution register	
Establishme nt of 4 ward committees	Number of functional ward committees and approved schedule of meetings	Number of scheduled meetings	Ward committee established for each ward by 31 September 2016	Ward committees established	Ward 1 & 2	Ward 3 & 4	Training of ward committees and develop ward operational plans	Committe e members list	

Comment [MM4]: Isn't this function of police roads & transport

Comment [MM5]: This should go out, if you plan to improve road safety, while would you budget to get more traffic fines.

Tokologo Municipality Service Delivery And Budget Implementation Plan 2015-2016

9.3 Directorate: Corporate Services

Municipal Institution Development & Shelter	Ensure Provision of Adequate	Accountability to the community	Number of mayoral imbizo's held & issues raised	6 imbizos held (2 for each town) by 30 June 2016	Imbizos held for each town		Attendance registers & notices or adverts		
		Spatial development framework alignment with the IDP	Review & updated SDF	Review & approve the SDF by 30 June 2016		Reviewed & approved SDF	Approved spatial development framework		
		Complaint management implemented	% resolution of community complaints	100% resolution of complaints by the community (within 48 Hours) by 30 June 2016	100% resolution of complaints	100% resolution of complaints	Complaints management report		
		Land use management system developed & approved in line with the SPLUMA	Date of approval	Develop & approve land use management systems by 30 April 2016		Land use management systems	Approved land use management systems		
		Municipal tribunal establishment	Establishment date	Establish municipal tribunal by 31 March 2016		Municipal tribunal established	Approved terms of reference & attendance registers		

Comment [MM6]: Give indication according to a set schedule

Comment [MM7]: From previous financial year. Must we still include

Comment [MM8]: Has this been implemented, take out?

Comment [MM9]: Fill incomplete columns

Comment [MM10]: Fill incomplete columns

Tokologo Local Municipality Service Delivery & Budget Implementation Plan 2015 - 2016

9.4 Directorate: Technical Services

DIRECTOR TECHNICAL SERVICES QUARTERLY TARGETS 2016-2017 FINANCIAL YEAR									
STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2015-2016 FIN.YR) UN-AUDITED	ANNUAL TARGET 2016-2017	Q1	Q2	Q3	Q4	P.O.E
(KPI)	Households with access to a minimum standard of water provision	Percentage of households with access to water services	Boshof and Dealesville	100% of 2MI reservoir. 100% 4.5 MI WTW 100% 1.5MI reservoir.	Ward 1 Planning stage bulk water phase 2, equipping and drilling on a continuous basis. Ward 2 2MI reservoir 100%, 4.5MI WTW 25% and 24MI dam 25%, advertisement for pipeline	Ward 1 Planning stage bulk water phase 2, equipping and drilling on a continuous basis. Ward 2 4.5MI WTW 25%, 1.5MI reservoir 50% and 24MI dam 50%	Ward 1 Planning stage bulk water phase 2, equipping and drilling on a continuous basis. Ward 2 4.5MI WTW 75%, 1.5 MI reservoir 75% and 24MI dam 75%	Ward 1 Planning stage bulk water phase 2, equipping and drilling on a continuous basis. Ward 2 4.5MI WTW 100%, 1.5MI reservoir 100% and 2.4MI dam 100%	Technical reports
	TO IMPROVE ACCESS TO WATER DELIVERY			100% water supply through bulk water and boreholes system	Ward 3 & 4 Continued supply of water through the bulk water and borehole system.	Ward 3 & 4 Continued supply of water through the bulk water and borehole system.	Ward 3 & 4 Continued supply of water through the bulk water and borehole system.	Ward 3 & 4 Continued supply of water through the bulk water and borehole system.	4 quarterly reports submitted on repairs
	SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT	Number of quarterly reports submitted		4 quarterly reports submitted on repairs	3 monthly burst pipes or leakages reports	3 monthly burst pipes or leakages reports	3 monthly burst pipes or leakages reports	3 monthly burst pipes or leakages reports	4 quarterly reports submitted on repairs
		Refurbishment of reservoir and reduction of water losses.							

Tokologo Local Municipality Service Delivery & Budget Implementation Plan 2015 - 2016

9.4 Directorate: Technical Services

		on repairs reservoirs and leakages attended to.	BASELINE(2014-15 FIN.YR) UN-AUDITED	reservoirs by 30 June 2016	produced & submitted	produced & submitted	produced & submitted	produced & submitted	produced & submitted	produced & submitted
	Improvement in blue drop status of the municipality	% blue drop status		24 samples sent to the laboratory	2 fortnightly	2 fortnightly	2 fortnightly	2 fortnightly	2 fortnightly	Blue drop reports
	Improvement in green drop status of the Municipality	% green drop status		24 samples sent to the laboratory	2 fortnightly	2 fortnightly	2 fortnightly	2 fortnightly	2 fortnightly	Green drops reports
CORPORATE SERVICES										
DIRECTOR TECHNICAL SERVICES										
QUARTERLY TARGETS 2015- 2016										
(KPI)	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1	Q2	Q3	Q4	P.O.E	
	Improvement in quality of drinking water	Number of water samples tested		12 water samples tested by 30 June 2016	3 samples tested	3 samples tested	3 samples tested	3 samples tested	Water sample report	
	Campaigns held on conservation of water	No of campaigns		4 water conservative campaigns held by 30 June 2016	1 workshop held	1 workshop held	1 workshop held	1 workshop held	Attendance registers & training manuals	
	Repairs & maintenance to network	Number of monthly burst pipes or leakages reports produced & submitted		12 monthly burst pipes or leakages reports produced & submitted by 30 June 2016	3 Monthly burst pipes of leakages reports produced & submitted	3 Monthly burst pipes of leakages reports produced & submitted	3 Monthly burst pipes of leakages reports produced & submitted	3 Monthly burst pipes of leakages reports produced & submitted	12 monthly burst pipes or leakages reports produced & submitted	

Tokologo Local Municipality Service Delivery & Budget Implementation Plan 2015 - 2016

9.4 Directorate: Technical Services

		Repairs on street lighting and dysfunctional meter boxes	Number of street lights repaired	% of street lights and meter boxes repaired.	Maintenance plan	25% of repairs	25% of repairs	25% of repairs	25% of repairs	Quarterly repair reports
CORPORATE SERVICES										
DIRECTOR TECHNICAL SERVICES QUARTERLY TARGETS 2015-2016										
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1	Q2	Q3	Q4	P.O.E
		Households with minimum standard of sanitation services	Develop business plan to address sanitation backlog.	Focus on areas where there is still usage of buckets and septic tanks.	70% 100% 100%	Ward 1 BE of 1290 HH 25% Ward 2 BE of 150 HH not yet funded Ward 3 & 4 BE of 1020 HH 25%	Ward 1 BE of 1290 HH 25% Ward 2 BE of 150 HH 50% Ward 3 & 4 BE of 1020 HH 50%	Ward 1 BE of 1290 HH 75% Ward 2 BE of 150 HH 75% Ward 3 & 4 BE of 1020 HH 75%	Ward 1 BE of 1290 HH 75% Ward 2 BE of 150 HH 75% Ward 3 & 4 BE of 1020 HH 100%	Technical reports
		Drain and sewer blockages	Number of drain and sewer blockages attended to.	One honey sucker used for 3 towns	Develop and operational plan by July 2016	Development of operational plan	Implementation of operational plan	Monitoring of operational plan	Monitoring of operational plan	Approved plan.
CORPORATE SERVICES										
DIRECTOR TECHNICAL SERVICES QUARTERLY TARGETS 2015-2016										
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1	Q2	Q3	Q4	P.O.E

Tokologo Local Municipality Service Delivery & Budget Implementation Plan 2015 - 2016

9.4 Directorate: Technical Services

	Backlog in the provision of basic sanitation services (above RDP standards)	Amount of sanitation backlog	856 backlog in basic sanitation	285 (reduction by 571 sites) (271 under construction & technical report submitted for 300sites) sanitation backlog by 30 June 2016	No discharge to the ground water	No discharge to the ground water	No discharge to the ground water	285 sanitation backlog	Completion certificates & progress reports & backlogs reports	
	% of budget spent on sanitation			Develop master plan for untreated effluent	No discharge to the ground water	No discharge to the ground water	No discharge to the ground water		Progress reports	
	Households access to a minimum standard of refuse removal services	Schedule developed	Schedule placed in all municipal offices.	Weekly schedules					Weekly schedules	
	To ensure compliance with waste									
CORPORATE SERVICES										
DIRECTOR TECHNICAL SERVICES										
QUARTERLY TARGETS 2015-2016										
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1	Q2	Q3	Q4	P.O.E
		Maintenance of landfill sites	Improving quality of services rendered.	Fencing of landfill sites.	Ward 1 100% Ward 2 50%	Ward 1 Upgrading of landfill site 75% 0	Ward 1 Upgrading of landfill site 100% 0	Ward 1 Upgrading of landfill site 100% Ward 2 Upgrading of landfill site 50%	Ward 1 Upgrading of landfill site 100% Ward 2 Upgrading of landfill site 100%	Quarterly status report on waste disposal compiled & approved

Tokologo Local Municipality Service Delivery & Budget Implementation Plan 2015 - 2016

9.4 Directorate: Technical Services

	Spending on budget for maintenance of gravel road	% spending on gravel roads		100% spending on gravel road by 30 June 2016	25%	25%	25%	25%	25%	GL votes & invoices
	Repaired potholes	Kms of potholes patched	2 Kms patched	8 Kms patched by 30 May 2016					10 speed humps constructed	Photos of potholes repaired/report & proof of payments
	Improved road safety	Number of speed humps constructed	79 speed humps created	30 speed humps constructed by 30 May 2016					10 speed humps constructed	Photos of constructed speed humps, reports & proof of payment
	Improved road safety	Number of speed humps repaired and painted		40 speed humps repaired & painted by 30 May 2016					12 speed humps constructed	Photos of constructed speed humps, reports & proof of payment
	Improved road safety	Number of streets gravelled and pedestrian walking built	Continued cleaning of pedestrian walk in ward 2	Develop transport masterplan						
	Improved road safety	Kms graded roads		4 Kms grading per ward					Ward 1 BL 20km – upgrading of 2km 0%	Photos of graded roads, reports & proof of payment
									Ward 1 BL 20km – upgrading of 2km 20%	
									Ward 1 BL 20km – upgrading of 2km 40%	
									Ward 1 BL 20km – upgrading of 2km 55%	
CORPORATE SERVICES										
DIRECTOR: TECHNICAL SERVICES										
QUARTERLY TARGETS 2015-2016										
(KPI)	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1	Q2	Q3	Q4	P.O.E
	Effective management of graveyards	Effective management of graveyards	Date of development & approval	Usage of single register.	Develop & approve graveyards register	Development	Draft	Approval	Implementation	Approve register

Tokologo Local Municipality Service Delivery & Budget Implementation Plan 2015 - 2016

9.4 Directorate: Technical Services

	Identification of new sites	Number of sites identified	2 burial sites identified by 31 December 2015	Burial sites identified	Reports	
	Graveyards maintained	Monthly maintenance reports	Schedule for cleaning gravesites	3 reports	3 reports	
	Develop programmes for sports	Number of programme and projects for sports	Sporting codes to be revitalised	3 reports	3 reports	
	Upgrading of parks and recreational facilities	Number of parks upgraded	Boshoff and Dealesville	1 report	1 report	
	Capital budget & grant funding on programmes & projects	% spending on Capital Budget & Grant Funding	100% spending on capital budget & grant funding by 30 June 2016	25%	25%	
	Performance of service providers monitored	Number of performance evaluation reports on service providers performance	New target	3 reports	3 reports	
	Ensure access to recreation quality sports &					
	Compliance with legislative framework & MFMA				Quarterly status report compile & approved Progress reports, capital Expenditure Reports & Sec 71 Reports Performance evaluation reports compiled & approved	
CORPORATE SERVICES						
DIRECTOR TECHNICAL SERVICES						
QUARTERLY TARGETS 2015-2016						
	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1 Q2 Q3 Q4 P.O.E
(KPI)						

Tokologo Local Municipality Service Delivery & Budget Implementation Plan 2015 - 2016

9.4 Directorate: Technical Services

	Continuous monitoring of projects	Number of monthly projects	New target	12 monthly project monitoring reports submitted to the Municipal Manager by 0 June 2016	3 monthly projects monitoring	3 monthly projects monitoring	3 monthly projects monitoring	3 monthly projects monitoring	12 monthly project monitoring reports submitted
	MIG report compiled quarterly & submitted	Number of MIG reports	4 MIG reports	4 MIG reports compiled & submitted by 30 June 2016	3 MIG reports submitted	3 MIG reports submitted	3 MIG reports submitted	3 MIG reports submitted	MIG Reports & acknowledgement of receipt
	EPWP report compiled & submitted monthly	Number of EPEP reports	12 EPWP reports	12 EPWP reports compiled & submitted by 30 June 2016	3 EPWP reports submitted	3 EPWP reports submitted	3 EPWP reports submitted	3 EPWP reports submitted	EPWP Reports & acknowledgement of receipt
	Review WSDP document	Date of review	Approved WSDP	1 WSDP reviewed by 30 June 2015	0	0	0	1 WSDP reviewed	Reviewed WSDP document
	Community satisfaction surveys conducted and results submitted to council	No of surveys conducted	Not conducted	2 community satisfaction surveys conducted by 30 June 2016	0	0	1 community satisfaction surveys conducted by 30 June 2016	1 community satisfaction surveys conducted by 30 June 2016	Completed surveys report
CORPORATE SERVICES									
DIRECTOR: TECHNICAL SERVICES									
QUARTERLY TARGETS 2015-2016									
(KPI)	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASURE	BASELINE(2014-15 FIN.YR) UN-AUDITED	ANNUAL TARGET 2015-2016	Q1	Q2	Q3	Q4	P.O.E
	Disasters victim supported	Reports on number of disaster victims supported	New target	12 monthly disaster management reports by 30 June 2017	3 reports	3 reports	3 reports	3 reports	Disaster management reports compiled
	Reviewed & approved the	Date of approval	New target	1 approve the disaster			Approve disaster		Approved disaster

Tokologo Local Municipality Service Delivery & Budget Implementation Plan 2015 - 2016

9.4 Directorate: Technical Services

disaster management plan	management plan by 29 February 2016	management plan	management plan	management plan
Structural fire awareness (road accident)	3 workshops held for each town	1 workshop held for Boshof	2 workshops held for Dealesville & Hertzogville	Attendance register & training manual
Decrease in the number of disaster incidents in the municipal area	1 incident report	1 incident report	1 incident report	Disaster incidents reports compiled
Disaster management & response workshops held	4 quarterly incidents reports by 30 June 2017	1 workshop held for Boshof	2 workshops held for dealesville & hertzogville	Attendance register & training manual