

HEBIOUS COAST MUNICIPALITY		SELECT THE YEAR					SELECT THE QUARTER					2016/2017 Targets					Responsible Section	Responsible Department	Financial Implication	Vote No.	Wards	Portfolio of evidence	Challenges	Corrective measures				
		1	2	3	4	5	1	2	3	4	5	Q1	Status (Achieved/ Not Achieved)	Q2	Status (Achieved/ Not Achieved)	Q3									Status (Achieved/ Not Achieved)	Q4	Status (Achieved/ Not Achieved)	
IDP NO.	National KPA	Strategic Objective	No.	Measurable Objective/Output	Performance Measure/Indicator (Unit of Measure)	Demand	Baseline (Previous Year Actuals)	Backlog	Q1	Status (Achieved/ Not Achieved)	Q2	Status (Achieved/ Not Achieved)	Q3	Status (Achieved/ Not Achieved)	Q4	Status (Achieved/ Not Achieved)												
IDP 2016-17 Pages 262 - 279	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To ensure effective administration of the budgeting process and finalising preparation of the budget within legislated timeframes	Date the budget schedule of key deadlines for submitted to council	N/A		N/A	31-Aug-16		N/A		N/A		N/A		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council Resolution						
					Draft Budget submitted to council	N/A		N/A		N/A		31-Mar-17		N/A		N/A		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Draft budget & Council minutes					
					Date Final Budget approved by council	N/A		N/A		N/A		N/A		N/A		N/A		31-May-17		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Final budget & Council resolution			
					Date draft budget related policies submitted	N/A		N/A		N/A		N/A		N/A		N/A		31-Mar-17		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council Resolution			
					Date final budget related policies submitted	N/A		N/A		N/A		N/A		N/A		N/A		31-May-17		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council Resolution			
IDP 2016-17 Pages 262 - 279	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To ensure effective administration of the budgeting process and reporting within legislated framework	Date Mid-Year-Budget and Performance Assessments Review submitted	N/A		N/A	N/A		N/A		N/A		25-Jan-17		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Copy of mid-year assessment / Proof of acceptance by mayor and submission to NT & Council Resolution						
					No. of monthly budget statements (s71 reports) submitted to the Finance Portfolio, National Treasury	N/A		N/A		3		3		3		3		Budget and Reporting	Treasury	Not applicable	N/A	Internal	National treasury proof of receipts and acknowledgement of receipt by the Mayor					
IDP 2016-17 Pages 262 - 279	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To ensure that AFS are prepared & submitted to the Auditor-General in line with MFMA	Date AFS submitted to AG	N/A		N/A	31-Aug-16		N/A		30-Nov-16		N/A		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Acknowledgement of receipt by the Auditor-General						
IDP 2016-17 Pages 217 - 231	Good governance and Public Participation	To promote and uphold principles of good governance and legal compliance	D (iv)	To ensure that adequate processes are introduced to address issues raised by the Auditor General	Date corrective action plan developed	N/A		N/A	N/A		N/A		N/A		31-Jan-17		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council & Finance Portfolio Resolution						
					% of resolved issues as per corrective action plan targets	N/A		N/A		N/A		N/A		100%					Budget and Reporting	Treasury	Not applicable	N/A	Internal	Corrective action plan progress report				
					Date unqualified "clean" audit report achieved	N/A		N/A		N/A		05-Dec-16		31-Mar-17		N/A				Budgeting and Reporting	Treasury	Not applicable	N/A	Internal	AG audit Report			
IDP 2016-17 Pages 262 - 279	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To ensure effective management of grants	No. of reports based on the updated grants register submitted	N/A		N/A	3		3		3		3		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio						
					No. of MFMA Returns submitted	N/A		N/A		3		3		3		3		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio					
	Municipal financial viability and Management	To improve debt and revenue management	E (iii)	To effectively manage Loans register	No. of Reports on loan register submitted	N/A		N/A	3		3		3		3		Budget and Reporting	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio						
					No. of reports on updated investment register submitted	N/A		N/A		3		3		3		3		Asset Management	Treasury	Not applicable	N/A	Internal	Investment Register and Portfolio minutes					
IDP 2016-17 Pages 262 - 279	Municipal financial viability and Management	To uphold Treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To effectively manage council bank records	No. of Bank Reconciliations performed & submitted	N/A		N/A	3		3		3		3		Asset Management	Treasury	Not applicable	N/A	Internal	Monthly reconciliations & Portfolio minutes						
					No. of updated assets register reports submitted	N/A		N/A		3		3		3		3		Asset Management	Treasury	Not applicable	N/A	Internal	Asset Register and Portfolio minutes					
					No. of physical verifications performed on council assets	N/A		N/A		1		N/A		N/A		N/A		N/A		Asset Management	Treasury	R1,800,000	532-260-305	Internal	Updated asset register Report to Portfolio			
IDP 2016-17 Pages 217 - 231	Good Governance and Public Participation	To have reviewed and have up to date organisational policies in line with national & provincial agenda	D (iv)	To ensure policies & manuals are formulated and implemented	Date reviewed Asset Management Policy adopted	N/A		N/A	N/A		N/A		N/A		30-Jun-17		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Asset Management policy & Council Resolution						
					Date reviewed Asset Management Procedure Manual adopted	N/A		N/A		N/A		N/A		N/A		30-Jun-17		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Asset Management Procedure Manual & Council Resolution					
	Good governance and Public Participation	To have reviewed and have up to date organisational policies in line with national & provincial agenda	D (iv)	To ensure policies & manuals are formulated and implemented	Date reviewed Investment Management Policy adopted	N/A		N/A	N/A		N/A		N/A		30-Jun-17		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Investment Management policy & Council Resolution						
					Date reviewed Petty Cash Management Policy adopted	N/A		N/A		30-Sep-16		N/A		N/A		N/A		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Petty Cash Management policy & Council Resolution					

HEROUS COAST MUNICIPALITY		SELECT THE YEAR					SELECT THE QUARTER					SELECT THE APPROPRIATE BOX					2016/2017 Targets					Responsible Section	Responsible Department	Financial Implication	Vote No.	Wards	Portfolio of evidence	Challenges	Corrective measures
		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5													
IDP NO.	National KPA	Strategic Objective	No.	Measurable Objective/Output	Performance Measure/Indicator (Unit of Measure)	Demand	Baseline (Previous Year Actuals)	Backlog	Q1	Status (Achieved/Not Achieved)	Q2	Status (Achieved/Not Achieved)	Q3	Status (Achieved/Not Achieved)	Q4	Status (Achieved/Not Achieved)													
IDP 2016-17 Pages 262 - 279	Municipal financial viability and Management	To improve debt and revenue management	E (iii)	To improve collection rate	% collection rate achieved	N/A		10%	65%		75%		82%		98%		Revenue Management	Treasury	Not Applicable	N/A	Internal	Minutes of finance portfolio							
				To reduce prior debtors balance	% of prior years debtors balance reduction	N/A		N/A	N/A		N/A		N/A		5%		Revenue Management	Treasury	Not Applicable	N/A	Internal	Minutes of finance portfolio							
				To ensure effective implementation of the Revenue Enhancement Strategy	No of Reports on the implementation of the revenue enhancement strategy submitted	N/A		N/A	3		3		3		3		Revenue Management	Treasury	Not applicable	N/A	Internal	Finance Portfolio report							
IDP 2016-17 Pages 217 - 231	Good governance and Public Participation	To promote and uphold principles of good governance and legal compliance	D (iv)	To ensure that there is an effective process of monitoring queries	% of operational queries resolved within 2 weeks	N/A		N/A	100%		100%		100%		100%		Revenue Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio							
				To ensure effective implementation of the MPRA	No. of reports submitted on the progress of compilation the GV2017-2022 Valuation Roll	N/A		N/A	3		3		3		3		Revenue Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio							
IDP 2016-17 Pages 39 - 91	Local Economic Development	To improve social cohesion within HCM	C (v)	To ensure effective assistance of indigents & implementation of the Indigent Policy	% of indigent households supported as per indigent register	As per register	100%	N/A	100%		100%		100%		100%		Revenue Management	Treasury	2 535 422,86	242 261 185	Internal	Report to portfolio							
				To ensure effective implementation of the Indigent Policy	No. of reports on the implementation of the Indigents Policy	N/A		N/A	3		3		3		3		Revenue Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio							
IDP 2016-17 Pages 262 - 279	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To effectively manage procurement by implementing SCM policies and ensure effective reporting	No of section 17 reports submitted	N/A		N/A	3		3		3		3		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio							
					No of SCM quarterly Reports submitted	N/A		N/A	1		1		1		1		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio							
					Date annual SCM Report tabled	N/A		N/A	31-Jul-16		N/A		N/A		N/A		N/A		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio					
					No of reports on use of section 36 submitted to finance portfolio	N/A		N/A	3		3		3		3		3		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio					
					% of tenders finalised within 4 months after date of advertisement	N/A		N/A	100%		100%		80%		80%		80%		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Tender award report					
					No. of reports on updates made to database	N/A		N/A	3		3		3		3		3		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Corporate Management minutes					
					Date consolidated procurement plan submitted to CORP MANCO	N/A		N/A	18-Aug-16		N/A		N/A		N/A		N/A		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Corporate Management minutes					
IDP 2016-17 Pages 262 - 279	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To implement effective contract management processes	No of times updated contracts register submitted to MANCO & Portfolio	N/A		N/A	3		3		3		3		Supply Chain Management	Treasury	Not applicable	N/A	Internal	CORP MANCO & Portfolio minutes & Contract Register							
				To implement control mechanisms that ensure that irregular expenditure is reduced	Number of reports on Irregular Expenditure monitoring submitted	N/A		N/A	3		3		3		3		3		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Council minutes					
	To account appropriately for council Stock	No of Stock taking reports submitted	N/A		N/A	N/A		1		1		1		1		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Stock take reports								
IDP 2016-17 Pages 217 - 231	Good governance and Public Participation	To uphold Treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To effectively pay Salaries and Allowances	No of reports on Salaries and Allowances submitted	N/A		N/A	3		3		3		3		Expenditure Management	Treasury	Not applicable	N/A	Internal	Corporate Management minutes							
				To ensure policies & manuals are formulated and implemented	Date reviewed Creditors and Staff Payments Policy adopted	N/A		N/A	N/A		N/A		N/A		N/A		30-Jun-17		Expenditure Management	Treasury	Not applicable	N/A	Internal	Council Resolution					