



West Coast District Municipality

*Service
Delivery
Budget
Implementation
Plan
for
2017/18*

Municipal Finance Management Act:

Section 53(1)(c)(ii) - Approval by the Mayor

The Top Layer Service Delivery Budget Implementation Plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Sections 69(3) and 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name H. F. Pius

Municipal Manager of West Coast District Municipality
Signature 

Date 1 | 06 | 2017

Approval

The Top Layer Service Delivery Budget Implementation Plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

Print Name J. H. CLEOPHAS

Mayor of West Coast District Municipality
Signature 

Date 19/06/2017

Assist	Directorate [R]	IDP Ref	Function [R]	National KPA [R]	IDP Objective [R]	KPI Name [R]	Unit of Measurement	Ward [R]	Area [R]	KPI Owner [R]	Baseline	POE	Target Type [R]	Annual Target	Q1	Q2	Q3	Q4
1	Administration & Community Services		Planning and Development [Core Function] - Economic Development/Planning	Local Economic Development	To pursue Economic Growth and facilitation of job opportunities	Create full time equivalent (FTE's) through expenditure with the EPWP job creation by 30 June 2018	Number of full time equivalent (FTE's) created by 30 June 2018	All	1	Director: Administration & Community Services	30	Timesheets	Number	30	0	0	0	30
2	Administration & Community Services		Environmental Protection [Core Function] - Pollution Control	Basic Service Delivery	Ensuring Environmental Integrity for the West Coast	Take quarterly samples of bacterial levels of potable water in towns, farms and communities within in the district during the 2017/18 financial year	Number of samples taken and monitored	All	1	Director: Administration & Community Services	800	Sample request forms or laboratory submission reports	Number	800	200	200	200	200
3	Administration & Community Services		Environmental Protection [Core Function] - Pollution Control	Basic Service Delivery	Ensuring Environmental Integrity for the West Coast	Develop a Climate Change Strategy and submit to Council for approval by the end of May 2018	Strategy submitted to Council for approval by the end of May 2018	All	1	Director: Administration & Community Services	No existing strategy	Agenda of the Council meeting	Number	1	0	0	0	1
4	Administration & Community Services		Environmental Protection [Core Function] - Pollution Control	Basic Service Delivery	Ensuring Environmental Integrity for the West Coast	Review the Air Quality Management Plan and submit to Council for approval by the end of May 2018	Reviewed Air Quality Management Plan submitted to Council for approval by the end of May 2018	All	1	Director: Administration & Community Services	Existing approved Air Quality Management Plan	Agenda of the Council meeting	Number	1	0	0	0	1
5	Administration & Community Services		Environmental Protection [Non-core Function] - Nature Conservation	Basic Service Delivery	Ensuring Environmental Integrity for the West Coast	Develop an Alien Clearing and Monitoring Plan and submit to Council for approval by the end of May 2018	Alien Clearing and Monitoring Plan submitted to Council for approval by the end of May 2018	All	1	Director: Administration & Community Services	No existing plan	Agenda of the Council meeting	Number	1	0	0	0	1
6	Administration & Community Services		Health [Core function] - Health Services	Basic Service Delivery	Ensuring Environmental Integrity for the West Coast	Take quarterly samples in terms of Foodstuffs, Cosmetics and Disinfectants Act during the 2017/18 financial year	Number of samples taken and monitored	All	1	Director: Administration & Community Services	1080	Sample request forms or laboratory submission reports	Number	1080	270	270	270	270
7	Administration & Community Services		Environmental Protection [Core Function] - Pollution Control	Basic Service Delivery	Ensuring Environmental Integrity for the West Coast	Take quarterly samples regarding bacterial levels in final sewerage effluent during the 2017/18 financial year	Number of samples taken and monitored	All	1	Director: Administration & Community Services	210	Sample request forms or laboratory submission reports	Number	210	50	50	50	60
8	Administration & Community Services		Community and Social Services [Non-core Function] - Disaster Management	Basic Service Delivery	Promoting Social well-being of the community	Review the Fire Master Plan implementation action plan and submit to the Mayor for approval by the end of May 2018	Action implementation plan reviewed and approved by the Mayor by 31 May 2018	All	1	Director: Administration & Community Services	1	Agenda of the Mayoral Committee meeting	Number	1	0	0	0	1
9	Administration & Community Services		Finance and Administration [Core Function] - Administrative and Corporate Support	Good Governance and Public Participation	Ensuring Good Governance and Financial Viability	Compile and submit the draft Annual Report for 2016/17 to Council by the end January 2018	Compile and submit the draft Annual Report by the end of January 2018	All	1	Director: Administration & Community Services	1	Agenda of the Council meeting	Number	1	0	0	1	0
10	Administration & Community Services		Community and Social Services [Non-core Function] - Disaster Management	Basic Service Delivery	Promoting Social well-being of the community	Review and submit the Disaster Management Framework to Council by the end of May 2018	Disaster Management Framework reviewed and submitted	All	1	Director: Administration & Community Services	1	Agenda of the Council meeting	Number	1	0	0	0	1
11	Technical Services		Planning and Development [Core Function] - Economic Development/Planning	Local Economic Development	To pursue Economic Growth and facilitation of job opportunities	Create temporary job opportunities with man days paid through projects by 30 June 2018	Number of man days paid	All	1	Municipal Manager	1000	Information from salary office after pay run	Number	1200	0	0	0	1200
12	Technical Services		Road Transport [Core Function] - Roads	Basic Service Delivery	Promoting essential bulk services in the district	95% of the provincial roads conditional grant budget allocation spent by 30 June 2018 ((Total expenditure divided by the total approved budget) x 100)	% of the budget spent	All	1	Director: Technical Services	95	Letter of actual expenditure as compiled by Finance as per SAMRAS system	Percentage	95	20	48	65	95
13	Technical Services		Road Transport [Core Function] - Roads	Basic Service Delivery	Promoting essential bulk services in the district	Grade 16 000 kilometers of road by 30 June 2018	Number of kilometers graded	All	1	Director: Technical Services	16000	IMMS data	Number	16000	3000	7000	1200	16000
14	Technical Services		Road Transport [Core Function] - Roads	Basic Service Delivery	Promoting essential bulk services in the district	Re-gravel 26.88 kilometers of roads by 30 June 2018	Number of kilometers of road re-gravelled	All	1	Director: Technical Services	57.11	Completion certificate	Number	26.88	0	0	0	26.88
15	Technical Services		Road Transport [Core Function] - Roads	Basic Service Delivery	Promoting essential bulk services in the district	Upgrade 6.448 kilometers of roads from gravel to bitumen surface by 30 June 2018	Number of kilometers of road upgraded from gravel to bitumen	All	1	Director: Technical Services	10.26	Completion certificate	Number	6.448	0	0	0	6.448
16	Technical Services		Road Transport [Core Function] - Roads	Basic Service Delivery	Promoting essential bulk services in the district	Reseal 27.24 kilometers of surfaced roads by 30 June 2018	Number of kilometers of road resealed	All	1	Director: Technical Services	31.4	Completion certificate	Number	27.24	0	0	0	27.24
17	Technical Services		Road Transport [Core Function] - Roads	Basic Service Delivery	Promoting essential bulk services in the district	Rehabilitate 2 kilometers of existing roads by 30 June 2018	Number of kilometers rehabilitated	All	1	Director: Technical Services	2	Completion certificate	Number	2	0	0	0	2
18	Technical Services		Water Management [Core Function] - Water Treatment	Basic Service Delivery	Promoting essential bulk services in the district	Comply 100% with water quality parameters as per SANS 241 physical and micro parameters for West Coast Bulk Water Supply during the 2017/18 financial year	% compliance with the water quality parameters	All	1	Director: Technical Services	100	Microbiological 2016/17 Blue Drop Determined loss (Limits) Compliance obtained from the Department of Water Affairs	Percentage	100	100	100	100	100
19	Technical Services		Water Management [Core Function] - Water Distribution	Basic Service Delivery	Promoting essential bulk services in the district	Limit average % water loss for last 12 months to less than 7.5% ((Number of Kiloliters Water Purified - Number of Kiloliters Water Sold) / Number of Kiloliters Water Purified x 100)	% average water loss for last 12 months ((Number of Kiloliters Water Purified - Number of Kiloliters Water Sold) / Number of Kiloliters Water Purified x 100)	All	1	Director: Technical Services	10	Water balance sheets	Percentage	7.5	7.5	7.5	7.5	7.5
20	Technical Services		Water Management [Core Function] - Water Distribution	Basic Service Delivery	Promoting essential bulk services in the district	95% of the water capital budget spent by 30 June 2018 ((Actual expenditure divided by the total approved budget)x100)	% of budget spent	All	1	Director: Technical Services	95	Capital progress report Portfolio minutes	Percentage	95	15	25	45	95
21	Financial Services		Finance and Administration [Core Function] - Administrative and Corporate Support	Municipal Financial Viability and Management	Promoting essential bulk services in the district	The percentage of the municipal capital budget actually spent on capital projects by 30 June 2018 ((Actual (including commitments) amount spent on projects / Total amount budgeted for capital projects)x100)	% of capital budget spent	All	1	Director: Financial Services	95	Capital Spending control accounts report from the financial system (Trial Balance)	Percentage	95	10	35	60	95
22	Financial Services		Finance and Administration [Core Function] - Finance	Municipal Financial Viability and Management	Ensuring Good Governance and Financial Viability	Financial viability measured in terms of the Municipality's ability to meet it's service debt obligations as at 30 June 2018 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% of debt coverage	All	1	Director: Financial Services	45	Annual Financial Statements or report from financial system (Trial Balance)	Percentage	45	0	0	0	45
23	Financial Services		Finance and Administration [Core Function] - Finance	Municipal Financial Viability and Management	Ensuring Good Governance and Financial Viability	Financial viability measured in terms of the outstanding service debtors as at 30 June 2018 ((Total Operating service debtors / revenue received for services)x100)	% of outstanding service debtors	All	1	Director: Financial Services	5	Report from the financial system (Trial Balance)	Percentage	3.8	0	0	0	3.8

Assist	Directorate [R]	IDP Ref	Function [R]	National KPA [R]	IDP Objective [R]	KPI Name [R]	Unit of Measurement	Ward [R]	Area [R]	KPI Owner [R]	Baseline	POE	Target Type [R]	Annual Target	Q1	Q2	Q3	Q4
24	Financial Services		Finance and Administration [Core function] - Finance	Municipal Financial Viability and Management	Ensuring Good Governance and Financial Viability	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2018 (Cash and Cash Equivalents - Unspent Conditional Grants - Overdrafts) - Short Term Investment / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets).	Number of months it takes to cover fixed operating expenditure with available cash	All	1	Director: Financial Services	3	Report from the financial system (Trial Balance)	Number	8.7	0	0	0	8.7
25	Office of the Municipal Manager		Finance and Administration [Core function] - Human Resources	Municipal Transformation and Institutional Development	Ensuring Good Governance and Financial Viability	Number of people from employment equity target groups to be appointed by 30 June 2018 in the three highest levels of management in compliance with the municipality's approved Employment Equity Plan	Number of people appointed in the three highest levels of management	All	1	Municipal Manager	0	Letter of appointment and Employment Equity Plan	Number	0	0	0	0	0
26	Office of the Municipal Manager		Finance and Administration [Core function] - Human Resources	Municipal Financial Viability and Management	Ensuring Good Governance and Financial Viability	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2018 (Actual amount spent on training/total personnel budgetx100)	% of the municipality's personnel budget actually spent on implementing its workplace skills plan	All	1	Municipal Manager	1	Report from the financial system	Percentage	1	0	0	0	1
27	Office of the Municipal Manager		Finance and Administration [Core function] - Risk Management	Good Governance and Public Participation	Ensuring Good Governance and Financial Viability	Review the risk management policy strategy with the implementation plan and submit to the risk committee by 31 March 2018	Reviewed risk management policy strategy with implementation plan submitted to risk committee	All	1	Municipal Manager	1	Agenda and minutes of Risk committee meetings	Number	1	0	0	1	0
28	Office of the Municipal Manager		Community and Social Services [Non-core function] - Population Development	Basic Service Delivery	Promoting Social well-being of the community	Draft the annual consolidated operational plan for social development interventions in the district and submit to MAYCD for approval by 30 September 2017	Consolidated operational plan for social development interventions in the district drafted and submitted to MAYCD	All	1	Municipal Manager	1	Agenda and minutes of the MAYCD meeting where plan was submitted for approval	Number	1	1	0	0	0
29	Office of the Municipal Manager		Finance and Administration [Core function] - Human Resources	Municipal Transformation and Institutional Development	Ensuring Good Governance and Financial Viability	Limit the vacancy rate to less than 15% of budgeted posts by 30 June 2018 (Number of budgeted posts filled/Number of budgeted posts on the organogramx100)	% Vacancy rate	All	1	Municipal Manager	15	CAPMAN system reports	Percentage	15	0	15	0	15
30	Office of the Municipal Manager		Finance and Administration [Core function] - Risk Management	Good Governance and Public Participation	Ensuring Good Governance and Financial Viability	Compile the risk based audit plan and submit to the Audit Committee for consideration by 30 June 2018	RBAP submitted to Audit Committee	All	1	Municipal Manager	1	Agenda and Minutes of the Audit committee	Number	1	0	0	0	1
31	Office of the Municipal Manager		Finance and Administration [Core function] - Risk Management	Good Governance and Public Participation	Ensuring Good Governance and Financial Viability	Submit progress reports on the implementation of the RBAP to the Audit Committee during the 2017/18 financial year	Number of progress reports submitted	All	1	Municipal Manager	6	Agenda and Minutes of the Audit committee	Number	6	1	2	1	2
32	Office of the Municipal Manager		Internal Audit [Core function] - Governance Function	Good Governance and Public Participation	Ensuring Good Governance and Financial Viability	Co-ordinate the functioning of the audit committee during the 2017/18 financial year	Number of meetings coordinated	All	1	Municipal Manager	4	Agenda and minutes for Audit committee meetings	Number	4	1	1	1	1
33	Office of the Municipal Manager		Finance and Administration [Core function] - Risk Management	Good Governance and Public Participation	Ensuring Good Governance and Financial Viability	Perform quarterly risk assessments per the Risk Implementation Plan and submit report with amendments to the risk committee during the 2017/18 financial year	Number of risk assessments performed and report submitted to the risk committee	All	1	Municipal Manager	4	Agenda and minutes for Risk committee meetings	Number	4	1	1	1	1
34	Office of the Municipal Manager		Executive and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	Good Governance and Public Participation	Ensuring Good Governance and Financial Viability	Initiate the meeting of the district coordinating Forum (Technical) during the 2017/18 financial year	Number of meetings initiated	All	1	Municipal Manager	4	Notices of meetings	Number	4	1	1	1	1
35	Office of the Municipal Manager		Planning and Development [Core function] - Corporate Wide Strategic Planning (ICPs, LIDs)	Local Economic Development	To pursue Economic Growth and facilitation of job opportunities	Host 8 sessions to promote skills development and support the Tourism SMME business sector by 30 June 2018	Number of sessions hosted	All	1	Municipal Manager	8	Attendance registers	Number	8	0	4	0	4
36	Office of the Municipal Manager		Other [Core function] - Tourism	Local Economic Development	To pursue Economic Growth and facilitation of job opportunities	Carry out 32 tourism promotional activities by 30 June 2018	Number of activities carried out	All	1	Municipal Manager	32	Proof of printed media, web upload logs, etc	Number	32	8	8	8	8
37	Office of the Municipal Manager		Other [Core function] - Tourism	Local Economic Development	To pursue Economic Growth and facilitation of job opportunities	Assist 12 Tourism BEE entrepreneurs with starting and growing businesses e.g. research, business plans and skills development by 30 June 2018	Number of Tourism BEE entrepreneurs assisted	All	1	Municipal Manager	12	Written certification/ acknowledgement from entrepreneur	Number	12	3	3	3	3
38	Office of the Municipal Manager		Planning and Development [Core function] - Corporate Wide Strategic Planning (ICPs, LIDs)	Local Economic Development	To pursue Economic Growth and facilitation of job opportunities	Review the District Economic Development Strategy and submit to Council for approval by 30 June 2018	District Economic Development Strategy reviewed and submitted to Council for approval	All	1	Municipal Manager	Existing District Economic Development Strategy	Agenda of the Council meeting	Number	1	0	0	0	1

Assd	Sub-Divisions [E]	Function [E]	IDP Objective [E]	National MPA [E]	KPI Name [E]	Unit of Measurement	KPI Owner [E]	Baseline	Performance Standard	POE	ERI Calculation Type [E]	Target Type [E]	Annual Target	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
1	Municipal Manager	Executive and Council (Core Function) - Municipal Manager, Town Secretary and Chief Executive	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Hold quarterly meetings with the extended management team	Number of meetings held	Municipal Manager	4	1 per quarter	Meeting minutes	Accumulative	Number	4	0	0	1	0	0	1	0	0	1	0	0	1
2	Municipal Manager	Executive and Council (Core Function) - Municipal Manager, Town Secretary and Chief Executive	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	100% compliance with all the legislative deliverables as measured per compliance monitoring system	% compliance	Municipal Manager	100%	100% compliance	Report from and POE as loaded on the Comply system	Carry Over	Percentage	100	0	0	0	0	0	0	0	0	0	0	0	100
3	Strategic Services	Planning and Development (Core Function) - Economic Development/Planning	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Facilitate the meeting of the District IDP, IDP managers forum	Number of meetings initiated	Senior Manager: Strategic Services	4	4 per annum	Notice of meetings	Accumulative	Number	4	0	0	0	0	0	2	0	0	0	0	0	2
4	Strategic Services	Planning and Development (Core Function) - Economic Development/Planning	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Facilitate quarterly kpi monitoring sessions	Number of kpi monitoring sessions facilitated	Senior Manager: Strategic Services	4	One kpi monitoring session every quarter	Worksheet of monitoring session	Accumulative	Number	4	1	0	0	1	0	0	1	0	0	1	0	0
5	Strategic Services	Planning and Development (Core Function) - Economic Development/Planning	To pursue Economic Growth and facilitation of job opportunities	Local Economic Development	Carry out Regional economic development investment promotion activities (including capacity support to local municipalities)	Number of activities	Senior Manager: Strategic Services	3	3 per annum	Ref 15/16/A/2	Accumulative	Number	3	0	0	0	0	0	0	0	0	0	0	0	3
6	Strategic Services	Planning and Development (Core Function) - Economic Development/Planning	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	100% compliance with all the legislative deliverables as measured per compliance monitoring system	% compliance	Senior Manager: Strategic Services	100%	1	Report from and POE as loaded on the system	Carry Over	Percentage	100	0	0	0	0	0	0	0	0	0	0	0	100
7	Strategic Services	Planning and Development (Core Function) - Economic Development/Planning	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Submit input for monthly portfolio progress reports by deadline (except December and January)	Number of inputs submitted	Senior Manager: Strategic Services	10	10 monthly inputs submitted by deadline	Portfolio committee minutes	Accumulative	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
8	Internal audit	Internal Audit (Core Function) - Governance Function	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	100% compliance with all the legislative deliverables as measured per compliance monitoring system	% compliance	Manager: Internal Audit	100%	100% compliance	Report from and POE as loaded on the Comply system	Carry Over	Percentage	100	0	0	0	0	0	0	0	0	0	0	0	100
9	Internal audit	Internal Audit (Core Function) - Governance Function	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Facilitate the quarterly meeting of the risk Committee	Number of meetings held	Manager Risk Management	4	Quarterly	Minutes of risk committee meetings	Accumulative	Number	4	0	0	1	0	0	1	0	0	1	0	0	1
10	Internal audit	Internal Audit (Core Function) - Governance Function	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Submit the minutes of the Risk Committee to the Audit Committee	Number of minutes submitted	Manager Risk Management	4	Quarterly	Agenda and minutes for Audit committee meetings	Accumulative	Number	4	0	0	1	0	0	1	0	0	1	0	0	1
11	Tourism	Other (Core Function) - Tourism	To pursue Economic Growth and facilitation of job opportunities	Local Economic Development	Review the Tourism Business Plan and submit to Council by 31 December	Tourism business plan submitted to Council	Manager Tourism	1	By 31 December	Agenda and minutes for council meeting	Carry Over	Number	1	0	0	0	0	0	1	0	0	0	0	0	0
12	Tourism	Other (Core Function) - Tourism	To pursue Economic Growth and facilitation of job opportunities	Local Economic Development	Facilitate the regional Tourism Stakeholder meetings	Number meetings held	Manager Tourism	5	5 per annum	Agenda and minutes of regional Tourism Stakeholder meetings	Accumulative	Number	5	0	0	0	0	0	3	0	0	0	0	0	2
13	Tourism	Other (Core Function) - Tourism	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Compile and distribute monthly (excluding December and January) Internal Newsletter	Number of internal newsletter compiled and distributed	Manager Tourism	10	10 internal newsletters published per annum	Copy of internal newsletter	Accumulative	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
14	Tourism	Other (Core Function) - Tourism	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Compile and distribute quarterly External Newsletter	Number of external newsletter compiled and distributed	Manager Tourism	4	1 external newsletter published per quarter	Copy of external newsletter	Accumulative	Number	4	0	0	1	0	0	1	0	0	1	0	0	1
15	Tourism	Other (Core Function) - Tourism	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Submit input for monthly portfolio progress reports by deadline (except December and January)	Number of inputs submitted	Manager Tourism	10	10 monthly inputs submitted by deadline	Portfolio committee minutes	Accumulative	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
16	Human Resources	Finance and Administration (Core Function) - Human Resources	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Submit the Skills Development plan by 30 April	Plan submitted by 30 April	Senior Manager: Human Resources	1	100% compliant	By 30 April	Carry Over	Number	1	0	0	0	0	0	0	0	0	0	1	0	0
17	Human Resources	Finance and Administration (Core Function) - Human Resources	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Review the Employment Equity plan and submit the Employment Equity report to Dept of Labour by 1 January	Employment Equity report submitted electronically by 1 January	Senior Manager: Human Resources	1	By 1 January	Acknowledgement of receipt	Carry Over	Number	1	0	0	0	0	0	1	0	0	0	0	0	0
18	Human Resources	Finance and Administration (Core Function) - Human Resources	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Administer the training Committee meetings and circulate notice and minutes to parties involved	Number of meetings administered	Senior Manager: Human Resources	6	6 per annum	Notice and Minutes of Training Committee Meeting	Accumulative	Number	6	0	1	0	1	1	0	0	1	0	1	0	1
19	Human Resources	Finance and Administration (Core Function) - Human Resources	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Review and update the organisational structure by 30 June	Organisational structure updated	Senior Manager: Human Resources	1	By 30 June	Approved organisational structure	Carry Over	Number	1	0	0	0	0	0	0	0	0	0	0	0	1
20	Human Resources	Finance and Administration (Core Function) - Human Resources	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Hold Occupational Health and Safety meetings on a quarterly basis	Number of meetings held	Senior Manager: Human Resources	4	1 per quarter	Minutes; agendas	Accumulative	Number	4	0	1	0	0	1	0	0	1	0	0	1	0
21	Human Resources	Finance and Administration (Core Function) - Human Resources	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Facilitate the meeting of the Local Labour Forum	Number of Local Labour Forum meetings initiated by the employer	Senior Manager: Human Resources	8	8 per annum	Notice of the meetings	Accumulative	Number	8	0	1	1	1	1	1	0	0	1	1	1	0
22	Human Resources	Finance and Administration (Core Function) - Human Resources	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Submit input for monthly portfolio progress reports by deadline (except December and January)	Number of inputs submitted	Senior Manager: Human Resources	10	10 monthly inputs submitted by deadline	Portfolio committee minutes	Accumulative	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
23	Human Resources	Finance and Administration (Core Function) - Human Resources	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	100% compliance with all the legislative deliverables as measured per compliance monitoring system	% compliance	Municipal Manager	100%	100% compliance	Report from and POE as loaded on the Comply system	Carry Over	Percentage	100	0	0	0	0	0	0	0	0	0	0	0	100
24	Development	Community and Social Services (Non-core Function) - Population Development	Promoting Social well-being of the community	Basic Service Delivery	Hold meetings with all local municipalities and stakeholders in the municipal area for the development of the consolidated implementation plan for social development interventions	Number of meetings held	Manager: Development	5	1 per local municipal area	Attendance register and minutes of meetings	Accumulative	Number	5	0	0	5	0	0	0	0	0	0	0	0	0
25	Development	Community and Social Services (Non-core Function) - Population Development	Promoting Social well-being of the community	Basic Service Delivery	Implement cultural and sport initiatives	Number of initiatives implemented	Manager: Development	3	3 per annum	Attendance registers, photos	Accumulative	Number	3	0	0	0	0	0	3	0	0	0	0	0	0
26	Development	Community and Social Services (Non-core Function) - Population Development	Promoting Social well-being of the community	Basic Service Delivery	Implement social initiatives targeted at vulnerable groups	Number of initiatives implemented	Manager: Development	15	15 per annum	Attendance registers, photos	Accumulative	Number	15	0	0	0	0	0	7	0	0	0	0	0	8
27	Development	Community and Social Services (Non-core Function) - Population Development	Promoting Social well-being of the community	Basic Service Delivery	Submit input for monthly portfolio progress reports by deadline (except December and January)	Number of inputs submitted	Manager: Development	10	10 monthly inputs submitted by deadline	Portfolio committee minutes	Accumulative	Number	10	1	1	1	1	1	0	0	1	1	1	1	1

Asset	Sub- Directorate [R]	Function [R]	IDP Objective [R]	National KPI [R]	KPI Name [R]	Unit of Measurement	KPI Concept [R]	KPI Type [R]	KPI Owner [R]	Baseline	Performance Standard	POC	KPI Calculation Type [R]	Target Type [R]	Annual Target	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	
R1	Resorts	Sport and Recreation (Core function) - Recreational Facilities	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Written complaints attended to within 5 working days of receipt	% of complaints attended to within 5 working days of receipt	Output	Operational	Manager- Resorts	100	1	Complaints file	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100	100
R2	Resorts	Sport and Recreation (Core function) - Recreational Facilities	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Submit monthly reports, except December and January to the Portfolio Committee	Number of reports submitted	Output	Operational	Manager- Resorts	10	Monthly except December and January	Agenda and minutes for Portfolio committee meetings.	Accumulative	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
R3	Resorts	Sport and Recreation (Core function) - Recreational Facilities	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Inspect the resort's basic service infrastructure weekly and submit a monthly report to the portfolio committee (excluding December and January)	Number of reports submitted	Output	Operational	Manager- Resorts	48	Monthly except December and January	Minutes of portfolio committee meetings	Accumulative	Number	10	1	1	1	1	1	0	0	1	1	1	1	1

June 2018

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June 2018
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ID	Sub-Directorate (S)	Function (F)	Project name (N)	Funding source (S)	Planned Start Date (S)	Planned Completion Date (S)	2017/2018												2017/2018		2018/2019		2019/2020		
							July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	Total	CR	OR	CR	OR	CR	OR
1	Technical Services	Waterworks	Finance and Administration [Core function] - Fleet Management	Revenue - CR	01/07/2017	30/06/2018	45 000	37 500	172 500	157 500	45 000	60 000	37 500	37 500	37 500	45 000	60 000	780000	780000	1000000	1000000				
2	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Revenue - CR	01/07/2017	30/06/2018	87 000	72 500	333 500	304 500	87 000	116 000	72 500	72 500	72 500	87 000	87 000	1508000	1508000	2700000	2700000				
3	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Revenue - CR	01/07/2017	30/06/2018	15 000	12 500	57 500	52 500	15 000	20 000	12 500	12 500	15 000	15 000	20 000	200000	200000	250000	250000				
4	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Revenue - CR	01/07/2017	30/06/2018	4 800	4 000	18 400	16 800	4 800	6 400	4 000	4 000	4 800	4 800	6 400	83200	83200	1500000	1500000				
5	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Revenue - CR	01/07/2017	30/06/2018	81 000	67 500	310 500	283 500	81 000	108 000	67 500	67 500	67 500	14 089	14 089	108 000	1270178	1270178	1200000	6200000			
6	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Revenue - CR	01/07/2017	30/06/2018	77 878	120 823	334 213	307 503	82 178	154 488	77 823	35 823	35 823	29 089	29 089	154 512	1439242	1439242	2200000	2200000			
7	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Revenue - CR	01/07/2017	30/06/2018	13 200	11 000	56 600	46 200	13 200	17 600	11 000	11 000	11 000	13 200	13 200	17 600	228800	228800	1000000	850000			
8	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Revenue - CR	01/07/2017	30/06/2018	6 000	5 000	23 000	21 000	6 000	8 000	5 000	5 000	6 000	6 000	8 000	104000	104000	1000000	1000000				
9	Financial Services	Resorts	Sport and Recreation [Core function] - Recreational Facilities	Revenue - CR	01/07/2017	30/06/2018	5 100	4 250	19 550	17 850	5 100	6 800	4 250	4 250	4 250	5 100	5 100	6 800	88400	88400	950000	1000000			
10	Administration & Community Services	Director: Administration & Community Services	Community and Social Services [Core function] - Community Halls and Facilities	Revenue - CR	01/07/2017	30/06/2018	5 400	4 500	20 700	18 900	5 400	7 200	4 500	4 500	4 500	5 400	5 400	7 200	93600	93600	0	0			
11	Technical Services	Director: Technical Services	Finance and Administration [Core function] - Property Services	Revenue - CR	01/07/2017	30/06/2018	87 066	72 555	333 753	304 711	87 066	116 088	72 555	72 555	72 555	87 066	87 066	116 088	1509144	1509144	0	0			
12	Financial Services	Director: Financial Services	Finance and Administration [Core function] - Finance	Revenue - CR	01/07/2017	30/06/2018	15 852	13 210	60 766	55 482	15 852	21 136	13 210	13 210	13 210	15 852	15 852	21 136	274768	274768	0	0			
13	Office of the Municipal Manager	Municipal Manager	Township and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	Revenue - CR	01/07/2017	30/06/2018	30 000	25 000	115 000	105 000	30 000	40 000	25 000	25 000	25 000	30 000	30 000	40 000	520000	520000	160000	160000			
14	Administration & Community Services	Director: Administration & Community Services	Finance and Administration [Core function] - Asset Management	Revenue - CR	01/07/2017	30/06/2018	6 840	5 700	26 220	23 940	6 840	9 120	5 700	5 700	5 700	6 840	6 840	9 120	118560	118560	180000	200000			
15	Financial Services	Director: Financial Services	Finance and Administration [Core function] - Asset Management	Revenue - CR	01/07/2017	30/06/2018	1 560	1 300	5 980	5 480	1 560	2 080	1 300	1 300	1 300	1 560	1 560	2 080	27640	27640	0	0			
16	Administration & Community Services	Director: Administration & Community Services	Finance and Administration [Core function] - Asset Management	Revenue - CR	01/07/2017	30/06/2018	7 020	5 850	26 910	24 570	7 020	9 360	5 850	5 850	5 850	7 020	7 020	9 360	121680	121680	981500	1052700			
17	Administration & Community Services	Director: Administration & Community Services	Finance and Administration [Core function] - Asset Management	Revenue - CR	01/07/2017	30/06/2018	31 012	25 860	118 956	108 612	31 012	41 376	25 860	25 860	25 860	31 012	31 012	41 376	537888	537888	0	0			
TOTAL							139768	489348	2238038	1850388	136038	743388	486038	400388	406038	400388	406038	406038	743372	8864500	8864500	0	0	11393700	0

Line Item [A]	Function [B]	July			August			September			October			November			December			January			February					
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.			
Governance and administration	Executive and Council (Core function) - Municipal Manager, Town Secretary and Staff Services	20025	1311182	96001	20025	1244682	0	20025	1244682	54000	20025	1244682	0	20025	1407872	0	20025	1244682	0	20025	1244682	0	20025	1244682	0	20025		
Governance and administration	Finance and Administration (Core function) - Human Resources	2082028	344256	23001	2048393	344256	23001	852847	344256	70000	592111	344256	7000	633437	793564	7000	25101154	344256	7000	957919	344256	7000	727124	344256	7000	272124	344256	
Governance and administration	Finance and Administration (Core function) - Finance	0	7174	0	0	7174	0	7174	0	7174	0	7174	0	7880	0	0	0	7174	0	7174	0	7174	0	7174	0	7174	0	7174
Community and public safety	Community and Social Services (Core function) - Child Care Facilities	0	273701	0	0	273701	0	18000	0	273701	0	273701	0	170100	0	0	273701	0	273701	0	273701	0	273701	0	273701	0	273701	0
Community and public safety	Parks and Recreation (Core function) - Sports Grounds and Stadiums	829542	553339	5600	399311	553339	10660	352209	553339	80566	522899	553339	5660	389566	394179	5666	332410	553339	5666	401780	553339	5666	468210	553339	5666	496512	553339	
Community and public safety	Public Safety (Core function) - Police Forces, Traffic and Street Parking Control	3480312	3969436	135991	372880	3969436	135991	372880	3969436	289991	372880	3969436	1365991	285936	527900	135991	1097980	3969436	135991	372880	3969436	135991	372880	3969436	135991	372880	3969436	
Community and public safety	Fire (Core function) - Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community and public safety	Health (Core function) - Health Services	1123946	2413071	8925	18532	2413071	725	18532	2413071	538725	2413071	725	230284	333901	120725	366532	2413071	725	18532	2413071	725	18532	2413071	725	18532	2413071	725	1878728
Economic and environmental services	Planning and Development (Core function) - Development Facilitation	1126350	0	0	1126350	0	249310	1180200	20000	1180200	0	1180200	0	1180200	0	1180200	2181200	0	1180200	0	1180200	0	1180200	0	1180200	0	1180200	0
Economic and environmental services	Public Services (Core function) - Roads	5560	9278504	13	23007200	9278504	0	735000	9278504	8660493	9278504	0	10438800	12647034	0	11554414	9278504	0	6398076	9278504	0	12880224	9278504	0	9100520	9278504	0	
Economic and environmental services	Environmental Protection (Core function) - Coastal Protection	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trading services	Electricity (Core function) - Electricity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trading services	Water Management (Core function) - Water Distribution	5437943	8962497	254100	8581370	8019078	254100	9015462	8736578	1004366	8806622	8750472	254100	10014032	11130964	254100	11907810	9015447	573588	1000230	8024000	254100	14384296	1000230	254100	1087860	1087860	
Trading services	Waste Water Management (Core function) - Sewerage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trading services	Waste Management (Core function) - Solid Waste Removal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	Other (Core function) - Transition	0	134663	0	0	134663	0	134663	0	8000	0	134663	0	134663	0	0	134663	0	134663	0	134663	0	134663	0	134663	0	134663	
TOTAL		42708363	27941872	119788	36943642	28923353	689048	18538456	2763804	20393462	27651947	1364048	28805946	36720240	126088	13166376	27815022	713648	18378426	21926374	146048	28769774	28912346	604048	44156863			

Line Item [A]	Function [A]	March			April			May			June			TOTAL				
		Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.			
Governance and administration	Executive and Council (Core function) - Municipal Manager, Town Secretary and Staff Services	1244681	0	200215	1244681	0	200215	1299722	0	200215	1245008	0	R	240 310.00	R	15 221 240.00	R	150 000.00
Governance and administration	Finance and Administration (Core function) - Human Resources	184205	7500	1307505	184205	7500	1307505	260740	7500	6293453	929966.4	7500	R	88 428 460.00	R	6 684 330.40	R	188 100.00
Governance and administration	Finance and Administration (Core function) - Finance	7174	0	0	7174	0	0	7174	0	0	7174	0	R	-	R	-	R	-
Community and public safety	Community and Social Services (Core function) - Child Care Facilities	171761	0	0	171761	0	0	261175	0	0	216150	201510	R	-	R	2 862 820.00	R	337 200.00
Community and public safety	Police and Recreation (Core function) - Sports Grounds and Stadiums	553339	5664	311773	553339	5664	302014	57403	5669	103223	551541	5874	R	6 502 950.00	R	6 801 790.00	R	348 000.00
Community and public safety	Public Safety (Core function) - Police Forces, Traffic and Street Parking Control	869490	15991	372886	869490	15991	373889	411564	15991	809789	137724	47024	R	8 380 870.00	R	46 226 000.00	R	2 046 000.00
Community and public safety	Fire (Core function) - Fire	0	0	0	0	0	0	0	0	0	0	0	R	-	R	-	R	-
Community and public safety	Health (Core function) - Health Services	2411971	725	10812	2411971	725	10812	2481881	725	166528	2411993	725	R	8 751 660.00	R	29 957 010.00	R	650 500.00
Economic and environmental services	Planning and Development (Core function) - Development Facilitation	1181209	0	0	1181209	0	0	1201999	0	0	1201420	0	R	2 520 000.00	R	12 978 200.00	R	10 000.00
Economic and environmental services	Local Services (Core function) - Roads	9278254	0	6362645	9278254	0	6124675	9705151	0	9722105	13616206	0	R	111 989 800.00	R	138 476 000.00	R	-
Economic and environmental services	Environmental Protection (Core function) - Coastal Protection	0	0	0	0	0	0	0	0	0	0	0	R	-	R	-	R	-
Trading services	Recreation (Core function) - Recreation	0	0	0	0	0	0	0	0	0	0	0	R	-	R	-	R	-
Trading services	Water Management (Core function) - Water Distribution	9168318	254166	9169392	9219678	254166	8812743	9129583	254166	12177951.8	11168648	571674	R	122 180 250.40	R	111 535 530.00	R	4 493 000.00
Trading services	Waste Water Management (Core function) - Sewerage	0	0	0	0	0	0	0	0	0	0	0	R	-	R	-	R	-
Trading services	Waste Management (Core function) - Solid Waste Removal	0	0	0	0	0	0	0	0	0	0	0	R	-	R	-	R	-
Other	Other (Core function) - Other	134481	0	0	134481	0	0	134500	0	0	134600	0	R	-	R	6 140 100.00	R	6 000.00
TOTAL		28 869 790	108 048	17 895 130	28 221 131	104 048	18 808 336	28 871 618	104 048	23 775 882	18 237 993	743 872		354 611 810		351 988 960		1 964 500

Line Item (202 char)	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
Property rates	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - electricity revenue	83552	75161	66048	54120	51351	54451	56378	56501	51434	53225	62088	63417	727820
Service charges - water revenue	5416811	8179883	9014100	8802200	10013590	11300583	11007898	14182964	10886537	9748662	8811409	12179715	122149206
Service charges - sanitation revenue	6893	6897	6897	6897	6897	6897	6897	6897	6897	6897	6897	6893	82776
Service charges - refuse revenue	5027	5027	5027	5027	5027	5027	5027	5027	5027	5027	5027	5031	60390
Service charges - other	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental of facilities and equipment	246369	159106	199618	202789	204562	203229	205316	209034	204113	206331	204550	205653	2400430
Interest earned - external investments	299965	559594	582669	330270	372988	1485375	691893	437071	1762972	837657	484513	605981	13884750
Interest earned - outstanding debits	4780	4780	4780	4780	4780	4780	4780	4780	4780	4780	4780	4810	57390
Dividends received	0	0	0	0	0	0	0	0	0	0	0	0	0
Fines, penalties and forfeits	540	540	540	540	540	540	540	540	540	540	540	540	6480
Licences and permits	17607	17607	17607	17607	17607	17607	17607	17607	17607	17607	17607	17623	213300
Agency services	0	2152337	7929500	9854924	10431231	11548865	6392507	12975155	9095160	6308076	8518806	9766539	119523000
Transfers and subsidies	35477374	1270000	1389183	20000	4991704	25107484	20000	20000	21292255	20000	20000	570000	90150000
Other revenue	1195841	762910	718297	888898	755665	698437	767793	834209	862241	677770	668013	648184	88909804
Gains on disposal of PPE	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers and subsidies - capital (monetary allocations) (Districts / Provincial and District)	0	0	0	0	0	7250000	0	0	0	0	0	0	1400000
TOTAL	R 42 708 363	R 34 943 642	R 33 104 456	R 22 331 542	R 28 851 946	R 53 168 275	R 115 176 424	R 28 769 772	R 48 156 803	R 17 936 180	R 18 808 336	R 20 775 862	R 856 613 510