

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. Pews
Municipal Manag	ger of Wast Coast District Municipality
Signature	1/1
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

T. H. CLEOP HAS

Mayor of Wast 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 submitted to 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-graveled	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 List (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 × 100)	% average water loss for last 12 months {(Number of Kiloliters Water Purified - Number of Kiloliters Water Sold) / Number of Kiloliters Water Purified × 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 outstanding service debtors/ revenue received for services)X1001	% 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 (Cloth and Cash Equivalents - Unispent Conditional Grants - Overdraft § shoft Term Investmenty / Monthly Fixed Operational Expenditure excluding (Depreciation, Ameritation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)).	Number of months it takes to cover fix operating expenditure with available cash	All	1	Director: Financial Services	3	Report from the financial system (Trial Balance)	Number	8.7	0	Ō	Ō	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 budget)x100)	% 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 MAYCO for approval by 30 September 2017	Consolidated operational plan for social development interventions in the district drafted and submitted to MAYCO	All	1	Municipal Manager	1	Agenda and minutes of the MAYCO 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 organogramix100)	% 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 (IDPs, LEDs)	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 (IDPs, LEDs)	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

Assist	Sub-Directorate (R)	Function [R]	IDP Objective [R]	National KPA [R]	KPI Name [R]	Unit of Measurement	KPI Owner [R]	Baseline	Performance Standard	POE	KPI Calculation Type	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	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	o	1	0	0	1	o	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 iComply system	Carry Over	Percentage	100	0	0	0	0	0	0	0	0	o	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 ID9/ LED managers forum	Number of meetings initiated	Senior Manager: Strategic Services	4	4 per annum	Notices 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. 15/16/4/2	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 Jinuary)	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 iComply 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 Newsletters	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 Newsletters	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	a	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	Boview 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	a	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	a	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	Haman 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	*	0	1	1	1	1	0	0	1	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 iComply system	Carry Over	Percentage	100	٥	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	Mold 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	s	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	٥	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	o	0	0	0	0	
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

Assist	Sub-Directorate [R]	Function [R]	IDP Objective [R]	National KPA [R]	KPI Name [R]	Unit of Measurement	Ward [R]	Area [R]	KPI Owner [R]	Baseline	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	June 2018
28	Director: Administration & Community Services	Finance and Administration [Core function] - Risk Management	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Sign-off annual risk assessment applicable to the directorate by 31 May	Annual risk assessment signed-off	All	1	Director: Administration & Community Services	1	Number	1	0	0	0	0	٥	0	0	0	0	0	1	0
29	Director: Administration & Community Services	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	100% compliance with all the legislative deliverables as measured per compliance monitoring system	% compilance	All	1	Municipal Manager	100	Percentage	100	0	0	0	0	0	0	0	0	0	0	0	100
30	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Advertise meeting dates of Council and Executive Mayoral Committee meetings by end of December and end of June	Number of Adverts placed by end of December and end of June	All	1	Manager: Administration	2	Number	2	0	0	0	0	0	1	0	0	0	0	0	1
31	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Submit the Draft Annual Report to the Auditor-General by 31 August	Draft Annual Report submitted to Auditor- General by 31 August	All	1	Manager: Administration	1	Number	1	0	1	0	0	0	o	0	0	0	0	0	0
32	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Submit the Final Annual report to Council by end of March	Final Annual Report submitted to Council by 31 March	All	1	Manager: Administration	1	Number	1	0	0	0	0	0	0	0	0	1	0	0	0
33	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Distribute agendas monthly (excluding December and January) to all Council, Executive Mayoral Committee & Portfolio Committee meetings, 5 calendar days prior to the meeting.	% of agendas distributed 5 days prior to meetings	All	1	Manager: Administration	90	Percentage	90	90	90	90	90	90	90	90	90	90	90	90	90
34	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Request councilors to complete their declarations of financial interest by the end of February	Number of request sent to councilors before end of February	All	1	Manager: Administration	1	Number	1	0	0	0	0	0	0	0	1	0	0	0	0
35	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Update Policy Register annually by the end of March	Policy register updated by end of March	All	1	Manager: Administration	1	Number	1	0	0	0	0	0	0	0	0	1	0	0	0
36	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Report monthly (excluding December and January) to the Portfolio Committee on Administration activities	Number of reports submitted to the Portfolio Committee	All	1	Manager: Administration	10	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
37	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Monthly comply 100% with all the actions listed as per Eunomia (Comply	% compliance	All	1	Municipal Manager	100	Percentage	100	100	100	100	100	100	100	100	100	100	100	100	100
38	Administration	Finance and Administration [Core function] - Administrative and Corporate Support	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Submit a monthly report on all outstanding items on Collaborator to management	Number of reports submitted to management	All	1	Manager: Administration	10	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
39	Disaster Management	Community and Social Services (Non-core Function) - Disaster Management	Promoting Social well-being of the community	Basic Service Delivery	Report monthly (excluding December and January) to the Portfolio Committee on Disaster Management activities and incidents attended to	Number of reports submitted to the Portfolio Committee	All	1	Manager: Disaster Management	10	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
40	Disaster Management	Community and Social Services [Non-core Function] - Disaster Management	Promoting Social well-being of the community	Basic Service Delivery	Submit Disaster Management report annually to the Provincial Disaster Management Centre by the end of September	Disaster Management annual report submitted to PDMC	All	1	Manager: Disaster Management	1	Number	1	0	0	1	0	0	0	0	0	0	0	0	0
41	Disaster Management	Community and Social Services [Non-core Function] - Disaster Management	Promoting Social well-being of the community	Basic Service Delivery	Conduct quarterly visits to each B Municipality to discuss disaster related issues	Number of visits to municipalities	All	1	Manager: Disaster Management	20	Number	20	0	0	5	0	0	5	0	0	5	0	0	5
42	Disaster Management	Community and Social Services (Non-core Function) - Disaster Management	Promoting Social well-being of the community	Basic Service Delivery	Co-ordinate bi-annual disaster management advisory forum meetings	Number of meetings coordinated	All	1	Manager: Disaster Management	2	Number	2	0	0	0	0	0	1	0	0	0	0	0	1
43	Disaster Management	Community and Social Services [Non-core Function] - Disaster Management	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Monthly comply 100% with all the actions listed as per funomia iComply	% compliance	All	1	Municipal Manager	100	Percentage	100	100	100	100	100	100	100	100	100	100	100	100	100
44	Municipal Health Services	Environmental Protection [Core function] - Pollution Control	Ensuring Environmental Integrity for the West Coast	Basic Service Delivery	Attend to complaints regarding Environmental Polistion within 10 workings days of receiving a complaint/notification	% of Complaints attended to	All	1	Senior Manager: Environmental Health	95	Percentage	95	95	95	95	95	95	95	95	95	95	95	95	95
45	Municipal Health Services	Environmental Protection [Core function] - Pollution Control	Ensuring Environmental Integrity for the West Coast	Basic Service Delivery	Attend to complaints regarding Air Pollution within 10 workings days of receiving a complaint/notification (listed activities)	% of Complaints attended to	All	1	Senior Manager: Environmental Health	95	Percentage	95	95	95	95	95	95	95	95	95	95	95	95	95
46	Municipal Health Services	Environmental Protection [Core function] - Pollution Control	Ensuring Environmental Integrity for the West Coast	Basic Service Delivery	Implement Environmental Education initiatives on a quarterly basis	Number of initiatives implemented	All	1	Senior Manager: Environmental Health	40	Number	40	0	0	10	0	0	10	0	0	10	0	0	10
47	Municipal Health Services	Environmental Protection [Core function] - Pollution Control	Ensuring Environmental Integrity for the West Coast	Basic Service Delivery	Report monthly (excluding December and January) to the Portfolio Committee on Environmental Services activities	Number of reports submitted to the Portfolio Committee	All	1	Senior Manager: Environmental Health	10	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
48	Fire Services	Public Safety [Core function] - Fire Fighting and Protection	Promoting Social well-being of the community	Basic Service Delivery	Facilitate quarterly meetings with local municipalities to standardise fire service delivery and formalise service delivery protocols	Number of meetings facilitated	All	1	Manager: Fire Services	4	Number	4	0	0	1	0	0	1	0	0	1	0	0	1
49	Fire Services	Public Safety [Core function] - Fine Fighting and Protection	Promoting Social well-being of the community	Basic Service Delivery	Conduct morthly meetings with all Station Officers	Number meetings conducted	All	1	Manager: Fire Services	12	Number	10	1	1	1	1.	1,	0	0	1.	1	1.	1.	1
50	Fire Services	Public Safety [Core function] - Fire Fighting and Protection	Promoting Social well-being of the community	Basic Service Delivery	Conduct fire fighting refresher training sessions for Fire Fighters monthly (excluding peak fire season- December to April)	Number of training sessions conducted	All	1	Manager: Fire Services	78	Number	96	15	15	15	15	6	0	0	0	0	0	15	15
51	Fire Services	Public Safety [Core function] - Fire Fighting and Protection	Promoting Social well-being of the community	Basic Service Delivery	Report monthly (excluding December and January) to the Portfolio Committee on Fire Services activities and incidents attended to	Number of reports submitted to the Portfolio Committee	All	1	Manager: Fire Services	10	Number	10	1	1	1	1	1	0	0	1	1	1	1	1
52	Fire Services	Public Safety [Core function] - Fire Fighting and Protection	Promoting Social well-being of the community	Basic Service Delivery	Conduct fire prevention related inspections within 10 working days after making inspection appointment	% of fire prevention related inspections conducted within 10 working days after making appointment	All	1	Manager: Fire Services	80	Percentage	80	80	80	80	80	80	80	80	80	80	80	80	80

Assist	Sub-Directorate [R]	Function [R]	IDP Objective [R]	National KPA [R]	KFI Name [R]	Unit of Measurement	KPI Concept [R]	KD'I Type [R]	KPI Owner [R]	Saseline	Performance Standard	POE	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
53	Director: Financial Serv	Finance and Administration [Core function] - Risk Management	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Sign-off annual risk assessment applicable to the directorate by 31 May	Annual risk assessment signed-off	Output	Strategic	Director: Financial Services	1	By 31 May	Portfolio committee minutes	Carry Over	Number	1	0	a	0	0	0	0	0	0	0	0	1
54	Director: Financial Serv	Finance and Administration [Core function] - Risk Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Report quarterly on corrective measures implemented to reduce priority risk areas	Number of reports submitted	Output	Operational	Director: Financial Services	4	Quarterly reports submitted	Confirmation of submission of the reports	Accumulative	Number	4	0	0	1	0	0	1	0	0	1	0	0
55	Director: Financial Serv	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Balance the General Ledger monthly according to the specifications of Financial Legislation	Number of months general ledger is balanced	Output	Operational	Director: Financial Services	12	Ledger balanced every month.	Trial balance drawn from financial system	Accumulative	Number	12	1	1	1	1	1	1	1	1	1	1	1
56	Director: Financial Serv	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	100% compliance with all the legislative detiverables as measured per compliance monitoring system	% compliance	Outcome	Operational	Director: Financial Services	100	100% monthly	Report from and POE as loaded on the Eunomia iComply system	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
57	Income & Expenditu	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	100% of registered clients billed monthly by the 25th of each month	% billed per month by the 25th	Output	Operational	Manager: Income and Expenditure	100	100% monthly	Exception report	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
58	Income & Expenditu	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Submit actual service terminations monthly before the 25th of each month	Number of months submitted	Output	Operational	Manager: Income and Expenditure	12	Monthly	Memo to Water Prov 4/1	Accumulative	Number	12	1	1	1	1	1	1	1	1	1	1	1
59	Income & Expenditu	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Complete bank reconciliations prior to the 10th of every month	Number of bank reconciliations completed prior to the 10th	Output	Operational	Manager: Income and Expenditure	12	Monthly	Signed-off bank reconciliation	Accumulative	Number	12	1	1	1	1	1	1	1	1	1	1	1
60	Income & Expenditu	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Transfer salary related deductions prior to the last working day of every month	Number of months that salary related deductions were transferred	Output	Operational	Manager: Income and Expenditure	12	Monthly	Salary deductions report at salaries office	Accumulative	Number	12	1	1	1	1	1	1	1	1	1	1	1
61	Income & Expenditu	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	100% compliance with all the legislative deliverables as measured per compliance monitoring system	% compliance	Outcome	Operational	Manager: Income and Expenditure	100	100% monthly	Report from and POE as loaded on the Euromia iComply system	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
62	Income & Expenditu	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Upload data extract from the financial system to the NT portal by the 10th working day of each month	Number of uploads	Outcome	Operational	Manager: Income and Expenditure	New Key Performance Indicator for 2017/18	by the 10th working day	Report from NT	Accumulative	Number	12	1	1	1	1	1	1	1	1	1	1	1
63	SCM	Finance and Administration [Core function] - Supply Chain Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Complete a monthly stores reconciliation in terms of section 65.2 (j) of the MFMA.	Number of stores reconciliations	Output	Operational	Manager: SCM	12	Monthly	Monthly stores recon on DB4 system	Accumulative	Number	12	1	1	1	1	1	1	1	1	1	1	1
64	SCM	Finance and Administration [Core function] - Supply Chain Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Complete a quarterly stock take of stores in compliance with GRAP 12	Number of stock takes	Output	Operational	Manager: SCM	4	Quarterly	Stock take results in SCM manager office	Accumulative	Number	4	0	0	1	0	0	1	0	0	1	0	0
65	SCM	Finance and Administration [Core function] - Supply Chain Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Quotations less than R30 000 to be sourced within 7 days upon receipt of specification forms from requesting dept	% sourced within 7 days upon receipt of specification forms from requesting dept	Output	Operational	Manager: SCM	100	100% within 7 days	Specification forms-filing system report in SCM office	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
66	SCM	Finance and Administration (Core function) - Supply Chain Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Complete administration of the contracts and submit to Archives within 5 days once received from the various departments	% submitted to Archives within 5 days once received from the various departments	Output	Operational	Manager: SCM	100	100% within 5 days	Contracts awards register and the Quotation awards register	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
67	SCM	Finance and Administration (Core function) - Supply Chain Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	20% of total procurement tenders above R30 000 awarded to Micro Enterprises	% of total procurement tenders above R30 000 awarded to Exempted Micro Enterprises	Outcome	Operational	Manager: SCM	20	20% per annum	CRA system report	Carry Over	Percentage	20	0	0	0	0	0	0	0	0	0	0	0
68	SCM	Finance and Administration [Core function] - Supply Chain Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	100% compliance with all the legislative deliverables as measured per compliance monitoring system	% compliance	Outcome	Operational	Manager: SCM	100	100% monthly	Report from and POE as loaded on the Europria iComply system	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
69	Control	Finance and Administration [Core function] - Asset Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Maintain asset register with purchases, depreciations and disposals	% asset register maintained with purchases, depreciation and disposals	Output	Operational	Senior Manager: Control	100	100% monthly	Asset register	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
70	Control	Finance and Administration [Core function] - Asset Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Tag assets as per the monthly schedule	% of assets tagged monthly	Output	Operational	Senior Manager: Control	New Key Performance Indicator for 2017/18	100% monthly	Trial balance drawn from financial system	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
71	Control	Finance and Administration [Core function] - Asset Management	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Conduct yearly asset count/MUL/Impairment testing	Number of yearly asset counts	Output	Operational	Senior Manager: Control	New Key Performance Indicator for 2017/18	Annually	Asset register	Last Value	Number	1	0	0	0	0	0	0	0	0	0	0	a
72	Control	Finance and Administration [Core function] - Finance	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	Complete Vat 201 reconciliation by the 25th of the next month	Number of Reconciliations completed by due date	Output	Operational	Senior Manager: Control	12	Monthly	VAT 201 file	Accumulative	Number	12	1	1	1	1	1	1	1	1	1	1	1
73	Control	Finance and Administration [Core function] - Information Technology	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and Management	100% compliance with all the legislative deliverables as measured per compliance monitoring system	% compliance	Outcome	Operational	Senior Manager: Control	100	100% monthly	Report from and POE as loaded on the Euromia iComply system	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
74	Information Technolo	Finance and Administration [Core function] - Information	Ensuring Good Governance and Financial Viability	Municipal Financial Viability and	Compile and update minimum spec- database of all computers by 31	Database compiled and reviewed by 31 December	Output	Operational	Manager: Information Technology	1	by 31 December	Min Spec database file at IT and 5/2/1/1	Carry Over	Number	1	0	0	0	0	0	1	0	0	0	0	0
75	Information Technolo	Finance and Administration [Core function] - Information Technology	Ensuring Good Governance and Financial Viability	Management Municipal Financial Viability and	Daily data back-ups for disaster recovery for every work day	% of daily back ups per month	Output	Operational	Manager: Information Technology	100	1 back up per working day	Back up report on server	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
76	Information Technolo	Technology Finance and Administration [Core function] - Information	Ensuring Good Governance and Financial Viability	Management Municipal Financial Viability and	Attend to IT related requests within 5 working days	% requests attended to within 5 working	Output	Operational	Manager: Information Technology	100	100% monthly	Fault register at IT	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
77	Information Technolog	Technology	Ensuring Good Governance	Management Municipal Financial	Hold quarterly IT steering committee	days Number of meetings held	Activity	Operational	Manager: Information Technology	4	One meeting of the IT Steering	Minutes of the meeting	Accumulative	Number	4		0	1	0		1	0	0	1		0
79	Information Tailure	[Core function] - Information Technology Finance and Administration	and Financial Viability Ensuring Good Governance	Viability and Management Municipal Financial Viability and	meetings Upload tenders and quotations on the corporate website within 1 working day	% of tenders and quotations uploaded to website within 1 working day of request	Output	Operational	Technology Manager: Information Technology	100	committee held per quarter.	Request for IT support forms,	Stand-Alone	Percentage	100	100	100	100	100	100	100	100	100	100	100	100
78	before W. T. T.	[Core function] - Information Technology	and Financial Viability Ensuring Good Governance	Viability and Management Municipal Financial	after receipt of request	received. IT strategic plan submitted to Council by	Output	Operational	Manager: Information	100	By 31 Mirr	Upload log Minutes of Council meeting	Carry Over	Number		100	0	0	0	0	0	0	0	0		100
79	Information Technolo	[Core function] - Information Technology Sport and Recreation [Core	and Financial Viability Ensuring Good Governance	Viability and Management Municipal Financial	to council by 31 May (Part of IDP)	31 May			Technology	-	, , ,				1	0	0	0	0	0	0	0	0	0	0	1
80	Resorts	function] - Recreational Facilities	Ensuring Good Governance and Financial Viability	Viability and Management	Hold monthly staff meetings	Number of meetings	Activity	Operational	Manager: Resorts	12	Monthly	Minutes of meeting	Accumulative	Number	12	1	1	1	1	1	1	1	1	1	1	1

Assist	Sub-Directorate [R]	Function [R]	IDP Objective [R]	National KPA (R)	KPI Name [R]	Unit of Measurement	KPI Concept (R)	KPI Type (it)	KPI Owner [R]	Baseline	Performance Standard	POE	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
81	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
82	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
83	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

Assist	Sub-Directorate [R]	Function [R]	IDP Objective [R]	National KPA [R]	KPI Name [R]	Unit of Measurement	KPI Concept [R]	KPI Type [it]	KPI Owner (R)	Baseline	Performance Standard	POE	KPI Calculation Type [R]	Target Type [R]	Annual Target	July 2017	August 2017	September 2017	October 2017	November 2017 Dec	mber 2017 January 20	18 February 2011	March 2018	April 2018	May 2018
84	Director: Technical Services	Finance and Administration [Core function] - Risk Management	Ensuring Good Governance and Financial Viability	Good Governance and Public Participation	Sign-off annual risk assessment applicable to the directorate by 31 May 2018	Annual risk assessment signed-off	Output	Strategic	Director: Technical Services	1	By 31 May	Portfolio committee minutes	Carry Over	Number	1	0	0	0	0	0	0 0	0	o	0	1
85	Roads	Road Transport [Core function] - Roads	Promoting essential bulk services in the district	Basic Service Delivery	Submit input for monthly portfolio progress reports by deadline	Number of inputs submitted	Output	Operational	Senior Manager: Roads	9	12 monthly inputs submitted by deadline	Portfolio committee minutes	Accumulative	Number	9	1	1	1	1	1	0 0	1	1	1	1
86	Roads	Road Transport [Core function] - Roads	Promoting essential bulk services in the district	Basic Service Delivery	Compile monthly grader and maintenance schedules	Number of schedules compiled	Output	Operational	Senior Manager: Roads	12	Grader schedules updated every month	File: 15/16/2/1	Accumulative	Number	12	1	1	1	1	1	1 1	1	1	1	1
87	Spatial Planning	Planning and Development [Core function] - Corporate Wide Strategic Planning (IDPs, LEDs)		Basic Service Delivery	Socio/Environmental/Pfarming comment/inputs on all developments in the region that require an EIA and/or may have a regional impact and/or that have an impact on WCDM functions within the required legislative time	% of projects/developments commented on that require comment within the required legislative time	Output	Operational	Manager: Spatial Planning	90	Within the required legislative timeframe	Register and comments filed at archives	Stand-Alone	Percentage	90	90	90	90	90	90	90 90	90	90	90	90
88	Spatial Planning	Planning and Development (Core function) - Corporate Wide Strategic Planning (IDPs, LEDs)	Ensuring Environmental Integrity for the West Coast	Basic Service Delivery	Inter-municipal co-operation/shared support are provided in the district [[No of actual inter-municipal co-operation and shared support provided/ No of requests received(x100)	% support provided	Output	Operational	Manager: Spatial Planning	90	90% of all requests received	Minutes of MPT meetings	Stand-Alone	Percentage	90	90	90	90	90	90	90 90	90	90	90	90
89	Waterworks	Water Management [Non- core Function] - Water Distribution	Promoting essential bulk services in the district	Basic Service Delivery	Provide sufficient supply of bulk water to meet predicted annual demand {(Capacity (Mi)/ Demand (Mi)(x100)	% supply	Output	Operational	Senior Manager: Water Provision	110	Meet demand 100%.	Water balance sheets	Stand-Alone	Percentage	110	110	110	110	110	110	110 110	110	110	110	110
90	Waterworks	Water Management [Non- core Function] - Water Distribution	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Limit overtime expenditure to not exceed more than 5% of the actual salary expenditure ([Total overtime expenditure divided by the salary expenditure)ct00)	% overtime expenditure of budgeted salary expenditure	Output	Operational	Senior Manager: Water Provision	8	5% spent on overtime	Expenditure reports from the financial system	Reverse Stand-Alone	Percentage	5	5	5	5	5	5	5 5	5	5	5	5
91	Waterworks	Water Management [Non- core function] - Water Distribution	Ensuring Good Governance and Financial Viability	Municipal Transformation and Institutional Development	Limit standby expenditure to not exceed more than 5% of the actual salary expenditure ((Total standby expenditure divided by the salary expenditure)x100)	% overtime expenditure of budgeted salary expenditure	Output	Operational	Senior Manager: Water Provision	8	5% spent on standby	Expenditure reports from the financial system	Reverse Stand-Alone	Percentage	5	5	5	5	5	5	5 5	5	5	5	5

Assist	Sub	-Directorate (R)	Function [R]	Project name [R]	Funding source (R)	Planned Start Date (R)	Planned Completion Date (R)	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	2017/2018 CRR Other	2018/2 CRR	019 2019/2020 Other CRR Other
1	Technical Services	Waterworks	Finance and Administration [Core function] - Fleet Management	Vehicles	Revenue - CRR	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	45 000	60 000	780000	780000	1000000	1000000
2	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Vehicles	Revenue - CRR	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	116 000	1508000	1508000	250000	250000
3	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Flow meters and Instumentation	Revenue - CRR	01/07/2017	30/06/2018	15 000	12 500	57 500	52 500	15 000	20 000	12 500	12 500	12 500	15 000	15 000	20 000	260000	260000	250000	250000
4	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Network and Communication	Revenue - CRR	01/07/2017	30/06/2018	4 800	4 000	18 400	16 800	4 800	6 400	4 000	4 000	4 000	4 800	4 800	6 400	83200	83200	1500000	1500000
5	Technical Services	Waterworks	Water Management [Core function] - Water Distribution	Valves	Revenue - CRR	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	Pipe replacement	Revenue - CRR	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	220000	220000
7	Technical Services	Waterworks	Water Distribution	Pump and Motor replacement	Revenue - CRR	01/07/2017	30/06/2018	13 200	11 000	50 600	46 200	13 200	17 600	11 000	11 000	11 000	13 200	13 200	17 600	228800	228800	100000	85000
8	Technical Services	Waterworks	Water Management [Core function] - Water Treatment	Tools	Revenue - CRR	01/07/2017	30/06/2018	6 000	5 000	23 000	21 000	6 000	8 000	5 000	5 000	5 000	6 000	6 000	8 000	104000	104000	100000	100000
9	Financial Services	Resorts	Sport and Recreation [Core function] - Recreational Facilities	Lab and Dos equipment	Revenue - CRR	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	95000	100000
10	Administration & Community Services	Director: Administration & Community Services	Community and Social Services [Core function] - Community Halls and Facilities	Housing : Upgrade kitchens / bedrooms	Revenue - CRR	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	Other Assets	Revenue - CRR	01/07/2017	30/06/2018	87 066	72 555	333 753	304 731	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	Other Assets	Revenue - CRR	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
	Office of the Municipal Manager	Municipal Manager	Executive and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	Other Assets	Revenue - CRR	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	16000	16000
14	Administration & Community Services	Director: Administration & Community Services	Finance and Administration [Core function] - Asset Management	Other Assets	Revenue - CRR	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	18000	20000
15	Financial Services	Director: Financial Services	Finance and Administration [Core function] - Asset Management	Other Assets	Revenue - CRR	01/07/2017	30/06/2018	1 560	1 300	5 980	5 460	1 560	2 080	1 300	1 300	1 300	1 560	1 560	2 080	27040	27040	0	0
16	Administration & Community Services	Director: Administration & Community Services	Finance and Administration [Core function] - Asset Management	Other Assets	Revenue - CRR	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	1652700
17	Administration & Community Services	Director: Administration & Community Services	Finance and Administration [Core function] - Asset Management	Other Assets	Revenue - CRR	01/07/2017	30/06/2018	31 032	25 860	118 956	108 612	31 032	41 376	25 860	25 860	25 860	31 032	31 032	41 376	537888	537888		

Line Item (R)	Function (R)		July			August			September			October			November			December			January			February		
une nem (x)	Pencion (R)	Revenue	Operational Exp.	Capital Exp.	Revenue																					
Governance and administration	Executive and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	20025	1311182	96000	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	29826928	-344266	21000	2048393	-344266	29500	852847	-344266	70500	592111	-344266	7500	633437	793564	7500	25101154	-344266	7500	957919	-344266	7500	727124	-344266	7500	19537874
Governance and administration	Finance and Administration [Core function] - Finance	0	-7174	0	0	-7174	0	0	-7174	0	0	-7174	0	0	78856	0	0	-7174	0	0	-7174	0	0	-7174	0	0
Community and public safety	Community and Social Services (Core function) - Child Care Facilities	0	273780	0	0	273780	58000	0	273780	0	0	273780	0	0	330180	0	0	273780	22100	0	273780	42000	0	273780	0	0
Community and public safety	Sport and Recreation [Core function] - Sports Grounds and Stadiums	829642	553339	5666	396911	553339	10666	352298	553339	80666	522899	553339	5666	389666	694179	5666	332438	553339	5666	401782	553339	5666	468210	553339	5666	496542
Community and public safety	Public Safety [Core function] - Police Forces, Traffic and Street Parking Control	3480312	3969436	135991	372880	3969436	135991	372880	3969436	283991	372880	3969436	1585991	2858732	5279006	135991	1097880	3969436	135991	372880	3969436	135991	372880	3969436	135991	2235096
Community and public safety	Housing [Core function] - Housing	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	3123944	2413571	6925	16512	2413571	725	16512	2413571	516725	16512	2413571	725	2502364	3339031	120725	566512	2413571	725	16512	2413571	725	16512	2413571	725	1878728
	Planning and Development [Core function] - Development Facilitation	0	1196109	0	0	1185109	0	1369183	1185109	10000	0	1185109	0	0	1562649	0	1183817	1185109	0	0	1185109	0	0	1185109	0	0
	Road Transport [Core function] - Roads	5569	9278594	0	23507706	9278594	0	7535069	9278594	0	9860493	9278594	0	10436800	11647034	0	11554434	9278594	0	6398076	9278594	0	12980724	9278594	0	9100729
	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
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
Trading services	Water Management [Core function] - Water Distribution	5417943	8962497	254166	8581215	8019678	254166	9015642	8736578	1004166	8806622	8750472	254166	10014922	11130964	254166	13307915	9013547	571666	11009230	8024699	254166	14184296	10010870	254166	10887869
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
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
Other	Other [Core function] - Tourism	0	334404	0	0	334404	0	0	334404	8000	0	334404	0	0	456914	0	0	334404	0	0	334404	0	0	334404	0	0
TOTAL		42 704 363	27 941 472	519 748	34 943 642	26 921 153	489 048	19 534 456	27 638 053	2 028 048	20 191 542	27 651 947	1 854 048	26 855 946	36 720 249	524 048	53 164 175	27 915 022	743 648	19 176 424	26 926 174	446 048	28 769 771	28 912 345	404 048	44 156 863

11 No \$40	Provide MA	March			April			May			June				TOTAL	
Line Item (R)	Function (R)	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 Chief Executive	1244682	0	20025	1244682	0	20025	1299722	0	20035	1245008	0	R	240 310.00	R 15 221 240.00	
Governance and administration	Finance and Administration [Core function] - Human Resources	-344266	7500	1101505	-344266	7500	755689	-260746	7500	6293459	9249966.4	7500	R	88 428 440.00	R 6 684 390.40	R 188 500.00
Governance and administration	Finance and Administration [Core function] - Finance	-7174	0	0	-7174	0	0	-7174	0	0	-7116	0	R		R -	R -
Community and public safety	Community and Social Services (Core function) - Child Care Facilities	273780	0	0	273780	0	0	285170	0	0	-216550	205100	R		R 2 862 820.00	R 327 200.00
Community and public safety	Sport and Recreation (Core function) - Sports Grounds and Stadiums	553339	5666	311771	553339	5666	302014	574219	5666	-301223	553541	5674	R	4 502 950.00	R 6 801 990.00	R 148 000.00
Community and public safety	Public Safety [Core function] - Police Forces, Traffic and Street Parking Control	3969436	135991	372880	3969436	135991	372880	4115546	135991	1097890	1107214	-47001	R	13 380 070.00	R 46 226 690.00	R 3 046 900.00
Community and public safety	Housing [Core function] - Housing	0	0	0	0	0	0	0	0	0	0	0	R		R -	R -
Community and public safety	Health [Core function] - Health Services	2413571	725	16512	2413571	725	16512	2481881	725	566528	2413959	725	R	8 753 660.00	R 29 957 010.00	R 650 900.00
	Planning and Development [Core function] - Development Facilitation	1185109	Ó	0	1185109	0	0	1205999	0	0	-1367439	0	R	2 553 000.00	R 12 078 190.00	R 10 000.00
	Road Transport [Core function] - Roads	9278594	Ó	6363645	9278594	0	8524475	9705514	0	9722110	13616106	0	R	115 989 830.00	R 118 476 000.00	R -
	Environmental Protection [Core function] - Coastal Protection	0	Ó	0	0	0	0	0	0	0	Ô	0	R		R -	R -
Trading services	Electricity [Core function] - Electricity	0	0	0	0	0	0	0	0	0	0	0	R		R -	R -
Trading services	Water Management [Core function] - Water Distribution	9168314	254166	9749792	9219678	254166	8812741	9129585	254166	12377063.4	11368648	571674	R	122 165 250.40	R 111 535 530.00	R 4 435 000.00
Trading services	Waste Water Management [Core function] - Sewerage	0	Ó		0		0	0	0	0	0	0	R		R -	R -
Trading services	Waste Management [Core function] - Solid Waste Removal	0	Ó		0		0	0	0	0	0	0	R	-	R -	R -
Other	Other [Core function] - Tourism	334404	Ó		334404		0	343894	0	0	334656	0	R	-	R 4 145 100.00	
TOTAL		28 069 789	404 048	17 936 130	28 121 153	404 048	18 804 336	28 873 610	404 048	29 775 862	38 297 993	743 672		356 013 510	353 988 960	8 964 500

Line Item (200 chars)		August	September	October	November	December	January	February	March	April	May			TOTAL
Property rates	0	0	0	0	0	0	0	0	0	0	0	0	T	0
Service charges - electricity revenue	83552	75161	66048	54520	51355	54451	56178	56501	51434	53125	62088	63417	T	727830
Service charges - water revenue	5416611	8579883	9014310	8805290	10013590	13306583	11007898	14182964	10886537	9748460	8811409	12375715	T	122149250
Service charges - sanitation revenue	6897	6897	6897	6897	6897	6897	6897	6897	6897	6897	6897	6903		82770
Service charges - refuse revenue	5027	5027	5027	5027	5027	5027	5027	5027	5027	5027	5027	5033	T	60330
Service charges - other	0	0	0	0	0	0	0	0	0	0	0	0	T	0
Rental of facilities and equipment	246369	159106	199618	202789	204562	203129	205316	209034	204113	206191	204550	205653	T	2450430
Interest earned - external investments	299965	559594	582649	330270	372988	1485375	691893	457057	1762972	837657	484519	6019811	T	13884750
Interest earned - outstanding debtors	4780	4780	4780	4780	4780	4780	4780	4780	4780	4780	4780	4810	T	57390
Dividends received	0	0	0	0	0	0	0	0	0	0	0	0	T	0
Fines, penalties and forfeits	540	540	540	540	540	540	540	540	540	540	540	540	T	6480
Licences and permits	17607	17607	17607	17607	17607	17607	17607	17607	17607	17607	17607	17623	T	211300
Agency services	0	23502137	7529500	9854924	10431231	11548865	6392507	12975155	9095160	6358076	8518906	9716539	T	115923000
Transfers and subsidies	35427374	1270000	1389183	20000	4991704	25107484	20000	20000	21259255	20000	20000	570000	T	90115000
Other revenue	1195641	762910	718297	888818	755665	698437	767781	834209	862541	677770	668013	64818.4	T	8894980.4
Gains on disposal of PPE												0	T	0
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	0	0	0	0	0	725000	0	0	0	0	0	725000		1450000
TOTAL	R 42 704 363	R 34 943 642	R 19 534 456	R 20 191 542	R 26 855 946	R 53 164 175	R 19 176 424	R 28 769 771	R 44 156 863	R 17 936 130	R 18 804 336	R 29 775 862	R	356 013 510