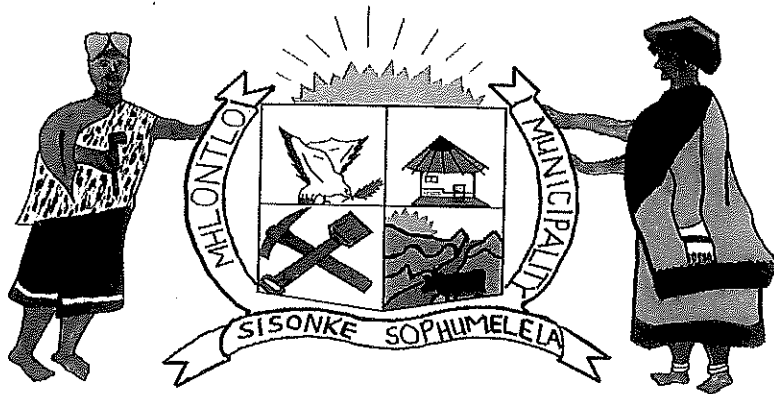


MHLONTLO LOCAL MUNICIPALITY



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2018/2019

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FOREWORD BY THE MAYOR


Service Delivery and Budget Implementation Plan (SDBIP) is a strategic financial management and implementation tool to ensure that the budgetary decisions are aligned with IDP. It serves as a contract between the Council, administration and the Mhlontlo community. This document further strives to critically evaluate the ability and capacity of the Municipality to ensure the realisation of the 2018/19 financial year plan.

Mhlontlo local municipality has intent to fully dissect the environment in which it operates, in order to understand the prevailing challenges and have remedial actions taken. As it is the time to review the five year IDP, it has become so critical that the municipality does not try to have fundamental changes on the community priorities. Had it been the case, there would be some priorities that could not be fully implemented. It is within the legislative framework that the municipality should focus on simple, measurable, achievable, realistic and time-bounded objectives; hence no fundamental changes on the **Strategic Planning document, IDP and SDBIP.**

It is still relevant to admit that Mhlontlo local municipality is faced with many service delivery challenges that directly emanate from the fact that it has limited sources of revenue generation. That alone heavily contributes to the scourge of unemployment as identified to be one of the national “*triple challenges*”. Despite the afore said challenge, it is acknowledged that the community mostly comprises of the indigent people who rely more on social grants and have less number contributing to the municipal revenue. However, the municipality is committed to reasonable spend the allocations according to the identified priorities. This means proper planning with proper implementation that is accompanied by monitoring and evaluation system.

Also worth recognising when presenting this tool is the role played by the community in the development of the Integrated Development Plan (IDP) of the municipality as a bottom up approach, that is, community involvement as stated in chapter 4 of the *Local Government: Municipal Systems Act 32, 2000.*

To conclude, it would be a mistake not to extend a word of appreciation to the administration of the municipality for the unwavering support given to the politicians and communities during the period of reviewing IDP and Budget. It was really a process that required dedication and undaunted hearts to accommodate citizenry in quest of development. It is obvious that without cohesion in the collective of the principal committee of the municipality- Executive Committee, and the whole crew of the politicians, it would have been impossible to reach the destination.


Cllr N. Dywili

(Mayor-Mhlontlo LM)

21-06-2018

Date

EXECUTIVE SUMMARY

The Mhlontlo Local Municipality in compliance with circular 13 of the MFMA Act 56 of 2003 is required to produce a Service Delivery and Budget Implementation Plan to show the following:

- Monthly projections of revenue and expenditure for the operation and capital budgets
- Quarterly service delivery targets and performance indicators.

Each month the Municipal Manager must present the Mayor with a report showing how income and spending is progressing against these projections. Every quarter the Mayor must report to the Council on the progress of the budget.

SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS

The municipality, starting from the review of its Strategic planning document had a series of meetings that were mandated to have clear objectives, targets and performance indicators developed. The IDP and SDBIP for the financial year in question reflect as such. Directorates are therefore expected to give an account of their performance on quarterly basis, and finally have end of the year report reflecting expenditure trends according to the SDBIP.

It is mandatory that performance contracts for the municipal manager and heads of departments (section 54 and 56 Managers) are reflective of the targets for purposes of measurability. It is imperative that these targets are adhered to and only tampered with upon receiving a Council resolution.

THE COMPONENTS OF SDBIP

The SDBIP is comprised of five components which are as follows:

1. Monthly projections of revenue to be collected for each source
2. Monthly projections of expenditure (operating and capital) and revenue for each vote
3. Quarterly projections of service delivery targets and performance indicators for each vote
4. Ward information for expenditure and service delivery
5. Capital works plans

The SDBIP provides vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the Mayor, Councillors, Municipal Manager, Senior Managers and the community to know the direction that the municipality takes in delivering services to the clientele.

THE SDBIP PROCESS IN MHLONTLO

The production of the SDBIP has been co-ordinated between the Budget and Treasury Office and Strategic Management directorates and without disregard of the role played by others. The detailed monthly budget estimates and the quarterly performance indicators are contained in the actual departmental expectations.

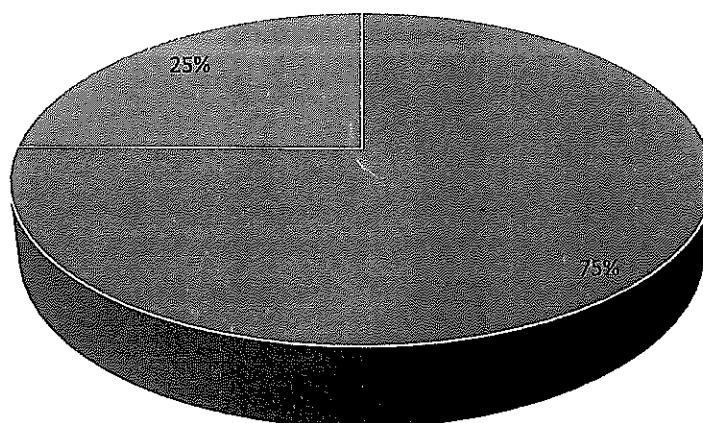
REVENUE

Previous year trends have been used to provide the estimates for 2018/2019 and the previous comments on the shortcomings in this methodology apply to revenue as well. The information is shown by revenue source. The estimates are based on budgeted income rather than cash collected. The income budget for 2018/2019 is R 227,1 million.

Description	Ref	2014/15	2015/16	2016/17	Current Year 2017/18				2018/19 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
Revenue By Source											
Property rates	2	--	--	--	9 130	9 452	9 452	9 452	21 015	22 150	23 368
Service charges - refuse revenue	2	--	--	--	1 315	2 287	1 377	--	1 377	1 452	1 532
Rental of facilities and equipment					41	84	84	84	47	49	52
Interest earned - external investments					4 064	4 064	4 064	4 064	4 279	4 511	4 759
Interest earned - outstanding debtors					483	85	85	85	599	631	666
Fines, penalties and forfeits					58	58	58	58	65	68	72
Licences and permits					--	1 127	1 127	1 127	1 313	1 384	1 460
Agency services					1 102	1 493	1 493	1 493	1 170	1 233	1 301
Transfers and subsidies					178 285	181 701	181 701	181 701	171 125	180 366	190 286
Other revenue	2	--	--	--	24 877	21 968	21 968	21 968	26 193	27 608	29 126
Gains on disposal of PPE											
Total Revenue (excluding capital transfers and contributions)		--	--	--	219 357	222 319	221 409	220 032	227 183	239 451	252 621

Below is a graphic presentation of own revenue and grants income

Operating revenue budget



■ Grants ■ Own Income

OPERATING EXPENDITURE BUDGET

The annual operating expenditure has been broken down into monthly projections by applying the trends of the previous year's spending to each line item in the budget. The projections are shown by each directorate and by expenditure type. The following should be taken into account:

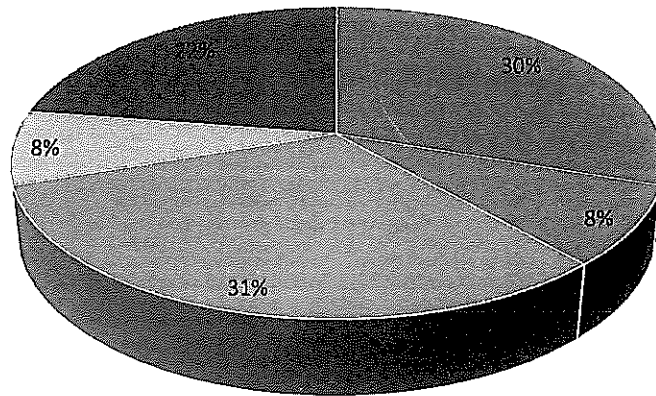
- There is a risk of building into the plan undesirable trends. For example, the graph below shows the high level of spending anticipated in the financial year.
- There may have been extraordinary events in the past years that have skewed the trends. The financial year under review may not have the same trends although they are in the SDBIP.
- The estimates are based on percentage spending per month and do not take into account any over or under spending on particular items.

Total operating expenditure budget for 2018/2019 is R 313,6 million

Description	Ref	2014/15	2015/16	2016/17	Current Year 2017/18				2018/19 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
Expenditure By Type	-										
Employee related costs	2	-	-	-	93 574	79 540	79 540	79 540	95 075	100 209	105 721
Remuneration of councillors					17 010	18 248	18 248	18 248	25 626	27 010	28 495
Depreciation & asset impairment	2	-	-	-	14 336	126 080	114 563	98 503	98 503	103 823	109 533
Contracted services		-	-	-	24 483	4 251	4 251	4 251	23 957	25 251	26 640
Other expenditure	4, 5	-	-	-	69 954	90 929	56 984	56 984	70 517	74 325	78 413
Loss on disposal of PPE											
Total Expenditure					219 357	319 048	273 587	257 527	313 679	330 618	348 802

Below is a graphic presentation of operating expenditure

Operating expenditure budget



■ Employee related costs

■ Remuneration of councillors

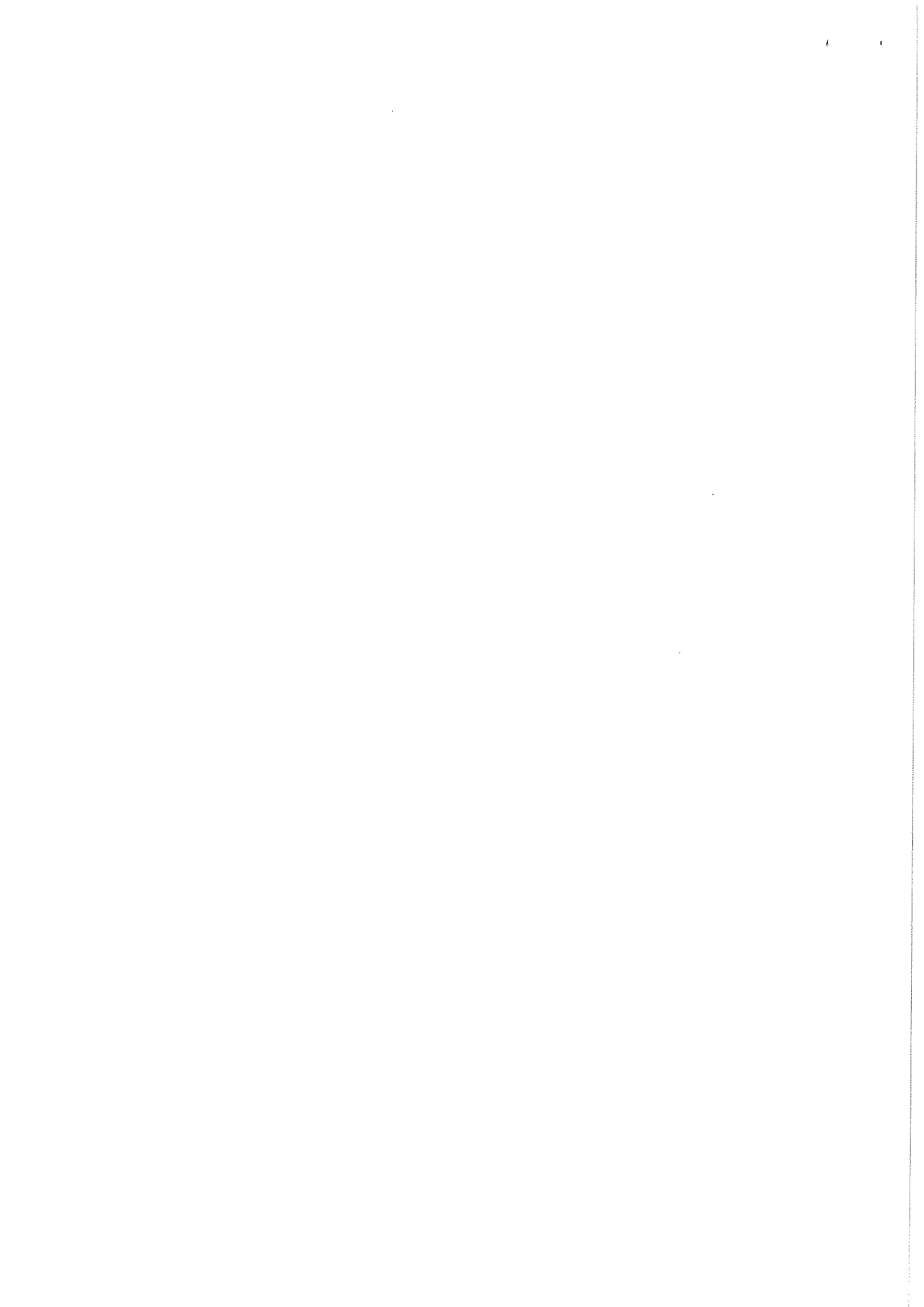
■ Depreciation & asset impairment

■ Contracted services

■ Other expenditure

MONTHLY REVENUE AND EXPENDITURE BUDGET

Description	Ref	Budget Year 2018/19												Medium Term Revenue and Expenditure Framework					
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21			
Revenue By Source																			
Property rates		1 751	787	787	787	787	787	787	787	787	787	787	787	787	787	115	21 015	22 150	23 368
Service charges - refuse revenue		115	115	115	115	115	115	115	115	115	115	115	115	115	115	4	1 377	1 482	1 532
Rental of facilities and equipment		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	47	49	52
Interest earned - external investments		357	357	357	357	357	357	357	357	357	357	357	357	357	357	50	4 279	4 511	4 759
Interest earned - outstanding debtors		50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	599	631	666
Fines, penalties and forfeits		5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	65	68	72
Licences and permits		109	102	102	102	102	102	102	102	102	102	102	102	102	102	186	1 313	1 384	1 480
Agency services		98	105	105	105	105	105	105	105	105	105	105	105	105	21	1 170	1 233	1 301	
Transfers and subsidies		14 260	12 579	12 579	12 579	12 579	12 579	12 579	12 579	12 579	12 579	12 579	12 579	12 579	31 073	171 125	180 366	190 286	
Other revenue		2 183	2 514	2 514	2 514	2 514	2 514	2 514	2 514	2 514	2 514	2 514	2 514	2 514	(1 131)	26 193	27 608	29 126	
Gain on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		18 932	16 618	16 618	16 618	16 618	16 618	16 618	16 618	16 618	16 618	16 618	16 618	16 618	42 075	227 183	239 451	252 621	
Expenditure By Type																			
Employee related costs		7 923	6 881	6 881	6 881	6 881	6 881	6 881	6 881	6 881	6 881	6 881	6 881	6 881	18 340	95 075	100 209	105 721	
Remuneration of councillors		2 136	1 642	1 642	1 642	1 642	1 642	1 642	1 642	1 642	1 642	1 642	1 642	1 642	7 073	25 626	27 010	28 495	
Depreciation & asset impairment		8 209	8 188	8 188	8 188	8 188	8 188	8 188	8 188	8 188	8 188	8 188	8 188	8 410	98 503	103 823	109 533	109 533	
Contracted services		1 996	1 529	1 529	1 529	1 529	1 529	1 529	1 529	1 529	1 529	1 529	1 529	6 667	23 957	25 251	26 640		
Other expenditure		5 876	6 565	6 565	6 565	6 565	6 565	6 565	6 565	6 565	6 565	6 565	6 565	(1 012)	70 517	74 325	78 413		
Total Expenditure		26 140	24 806	24 806	24 806	24 806	24 806	24 806	24 806	24 806	24 806	24 806	24 806	39 478	313 679	330 618	348 802		
Surplus/(Deficit)		(7 208)	(8 188)	(8 188)	(8 188)	(8 188)	(8 188)	(8 188)	(8 188)	(8 188)	(8 188)	(8 188)	(8 188)	2 597	(85 496)	(91 167)	(96 181)		
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		5 218	5 297	5 297	5 297	5 297	5 297	5 297	5 297	5 297	5 297	5 297	5 297	4 419	62 611	65 992	69 622		
Surplus/(Deficit) after capital transfers & contributions		(1 990)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	7 016	(23 885)	(25 175)	(26 559)		
Surplus/(Deficit)	1	(1 990)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	(2 891)	7 016	(23 885)	(25 175)	(26 559)		



CAPITAL EXPENDITURE BUDGET AND FUNDING

Vote Description	Ref	2014/15		2015/16		2016/17		Current Year 2017/18				2018/19 Medium Term Revenue & Expenditure Framework									
		Audited Outcome	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21									
Single-year expenditure to be appropriated Vote 3 - MUNICIPAL MANAGERS OFFICE Vote 5 - BUDGET & TREASURY OFFICE Vote 6 - CORPORATE SERVICES DIRECTORATE Vote 7 - LOCAL ECONOMIC DEVELOPMENT Vote 8 - COMMUNITY & SOCIAL SERVICES Vote 9 - INFRASTRUCTURE SERVICES DEPARTMENT Capital single-year expenditure sub-total	2	-	-	-	1 126	1 126	1 126	1 126	1 126	1 524	1 606	1 735	67	63	1 644	1 895	4 798	2 624	58 703	69 622	
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
		-	-	-	-	-	-	-	-	-	-	-	-	731	731	-	755	755	51 197	51 197	54 929
Total Capital Expenditure - Vote		-	-	-	1 126	1 126	1 126	1 126	1 524	1 606	1 735	67	63	1 644	1 895	4 798	2 624	58 703	69 622		
Funded by:																					
National Government Transfers recognised - capital	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Internally generated funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Capital Funding	7	-	-	-	1 126	1 126	1 126	1 126	1 524	1 606	1 735	67	63	1 644	1 895	4 798	2 624	58 703	69 622		

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION											
Priority/Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly/Targets				
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets	
Human resources alignment and development	To review and ensure maintain an IDP-aligned organisational structure by 30 June 2019 and beyond.	Organisational review and Alignment	Date by which final reviewed organogram for 2019/20 financial year is submitted to council for approval.	Current organogram council approved	R=	Final reviewed organogram for 2019/20 financial year submitted to council for approval by 30 June 2019.	NA	NA	Prepare and submit draft reviewed organogram for 2019/20 to council	Final reviewed organogram for 2019/20 financial year is submitted to council by 30 June 2019.	
							NA	NA			
		Job evaluation	Number of reports prepared and submitted for job grading to PAC and placement reports	Job descriptions completed & Evaluation underway	R=	3 reports prepared on the progress of the job grading and placement reports	Signing of all employee Job descriptions and Grading	1 report prepared and submitted for job grading by Provincial Audit Committee (PAC). 1 Report prepared on placement.	1 report prepared and submitted for job grading by Provincial Audit Committee (PAC). 1 Report prepared on placement	1 report prepared for job grading by Provincial Audit Committee (PAC). 1 Report prepared on placement	
		Skills Development	No of successfully completed skills programmes by 30 June 2019	WSP and Training Development Policy	R900 000	51 councillors and 10 traditional leaders trained by 30 June 2019	4 Attendance registers bearing the name of Councilors and the traditional leaders trained and proof of payments for the training providers conducted the trainings.	Report signed by Hod, Job grading and placement report	Report signed by Hod, placement report	Report signed by Hod, placement report	Report signed by Hod, placement report
						10 councilors, 2 traditional leaders trained	Signed job descriptions, placement report	Report signed by Hod, placement report	Report signed by Hod, placement report	Report signed by Hod, placement report	
						11 councilors, 3 traditional leaders trained	Signed attendance register bearing the names of Councilors and the traditional leaders trained and proof of payment of Training Provider	Report signed by Hod, placement report	Report signed by Hod, placement report	Report signed by Hod, placement report	
						15 councilors, 2 traditional leaders trained	Signed attendance register bearing the names of Councilors and the traditional leaders trained and proof of payment of Training Provider	Report signed by Hod, placement report	Report signed by Hod, placement report	Report signed by Hod, placement report	
						15 councilors, 3 traditional leaders trained	Signed attendance register bearing the names of Councilors and the traditional leaders trained and proof of payment of Training Provider.	Report signed by Hod, placement report	Report signed by Hod, placement report	Report signed by Hod, placement report	

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
					R 527 000	20 officials who successfully completed skills programmes by 30 June 2019	5 officials who successfully completed skills programmes	5 officials who successfully completed skills programmes	5 officials who successfully completed skills programmes	5 officials who successfully completed skills programmes
		Skills Development	No of successfully completed skills programmes by 30 June 2019	WSP and Training Development Policy	R 50 000	12 Training committee members capacitated by June 2019	Signed attendance registers bearing the names of officials	12 Training committee members capacitated	10 Local Labour Forum members capacitated	
					R 70 000	10 Occupational Health and Safety committee members capacitated by June 2019			10 Occupational Health and Safety committee members capacitated	
					R 50 000	10 First Aid Members trained by June 2019			10 First Aid Members trained	
		Skills	No of successfully completed skills programmes by 30 June 2019	WSP and Training	R 100 000	Signed attendance registers bearing the names of officials and councillors		Signed attendance registers bearing the names of officials and councillors	Signed attendance registers bearing the names of officials and councillors	Signed attendance registers bearing the names of officials and councillors

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
			No of successfully funded employees for formal qualifications by June 2019	Development Policy	R 150 000	Two employees funded for formal qualification by June 2019			Two employees funded for formal qualification	
			Reviewed employment equity plan and submission of the report to Department of Labour by 30 June 2019	Employment Equity Plan	R 6 885	Reviewed employment equity plan and submission of the report to the Department of Labour by 30 June 2019.	Reviewed current employment equity plan	Submit reviewed employment equity to council structures	Submit employment equity report to the Department of Labour	Monitor implementation of employment equity plan
						Reviewed EEP, Proof of submission or acknowledgement of receipt	Reviewed EEP, signed minutes and attendance registers of council structures	Proof of submission/acknowledgement of receipt	Reviewed EEP, progress report signed by Hod, payroll/appointment letters	
Institutional policies and systems	To align institutional policies and systems with best practise in local government by 30 June 2021.	Develop, Review and Implement HR Policies and procedure manuals	Reviewed and new developed policies and procedure manuals are submitted to council	Systems and policies in place	R 186 335	Reviewed and new developed policies and procedure manuals submitted to council by 30 June 2019.	NA	NA	Conduct Policy workshop to align, review and develop new policies and procedure manuals	Reviewed and new developed policies and procedure manuals submitted to council
						Reviewed and new developed policies, council resolution	NA	NA	Signed attendance registers for the policy review	Reviewed and new developed policies, council resolution
OHS and Employee wellness	To promote a health and wellness culture among Councillors and	OHS and Employee Wellness	Number of wellness programmes conducted by 30 June 2019.	OHS and wellness policies and plans in place	247 000	4 wellness programmes conducted by 30 June 2019	1 wellness programme conducted	1 wellness programme conducted	1 wellness programme conducted	1 wellness programme conducted

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budge et	Annual Targets	Quarterly Targets			
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
OHS and Employee wellness	To promote a health and wellness culture among muncipal employees by 30 June 2019.	OHS and Employee Wellness	Number of sports activities conducted by 30 June 2019			Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness programmes implemented	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness programmes implemented	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness programmes implemented	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness programmes implemented	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness programmes implemented
						4 outgoing matches, 12 incoming matches	1outgoing match and 3 incoming matches	1outgoing match and 3 incoming matches	1outgoing match and 3 incoming matches	1outgoing match and 3 incoming matches
			Number of site visits for OHS conducted by 30 June 2019.			Proof of site visits signed by site representative, site visit report	Proof of site visits signed by site representative, site visit report	Proof of site visits signed by site representative, site visit report	Proof of site visits signed by site representative, site visit report	Proof of site visits signed by site representative, site visit report
			Purchased and serviced fire extinguishers by June 2019	OHS and wellness policies and plans in place		Purchase and service of fire extinguishers	Purchase and service of fire extinguishers	N/A	N/A	N/A
						Signed delivery note of fire extinguishers and	Signed delivery note of fire extinguishers	N/A	N/A	N/A

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority/Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets					
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets		
Information and Communication Technology (ICT) Innovation and Information Management	To ensure adequate availability of critical ICT Infrastructure in line with the ICT strategy and governance policies by 30 June 2021	Automation and Centralization of records and improved record management processes and procedures by 2021	Installation of electronic document management system (EDMS).	File plan and procedure manual		Appointment of a service provider to provide for collecting sanitary bins	Invoice from service provider	and Invoice from service provider	Appointment of a service provider to provide and collect sanitary bins	Collection of sanitary bins	Collection of sanitary bins	Collection of sanitary bins
							Improved hygiene standards by June 2019	Provision and utilization of sanitary bins by June 2019	Appointment of a service provider to provide and collect sanitary bins	Collection of sanitary bins	Collection of sanitary bins	Collection of sanitary bins
						3 reports on the disposal of old records by 30 June 2019	N/A	1 report on the disposal of old records	Signed list of the disposed old records	1 report on the disposal of old records	Signed list of the disposed old records	1 report on the disposal of old records
			Facilitation of disposal of old records	File Plan and Procedure manual		Collection of all documents from departments for filing and disposal	Collection of all documents from two departments for filing and disposal	Collection of documents from two departments for filing and disposal	Collection of documents from two departments for filing and disposal	Collection of documents from 1 department for filing and disposal	Collection of documents from 1 department for filing and disposal	Collection of documents from 1 department for filing and disposal
			Centralized records management	File Plan and Procedure manual		Proof of receipt of documents from two departments, filing checklist signed by responsible official	Proof of receipt of documents from two departments, filing checklist signed by responsible official	Proof of receipt of documents from two departments, filing checklist signed by responsible official	Proof of receipt of documents from two departments, filing checklist signed by responsible official	Proof of receipt of documents from two departments, filing checklist signed by responsible official	Proof of receipt of documents from two departments, filing checklist signed by responsible official	Proof of receipt of documents from two departments, filing checklist signed by responsible official

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget et	Annual Targets				
						1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets	
Information and Communication Technology (ICT) innovations and information management	To ensure adequate availability of critical ICT infrastructure in line with the ICT strategy and governance policies by 30 June 19 and beyond	ICT innovation and information management.	Reviewed IT Management Strategy submitted to council structures by 30 June 2019	ICT Governance Framework Policy	R 1 750 000	Scanning of all institutional documents submitted to Registry	Scanning of all documents from two departments	Scanning of all documents from two departments	Scanning of all documents from one departments	Scanning of all documents from one departments
						Signed proof of submission to register	Signed proof of submission to register	Signed proof of submission to register	Signed proof of submission to register	Signed proof of submission to register
					R 1 247 390	Implement 15 plan	Upgrade of the municipality switchboard and internet connection.	Advertising and purchasing of EDMS system.	Upgrade of municipality WIFI connection	N/A
					NIL	Operations and maintenance of ICT Infrastructure	Operations and maintenance of ICT Infrastructure	Operations and maintenance of ICT Infrastructure	Operations and maintenance of ICT Infrastructure	Operations and maintenance of ICT Infrastructure
						Implement IT Governance Policy plan	1 ICT Steering committee meeting	1 ICT Steering committee meeting	1 ICT Steering committee meeting	1 ICT Steering committee meeting
						Signed minutes and attendance registers	Signed minutes and attendance registers	Signed minutes and attendance registers	Signed minutes and attendance registers	Signed minutes and attendance registers
						Submission of signed operations and maintenance report register	Submission of signed operations and maintenance report register	Submission of signed operations and maintenance report register	Submission of signed operations and maintenance report register	Submission of signed operations and maintenance report register

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
Labour relations	To strengthen and maintain good relations within the workplace by 30 June 2019.	Strengthening of labour relations	No of successful LLF meetings convened by 30 June 2019.	Functioning Local Labour Forum	Nil	12 LLF meetings convened by 30 June 2019	3 LLF meetings convened	3 LLF meetings convened	3 LLF meetings convened	3 LLF meetings convened
Performance Management	To review current, and implement a fully cascaded municipal-wide performance management system by 30 June 2019 and beyond	Performance Management	Performance reviews for the 1 st , 2 nd and 3 rd quarter conducted by 30 June 2019	PMS policy and framework in place	Nil	Performance reviews for the 1 st , 2 nd and 3 rd quarter conducted by 30 June 2019	Conduct performance reviews for 4 th quarter 2017/18	Conduct performance reviews for the first quarter 2018/2019	Conduct performance reviews for the second quarter 2018/2019	Conduct performance reviews for the third quarter 2018/2019
MSCOA	To be a financially viable municipality by 2019 and beyond	Comply with MFMA Regulations on MSCOA	% compliance of Departmental Accounts by 30 June 2019.	Approved MSCOA budget	Nil	100% compliance on approved Departmental budget by 30 June 2019	100% compliance on approved Departmental budget by 30 June 2019	100% compliance on approved Departmental budget by 30 June 2019	100% compliance on approved Departmental budget by 30 June 2019	100% compliance on approved Departmental budget by 30 June 2019
Good Governance	To achieve a responsive, accountable, inclusive municipal governance and administrative	Comply with all Municipal policies and by-laws	Number of quarterly reports prepared on implementation of policies and by-laws.	Municipal policies and by-laws	Nil	Budget compliance checklist signed by Hod and CFO 4 quarterly reports prepared on implementation of policies and by-laws, transgressions,	Budget compliance checklist signed by Hod and CFO 1 quarterly report prepared on implementation of policies and by-laws, transgressions,	Budget compliance checklist signed by Hod and CFO 1 quarterly report prepared on implementation of policies and by-laws, transgressions, disciplinary,	Budget compliance checklist signed by Hod and CFO 1 quarterly report prepared on implementation of policies and by-laws, transgressions, disciplinary, grievance and	Budget compliance checklist signed by Hod and CFO 1 quarterly report prepared on implementation of policies and by-laws, transgressions, disciplinary,

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budg et	Annual Targets	Quarterly Targets	1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets	
—	capacity by 30 June 2019.		transgressions, disciplinary, grievance and unresolved disputes by 30 June 2019.			disciplinary, grievance and unresolved disputes by 30 June 2019.	disciplinary, grievance and unresolved disputes	disciplinary, grievance and unresolved disputes	grievance and unresolved disputes	unresolved disputes	grievance and unresolved disputes	
Skills development	To be a thriving economy that creates wealth, employment, and sustainable livelihoods for all by 30 June 2019.	Extend skills development beyond municipal employees	Number of reports prepared on implementation of learnerships and internship by 30 June 2019	Learnerships and internship programmes	Nil	4 reports prepared on implementation of learnerships and internship by 30 June 2019	1 report prepared on implementation of learnerships and internship	1 report prepared on implementation of learnerships and internship	1 report prepared on implementation of learnerships and internship	1 report prepared on implementation of learnerships and internship	1 report prepared on implementation of learnerships and internship	
Public Participation	Ensure meaningful and effective stakeholder participation in municipal IDP	Conduct public participation meetings	Number of public participation meetings conducted by 30 June 2019.	Public Participation Policy	R 1 245 380	Conduct 26 public participation meetings and Mayor's Imbizos and SOMA by 30 June 2019	Quarterly reports signed by Hod in relation to implementation of learnerships	Quarterly reports signed by Hod in relation to implementation of learnerships	Quarterly reports signed by Hod in relation to implementation of learnerships	Quarterly reports signed by Hod in relation to implementation of learnerships	Quarterly reports signed by Hod in relation to implementation of learnerships	Quarterly reports signed by Hod in relation to implementation of learnerships
						Conduct 3 public participation meetings	Conduct 3 public participation meetings	Conduct 4 public participation meetings	Conduct 3 public participation meetings	Conduct 3 public participation meetings	Conduct 3 public participation meetings	

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
					et		1 st Quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
	and Budget processes by 30 June 2019.	Traditional leaders	Number of traditional leader's meetings and initiation awareness conducted by 30 June 2019.	10 Traditional Leaders participating in a council	R 88 000	Conduct initiation awareness, visits and 3 traditional leaders meetings	1 Traditional leaders meeting conducted	1 traditional leaders meeting conducted and an initiation awareness visits	1 traditional leaders meeting conducted	1 Traditional leaders meeting conducted and an initiation awareness visits
		Moral regeneration movement			R159 000	Conduct 4 meetings, 4 awareness campaigns	Conduct 1 meetings, 1 awareness campaign	Conduct 1 meetings, 1 awareness campaign	Conduct 1 meetings, 1 awareness campaign	Conduct 1 meetings, 1 awareness campaigns
		Training and capacitation of Ward Committee members	Number of Trained Ward Committee members by 30 June 2019.	Established Ward Committees	R 697 600	Training of 130 ward committee members.	Conduct training of 65 Ward Committee members	N/A	N/A	Conduct training of 65 Ward Committee members
						Signed minutes and attendance registers reflecting dates and ward numbers	Signed minutes and attendance registers reflecting dates and ward numbers	N/A	N/A	Signed minutes and attendance registers reflecting dates and ward numbers

Information and Communication Technology (ICT) innovations and information management	Communications and Public relations	Outside broadcast	Number of digital broadcasting awareness hosted by 30 June 2019	Outside broadcast sound bites	R160 000	9 Outside broadcasts (OB)	1 Public participation OB, 1 Ordinary council	1 Mayoral outreach O B, 1 Ordinary council OB	1 Public participation OB, 1 Ordinary council	1 Mayoral outreach OB, 1 Ordinary council OB, 1 SOMA OB			
							Minutes and signed attendance register of the meetings	Minutes and signed attendance register of the meetings	Minutes and signed attendance register of the meetings	Minutes and signed attendance register of the meetings			
							4 Live dial-in Radio slots	4 Live dial-in Radio slots	4 Live dial-in Radio slots	4 Live dial-in Radio slots			
							R42 000	16 Live dial-in Radio slots	4 Live dial-in Radio slots	4 Live dial-in Radio slots			
							Number of live broadcasts on community radio stations by 30 June 2019	Sound bites.					
							Audio billboards & Live reads	N/A	10 Billboards/Live reads	2 Billboards/Live reads	3 Billboards/Live reads	3 Billboards/Live reads	2 Billboards/Live reads
							Number of Billboards & live reads	1 Media tour Tsolo 500	6 Media Tours	Proof of payment to the radio station and voice bites	Proof of payment to the radio station and voice bites	Proof of payment to the radio station and voice bites	Proof of payment to the radio station and voice bites
							Media Tours	1 Media tour Tsolo 500	1 State of the Municipal Address	1 Media Tour	2 Media Tour	1 Media Tour	2 Media Tour
							State of the Municipal Address	N/A	N/A	Signed attendance register for the media tour	Signed attendance register for the media tour	Signed attendance register for the media tour	Signed attendance register for the media tour
							State of the Municipal Address	N/A	N/A	N/A	N/A	N/A	State of the Municipal address
R107 500	NIL						Photographic, Video, evidence, Invoices for transportation and catering and signed register of all vehicles used for transportation from wards.						

Communications and Public relations	Event support & Branding	Number of Banners produced by 30 June 2019	Banners	R60 000	6 Banners	1 Wall banner 1 Pull-up	1 Gazebo 1, Pull-up	1 Pull -up	1 Pull-up
						Signed delivery note and photographic evidence	Signed delivery note and photographic evidence	Signed delivery note and photographic evidence	Signed delivery note and photographic evidence
	Event support	Generator	N/A	R30 000	1 Diesel powered generator	1 Diesel powered generator	N/A	N/A	N/A
						Signed delivery note and photographic evidence	N/A	N/A	N/A
	Event support & Branding	Projector	N/A	R20 000	1 Projector	Purchasing of 1 Projector	N/A	N/A	N/A
						Signed delivery note and invoice from the Service Provider	N/A	NA	N/A
	Event support & Branding	Laminator and Pouches	N/A	R10 000	Purchasing of Laminator and Pouches	Purchasing of laminator & Laminating Pouches	N/A	N/A	N/A
						Signed delivery note and invoice from the Service Provider	N/A	N/A	N/A
	Branding and Marketing	Signage (Internal ,welcome to Mhlontlo, front entrance signage	Dilapidated Signage	R200 000	1xFront entrance signage. Qumbu & Tsolo 2 N2 welcome to Mhlontlo signage	N/A	Front entrance signage. Qumbu & Tsolo 2 N2 welcome to Mhlontlo signage	N/A	N/A
						Signed appointment letter to the Service Provider and Photographic evidence	N/A	N/A	

	Customer Care	Workshops on Batho Pele & Customer care by June 2019	N/A	R68 000	Workshops on Batho Pele & Customer care	1 Workshops on Batho Pele & Customer care	Signed list of trained beneficiaries, attendance registers	N/A	N/A	N/A	N/A
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BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets						
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets			
Roads and storm water	To maintain 25km of access roads with storm water management by 30 June 2019	Maintenance of 25 km access roads	25 km of road maintenance (patching and re-gravelling) completed in Mhlonito wards by 30 June 2019.	Existing roads		25km of road maintenance (patching and re-gravelling) completed in Mhlonito wards by 30 June 2019.	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	6.25km of road maintenance (patching and re-gravelling) completed in Mhlonito wards per maintenance plan	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	6.25km of road maintenance (patching and re-gravelling) completed in Mhlonito wards (per maintenance plan?)	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	6.25km of road maintenance (patching and re-gravelling) completed in Mhlonito wards (per maintenance plan?)	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate

BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
	To construct 20.41km of access road annually by 30 June 2019	10.52km for N2 Via Newrest to Dilizintaba access road.	10.52km access road completed by 30 June 2019.	Gravel Road	R4.795.743,22	10.52km for N2 Via Newrest to Dilizintaba Construction 30 June 2019	Appointment of consultant, completion of technical report and appointment of contractor.	Site establishment, Clearing site and earthworks for 10.52km.	10.52km roadbed formation completed	10.52km processing and storm-water drainage completed.
		5.39km for T162 via Sitopini to Hlabathi access road.	5.39km for T162 via Sitopini to Hlabathi access road completed by 30 June 2019.	Gravel Road	R3.996.075,60	5.39km for T162 via Sitopini to Hlabathi Construction by 30 June 2019	Appointment of consultant, completion of technical report and appointment of contractor.	Site establishment, Clearing site and earthworks for 4.5km.	4.5km roadbed formation completed	4.5km processing and storm-water drainage completed.
		4.5km Kimbili to Kimbili 2 access road	4.5km in Kimbili to Kimbili 2 access road completed by 30 June 2019.	Gravel Road	R4.450.241,40	4.5km in Kimbili to Kimbili 2 Construction by 30 June 2019	Appointment of consultant, completion of technical report and appointment of contractor.	Project plan, progress report with dated photos and status of the project, expenditure report, minutes of the site establishment	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report
						Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Signed appointment letter	Project plan, progress report with dated photos and status of the project, expenditure report, minutes of the site establishment	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report

BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
	To maintain and rehabilitate 24,05km of access road annually by 30 June 2019	5.2km Zimbengwini access road rehabilitation	5.2km in Zimbengwini of access road rehabilitation to be completed by 30 June 2019	Existing gravel road	R4.116.862.17	5.2km in Zimbengwini rehabilitation by 30 June 2019	Appointment of contractor.	Site establishment and clearance	Rip and compact 5.2km	Wearing course processing 5.2km and cleaning of stormwater drainage
		6.5km Nwanisweni Nyandeni access roads rehabilitation	9.5km in Nwanisweni Nyandeni of access roads rehabilitation to be completed by 30 June 2019	Existing gravel road	R6.363.454.60	6.5km in Nwanisweni rehabilitation by 30 June 2019	Appointment of contractor.	Site establishment and clearance	Rip and compact 5.5km	Wearing course processing 5.5km and cleaning of stormwater drainage
		6.1km Khwam Gongo access road maintenance	6.1km in Khwam Gongo of access road maintenance to be completed by 30 June 2019	Existing gravel road	R2.482.026.25	6.1km in Khwam Gongo maintenance by 30 June 2019	Appointment of contractor.	Site establishment and clearance	Rip and compact 6.1km	Wearing course processing 6.1km and cleaning of stormwater drainage

BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
		7.8km Ngxakolo access road maintenance	7.8km in Ngxakolo of access road maintenance to be completed by 30 June 2019	Existing gravel road	R2.696.772.56	7.8km in Ngxakolo maintenance by 30 June 2019	Appointment of contractor.	Site establishment and clearance	Rip and compact 7.8km	Wearing course processing 7.8km and cleaning of stormwater drainage
Electrification	Maintenance of streets and high mast lights by 30 June 2019 and beyond.	Qumbu and Tsolo high mast lights and street lights maintenance	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2019.	Existing High mast and streetlights	R	Maintenance of 45 Street lights and 57 high mast lights in Qumbu and Tsolo as per need by 30 June 2019.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2019.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2019.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2019.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2019.

BASIC SERVICES DELIVERY										
Priority/Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
Sporting Facilities	To construct and maintain arts, culture and sporting facilities in all wards by 30 June 2021	Promotion and development of sport, arts and culture activities.	Rehabilitation of Mvumelwano Sports Field completed by 31 March 2019	Dilapidated sports field	R11.000.000	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report
						Rehabilitation of Mvumelwano Sports Field completed by 31 March 2019.	Construction of platform and ablution facilities.	Construction of platform and stand.	Drilling of borehole and Laying pipe network for Irrigation. Access road construction, artificial pitch and running track installed. Goal posts installation.	N/A
						Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	N/A

BASIC SERVICES DELIVERY										
Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
			Rehabilitation of Tsolo Sports Field completed by 30 June 2021	Dilapidated sports field	R7.000.000.00	Rehabilitation of Tsolo sports field	Facilitate procurement processes and appointment of service provider.	Site establishment, clearance and earthworks	Construction of platform and fencing	Construction of platform, stand foundation and ablution facilities
			Rehabilitation of Qumbu Sports Field completed by 30 June 2021	Dilapidated sports field	R7.000.000.00	Rehabilitation of Qumbu sports field	Facilitate procurement processes and appointment of service provider	Site establishment, clearance and earthworks	Construction of platform and fencing	Construction of platform, stand foundation and ablution facilities
							Signed appointment letter	signed minutes of the site establishment, Project plan, progress report reflecting status of the project from the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report

BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st Quarter Targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
Social Infrastructure	Ensure the enhancement of social Capital by providing social Infrastructure	Facilitate the development and construction of Qumbu town hall and offices	Social Infrastructure	Ensure the enhancement of social Capital by providing social Infrastructure	R10.000.000.00	Construction completion of Qumbu town hall and municipal offices	Completion of installation of aluminium windows and Completion of Roof Installation for the main structure. Completion of plastering.	Calling installation. sanitary fittings. Internal walls painting. Electrical installations and Floor finishes.	Packing, septic tank and storm-water drain construction Apron slabs and hand-rails installation. Completion of guard house and installation of gates. Landscaping.	N/A
						Maintenance of 4 km urban roads and storm water drainage	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report.	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report.	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report.	N/A
EPWP	To maintain 4km of urban roads and storm water management by 30 June 2019	EPWP	Number of existing urban roads and storm water drainage	EPWP programmes	R1 821 000	Maintenance of 1km urban roads and storm water drainage	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report.	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report.	Maintenance of 1km urban roads and storm water drainage	Maintenance of 1km urban roads and storm water drainage

GOOD GOVERNANCE										
Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	QUARTERLY TARGETS			
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
Monitoring and Evaluation	Ensure effective monitoring and evaluation of quality service standards	Strengthen oversight and accountability	Performance of Manco, Audit Committee and MPAC	Manco, Audit Committee and MPAC	NIL	7 Statutory reports	Preparation of 4 th Quarter Report & Annual Performance Report	Preparation of 1 st Quarter Report	Preparation of 2 nd Quarter Report & Mid-Term Report	Preparation of 3 rd Quarter Report
Anti-Corruption	Eradicate corruption throughout the municipality	Strengthen fraud and anti-corruption	Progress achieved with the implementation of the anti-corruption plan	Anti-Corruption Strategy, Council Approved	NIL	Conduct 4 awareness campaigns on fraud and anti-corruption	Conduct 1 awareness campaigns on fraud and anti-corruption	Conduct 1 awareness campaigns on fraud and anti-corruption	Conduct 1 awareness campaigns on fraud and anti-corruption	Conduct 1 awareness campaigns on fraud and anti-corruption
IGR	Strengthen alignment of Sector Department programmes and the Municipal IDP	Enhance IGR performance	No. of effective IGR meetings convened	IGR Policy	≡	Conduct 4 technical IGR Meetings and 4 political IGR meetings	Conduct 1 technical IGR Meetings and 1 political IGR meetings	Conduct 1 technical IGR Meetings and 1 political IGR meetings	Conduct 1 technical IGR Meetings and 1 political IGR meetings	Conduct 1 technical IGR Meetings and 1 political IGR meetings

Social Services and Infrastructure	To promote the interests of special and vulnerable groups	Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of youth programmes coordinated per implementation plan	Support to designated groups	R175 000	Development of Special Programmes (Children) coordinated per implementation plan	Visiting 4 Pre-schools and support them, based on their challenges	Visiting 4 Pre-schools and support them, based on their challenges.	Delivering of school uniform in 5 identified high schools.	Visiting 4 Identified pre-school and identify their needs and challenges
						3 SPU programmes (Children) coordinated per implementation plan	Develop youth programme's implementation plan.	Establishment of Youth structures at ward level (Mhlonlolo High Schools)	Assisting in delivering of school uniform in 5 identified high schools.	
			Number of young entrepreneur's seminars coordinated		R357 625	Coordinate 1 young entrepreneur's seminars for young people	N/A	N/A	Coordinate 1 young entrepreneur's seminars for 70 young people	N/A
			Co-ordinated June 16 celebrations			1 June 16 celebrations coordinated	Youth Council Meeting preparing for June 16 celebrations	N/A	N/A	N/A
						Coordinate 1 June 16 celebrations	Coordinate 1 June 16 celebrations.			

Social Services and Infrastructure	To promote the interests of special and vulnerable groups	Special Programmes (HIV/Aids, Women, Elderly, Youth and Children)	Number of Awareness Campaigns on disability programmes conducted in two identified wards		R341 200	Development of Special Programmes Implementation Plan (Disabled)	Develop Disabled people's programme's implementation plan.	Buying of 4 wheel chairs for the 4 critical people in Ward 4 Identified wards	Awareness Campaigns on disability programmes in two identified wards	Awareness Campaigns on disability programmes in two identified wards
			Conducted Disability day celebrations and International day celebrations			2 Awareness Campaigns on disability programmes conducted in two identified wards	Buying of 4 wheel chairs for the 4 critical people in Ward 4 Identified wards	1 Disabled Campaign and delivering of wheelchairs Awareness	1 Disabled Campaign and delivering of wheelchairs Awareness	Buying of 4 wheel chairs for the 4 critical people in Ward 4 Identified wards
			Number of Successful SPU	Support to designated groups	R358 700	Development of Special Programmes Implementation Plan (Elderly)	Develop Elderly people's programme's implementation plan	1 Elderly End Year Party	Visits to elderly project in two identified wards	1 Information sharing session on elderly programmes in two wards.
			Number of Successful SPU			Successful SPU programmes completed	N/A	Co-ordinating of Mhlonolo Disability day celebrations	N/A	N/A
								Mhlonolo disability day celebration in Tsolo Junction Hall		
								International Day for disabled people		

			Number of Established projects and purchase of inputs for grannies old age group				Established projects in 8 wards and buying of inputs for the new established projects	Establishment of Elderly projects in 2 wards	Establishment of Elderly projects in 2 wards	Establishment of Elderly projects in 2 wards	Establishment of Elderly projects in 2 wards
		Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of Successful SPU programmes completed HIV/Aids	Support to designated groups	R223 400	Development of Special Programmes Implementation Plan (Women)	Develop Women's programme's Implementation Plan	Co-ordinate Women's day celebrations	Co-ordinate 16 Days of Activism on no violence against women and children abuse per implementation plan.	Coordinate 2 Awareness Campaign on no Violence against women in two wards.	Coordinate 2 Awareness Campaign on no Violence against women in two wards
		Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of LAC	Support to designated groups	R269 350	Development of Special Programmes Implementation Plan (HIV/Aids) completed (HIV/Aids) Convene LAC meetings	Develop HIV/Aids programme's Implementation plan	Conduct 1 Awareness Campaign and VCT in two wards of Mhlonito eliminate stigma.	Conduct 2 Awareness Campaigns and VCT in two wards of Mhlonito eliminate stigma.	Conduct 2 Awareness campaigns in two identified wards	Conduct 2 Awareness campaigns in two identified wards and VCT in two identified
							Conduct 1 Awareness Campaign and VCT in two wards of Mhlonito eliminate stigma. Establish 2 wards AIDS Forum.	Convene 2 Local Aids Council meeting preparing for World Aids Day celebrations. World Aids Day Event.	Convene 2 Local Aids Council meeting for World Aids Day awareness.	2 LAC preparatory meeting for Condom week awareness.	2 LAC preparatory meeting for Candle light memorial. Candle light memorial event.

COMMUNITY SERVICES										
Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	QUARTERLY TARGETS			
							1st Quarter Targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets
Waste Management	To ensure full compliance with waste management law and regulations.	Implementation of integrated waste management plan	Work completed towards Tsoilo Waste Transfer station	Approved IWMP Landfill Site	R1 000 000	Establishment of Tsoilo Waste Transfer station completed by 30 June 2019	Appointment of service provider and site establishment	Monitoring and review of construction of Tsoilo Waste Transfer Station	Monitoring and review of construction of Tsoilo Waste Transfer Station	Completion and handover of Tsoilo Waste Transfer Station
					R400 000	Maintenance of Qumbu landfill site by 30 June 2019	Rehabilitation of land fill site	Rehabilitation of land fill site	Rehabilitation of land fill site	Rehabilitation of land fill site
EPWP	To ensure full compliance with waste management laws and regulations	EPWP	Number of waste management EPWP programmes undertaken	EPWP programmes	R2 280 000	Implement EPWP programmes on waste management	Street Cleaning	Street Cleaning	Street Cleaning	Street Cleaning
						Reports signed by Hod on cleaning, recycling of waste and compaction of Qumbu land fill site, dated photos, revenue/recycling report signed by Hod	Reports signed by Hod on cleaning, recycling of waste and compaction of Qumbu land fill site, dated photos, revenue/recycling report signed by Hod	Reports signed by Hod on cleaning, recycling of waste and compaction of Qumbu land fill site, dated photos, revenue/recycling report signed by Hod	Reports signed by Hod on cleaning, recycling of waste and compaction of Qumbu land fill site, dated photos, revenue/recycling report signed by Hod	Reports signed by Hod on cleaning, recycling of waste and compaction of Qumbu land fill site, dated photos, revenue/recycling report signed by Hod
Waste Management	To ensure full compliance with waste management law and regulations.	Refuse collection	Number of refuse bags distributed to all urban households by 30 June 2018.	Refuse Bags provided for 1611 urban households	R2 528 000	Distribution of 600 000 refuse bags to all urban households by 30 June 2018	Appointment of service provider and Distribution of 150 000 refuse bags to all urban households	Distribution of 150 000 refuse bags	Distribution of 150 000 refuse	Distribution of 150 000 refuse bags
					R400 000	Refuse collection	Appointment of a service provider	Purchase of Weigh bridge	Refuse collection	Refuse collection
		Purchase of weigh bridge	Purchased Weigh bridge	IWMP						

		Purchase of Refuse Truck	Purchased refuse truck	IWM/MP	R900 000	Refuse collection per collection schedule by 30 June 2018	Appointment of a service provider	Purchase of refuse truck	Refuse collection	Refuse collection
						Refuse collection per collection schedule.	Signed Appointment letter	Report on status of Refuse truck progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Report on status of refuse truck progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Report on status on completion progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report
Social Services and Infrastructure	To provide integrated transport management services	Transport Management Services	Progress with the construction of the VTC	Registering Authority	R2 750 000	Construction of VTC	Appointment of service provider	Construction of Vehicle Testing centre	Construction for Vehicle Testing Centre completed by 31 March 2018.	Completion of Vehicle testing Centre
						reports for Vehicle Testing Centre signed-off by service provider and Hod	Signed appointment letter	Technical Reports	Technical Reports	Final Reports
Social Services and Infrastructure ^e	To revitalise the urban centres of Tsoilo and Qumbu towns	Revitalisation of urban centres	No of successfully completed projects	No revitalisation projects	N/A	Cleaning and greening	Cleaning and greening	Cleaning and greening	Cleaning and greening	Cleaning and greening

Social Services and Infrastructure	To ensure construction of Qumbu library promotion of learning and educational activities and maintenance by 30 June 2018.	Promotion of culture of life-long learning	Number of Education and learning activities conducted by 30 June 2018.	Promotional activities currently undertaken	R350 000	Reports signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule, dated photos (before and after)	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule, dated photos (before and after)	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule, dated photos (before and after)	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule, dated photos (before and after)	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule, dated photos (before and after)
						4 Education and learning activities conducted (1 Literacy day, 2 Examination support programmes, 1 Library week, and 1 World book day event) conducted by 30 June 2018.	1 Conduct Literacy day Examination support programmes	Conduct 1 Examination support programmes	Conduct 1 Library week	Conduct 1 World book day event
					R367 200	Licensing and registration of 500 vehicles by 30 June 2018	Licensing and registration of 250 vehicle	Licensing and registration of 250 vehicle	Licensing and registration of 250 vehicles	Licensing and registration of 250 vehicles
			No of licensed and registered vehicles by 30 June 2018	Registering Authority office		eNATIS report with 500 vehicles licensed and 500 registered	eNATIS report with 125 vehicles licensed and 125 registered	eNATIS report with 125 vehicles licensed and 125 registered	eNATIS report with 125 vehicles licensed and 125 registered	eNATIS report with 125 vehicles licensed and 125 registered
						Signed attendance registers (for the literacy day, library week and World book day event), signed report on examination programme with evidence as proof of examination support	Signed attendance registers (for the literacy day), signed report on examination support programme with evidence as proof of examination support	Report on examination support programme with evidence as proof of examination support	Signed attendance registers (for the library week and World book day event)	Signed attendance registers (for the library week and World book day event)

					R1 808 00	Testing of 2000 learner's and drivers for learner's and drivers licences by 30 June 2018.	eNATIS report with 2000 tested learners and drivers	Testing of 500 learner's and drivers	eNATIS report with 500 tested learners and drivers	Testing of 500 learners and drivers	eNATIS report with 500 tested learners and drivers	Testing of 500 learners and drivers	eNATIS report with 500 tested learners and drivers	Testing of 500 learners and drivers	eNATIS report with 500 tested learners and drivers
					R122 000	Completion of Road Markings and enforcement of By-Laws	Appointment of a Service provider	Marking of parking Bays	Marking of parking Bays	Marking of parking Bays	Monitoring and enforcement of By-Laws				
						Enforcement of By-Laws and issuing of Summons	Signed Appointment letter	progress report reflecting status of the project from consultant/contractor , dated photos, completion certificate signed by consultant/contractor and Hod,	progress report reflecting status of the project from consultant/contractor , dated photos, completion certificate signed by consultant/contractor and Hod,	Summons issued and enforcement of By-Laws					
						Review of community safety and security plan	Review of the community safety and security plan.	Implementation of community and security plan	Implementation of community and security plan	Implementation of community and security plan					
					R100 000	Testing of 2000 learner's and drivers for learner's and drivers licences by 30 June 2018.	Review of community safety and security plan	Review of the community safety and security plan.	Implementation of community and security plan	Implementation of community and security plan					
						Report signed by Hod Reviewed Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Reviewed Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company					
						Review of community safety and security plan	Review of the community safety and security plan.	Implementation of community and security plan	Implementation of community and security plan	Implementation of community and security plan					
						Report signed by Hod Reviewed Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Reviewed Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company					
						Review of community safety and security plan	Review of the community safety and security plan.	Implementation of community and security plan	Implementation of community and security plan	Implementation of community and security plan					
						Report signed by Hod Reviewed Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Reviewed Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company					

Community safety	Promotion of traffic safety	Arrive alive	Reduction of road accidents	Current accident Statistics	R15 720	Host two arrive alive awareness campaigns	N/A	One arrive alive campaign	N/A	One arrive alive campaign						
Social Services and Infrastructure	To provide adequate pound and cemeteries management service	Pound Management	Progress with relocation of pounds	2-pound sites existing in Tsolo and Qumbu	R927 200	Relocation of Qumbu & Tsolo pounding site and impounding of stray animals	Appointment of service provider and impounding of stray animals	Construction of Tsolo Pound Site and impounding of stray animals	construction of Qumbu pound site and impounding of stray animals	Impounding register						
						Progress report reflecting status signed by Hod Impounding register signed by Pound Master	Signed appointment letters Impounding register signed by Pound Master	Progress report reflecting status signed by Hod	Progress report reflecting status signed by Hod	Impounding register signed by Pound Master						
	To provide adequate pound and cemeteries management service	Pound Management	Quantity of medicine and feed supplied	2-pound sites existing in Tsolo and Qumbu	R135 000	Service provider appointed, and animal feed and medicine supplied by 30 June 2018	Appointment of service provider and supply of animal feed and medicine.	N/A	N/A	Appointment of service provider to supply animal feed and medicine.						
Social Services and Infrastructure	To provide adequate pound and cemeteries management service	Cemetery Management	Clean and secure cemeteries and tagging	2 cemeteries in Qumbu and Tsolo. No existing cemeteries tagged	R200 000	Signed appointment letter Expenditure report Acknowledgement of feed and medicine signed by Pound Master	Signed appointment letter Expenditure report Acknowledgement of feed and medicine signed by Pound Master	Tagging of cemeteries	Tagging of cemeteries	Tagging of cemeteries	Signed appointment letter Expenditure report Acknowledgement of feed and medicine signed by Pound Master					
												R360 000	Number of tagged graves	Number of tagged graves	Number of tagged graves	Number of tagged graves
													Repairs, maintenance and fencing of cemeteries	Fencing of new cemeteries. Maintenance	Maintenance	Maintenance
													Requisition and invoices	Requisition and invoices	Requisition and invoices	Requisition and invoices

LOCAL ECONOMIC DEVELOPMENT, PLANNING AND RURAL DEVELOPMENT

LED, SPATIAL PLANNING AND LAND USE MANAGEMENT

Strategic Focus Area	5 year Objectives	Projects/	BASELINE	KEY PERFORMANCE INDICATOR	BUDGET 2018/2019	ANNUAL TARGET	SDBIP Quarterly target			
							QUARTER 1 TARGET	QUARTER 2 TARGET	QUARTER 3 TARGET	QUARTER 4 TARGET
Environmental Management	Manage urban development impacts on natural resources and critical biodiversity networks	Development of Strategic Environmental Assessment Plan	Existing 2012 SEA	Completed Strategic Environmental Assessment Plan	500 000	Development of a Strategic Environmental Assessment Plan(SEA)	Develop Project Specification, Write Memos to BTO	Procurement of a Service Provider	Develop Report and Situational Analysis Report	Project close-out and submission of Completed Strategic Environmental Assessment to Council Structures
							Project specification. Copy of memos	Appointment letter	Copy of inception report. Copy of situational analysis	Project close – out report. Copy of Strategic Environmental Assessment Plan
Qumbu and Tsole CBD Management	To guide and manage development according to the vision, strategies and policies of the Integrated Development Plan and Spatial Framework, and in the interest of the general public to promote sustainable development and quality of life.	Development of Qumbu and Tsole Towns By-laws	SPLUMA BY-LAWS	Developed BY-LAWS	222 500	Development of 10 by-laws (1. Illegal Land Uses, 2. Neglected Buildings, 3. Dilapidated buildings, 4. Billboards, 5. Land Disposal, 6. Land Invasion, Illegal Verandas, 7 illegal Building Construction, 8 Builders Rubble, 9 Encroachment, 10 Back Yard Shacks	Develop Project Specification, Write memo to BTO. Procurement of a service provider	Development of 10 BY-LAWS	Facilitate public consultation of by-laws in two towns Qumbu and Tsole and advertise. Sub-mission of BY-LAWS to council structures	Implementation of BY-LAWS
							Copy of project specification. Appointment letter	Copy of draft by laws	Attendance register and copy of advert	Implementation report

		Land Use Survey and update for Qumbu	Land use management scheme	Land Use Maps for Qumbu Town	100 000	Land Use Survey for Qumbu Town	Develop Project Specification, Write Memos to SCM	Conduct Land Use Survey for Qumbu Town and Produce Land Use Map	Identify Illegal Land Uses	By-LAW Enforcement			
		Land Use Survey and update for Tsolo Town	Land use management scheme	Land Use Map for Tsolo Town	100 000	Land Use Survey for Tsolo Town	Develop Project Specification, Write Memos to SCM	Conduct Land Use Survey for Tsolo Town and Produce Land Use Maps	Identify Illegal Land Uses	Notices of Infringement of By-laws			
		Identify boundary pegs in Qumbu	Encroachment Report	Number of sites identified and pegs in Qumbu	179 200	Identification of Pegs in Qumbu and Tsolo Urban areas listed in Encroachment report	Develop Terms of Reference Develop Project Specification, Write Memos to SCM	Prepare Letters to property owners that have been identified by encroachment report and conduct public participation	Monitor the identification of site boundaries	By-law implementation			
		Identify boundary pegs in Tsolo Town	Encroachment Report	Number of sites identified and pegs in Tsolo	179 200	Identification of Pegs in Qumbu and Tsolo Urban areas listed in Encroachment report	Develop Terms of Reference Develop Project Specification, Write Memos to SCM	Prepare Letters to property owner that have been identified by encroachment report and conduct public participation	Monitor the identification of site boundaries	By-law implementation			

					R999 996	Maintenance of Municipal Buildings	Copy of terms of reference. Copy of project specification. Copy of memos	Copy of letters	Copy of identified boundaries	Notices of infringement of By-laws											
					200 000	Development of Business Plan for Middle Income Housing	Develop Terms of Reference Develop Project Specification, Write Memos to SCM	Procurement of service provider	Development of business plan	Development of business plan											
							Copy of terms of reference. Copy of project specification. Copy of memos	Copy of appointment letter	Copy of draft business plan	Copy of draft business plan											
						Development of One Credible IDP	Develop IDP Framework and Process Plan for 2018/2019	Develop Situational Analysis. Conduct 26 Community Consultation meetings	Conduct Strategic Planning workshop, Project. Prioritisation, Alignment with Sector Plans Submit Draft IDP for adoption.	Conduct 26 IDP roadshows. Submit final draft for adoption. Submit approved IDP copy to the MEC											
Integrated Development Planning	To Ensure an Integrated Planning In-line with Municipal Systems Act	Credible Integrated Development Plan	5 Year Strategic Development Plan	Reviewed Credible IDP	1 822 628.68		Copy of IDP Framework and Process Plan	Copy of situational analysis and attendance register for community meetings	Copies of Strategic Plan document, Sector Plans and draft IDP.	Attendance registers and copy of approved IDP.											

		Reduce by a quarter the unemployment rate and the number of people living in poverty by 2020	ploughing of 100 food gardens	Business Plan for food gardens	Number of food gardens ploughed	300 000.00	ploughing of 100 food gardens	Develop Project Specification, Write Memos to SCM	Procurement of inputs and equipment. ploughing of food gardens.	Photos	N/A
		Ensure rapid growth and development of strategic economic sectors	High value crops production	4 hydroponic tunnels	No. of Hydroponic tunnels installed	750 000.00	Installation of 3 hydroponic tunnels	Develop Specification for the hydroponic tunnels. Write Memos to SCM	Procurement of hydroponic tunnels	Installation of hydroponic tunnels	Installation of hydroponic tunnels
							Construction of a steel warehouse for brick making incubator	Develop Project Specification. Write Memos to SCM	Procurement of services of a service provider for construction of an incubator	Construction of an incubator	Construction of an incubator
	Bricking making						Business plan in Place	No. of Incubators established	800 000	Copies of project specification and memos	Copy of orders and appointment letter
			Bricking making	Business plan in Place	No. of boreholes constructed	400 000	Construction of a borehole	Develop Project Specification. Write Memos to SCM	Procurement of services of a service provider for construction of a borehole	Construction of a borehole	Construction of a borehole
			Brick making	One brick making machine available	No. of beneficiaries trained	1 300 000	Training of 60 beneficiaries on brick making	Develop terms of reference. Write memos to SCM	Procurement of a service provider	Training of beneficiaries	Training of beneficiaries

Tourism Development	Development of Mhlonloto Tourism Marketing Strategy	Developed Tourism Marketing Strategy	Mhlonloto Tourism Master Plan in place	300 000	Develop Mhlonloto Tourism Marketing Strategy	Develop terms of reference for Tourism Marketing Strategy	Procurement of a service provider	Development of the strategy	Development of the strategy	
					Construction of a kiosk	Develop building designs	Procurement of a service provider	Construction of kiosk	Construction and project close out	
	Construction of a Kiosk inside Mhlonloto Nature Reserve (MNR)	Constructed Kiosk at the MNR	None	250 000	Construction of a kiosk	Develop building designs	Copy of building designs	Photos	Photos and project close out report	
					Design and construct 6 public ablution facilities	Develop designs	Facilitate appointment of service provider	Construction of ablution facilities	Construction and project close out	
	Construction of public ablution facilities at the Mhlonloto Nature Reserve	Construct public ablution facilities	None	200 000	Design and construct 6 public ablution facilities	Develop designs	Copy of building designs	Photos	Photos and project close out report	
					Design and construct 6 public ablution facilities	Develop designs	Facilitate appointment of service provider	Construction of ablution facilities	Construction and project close out	
	Construction of public ablution facilities at Bajodini	Construct public ablution facilities	None	200 000	Design and construct 6 public ablution facilities	Develop designs	Copy of building designs	Photos	Photos and project close out report	
					Design and construct 6 public ablution facilities	Develop designs	Facilitate appointment of service provider	Construction of ablution facilities	Construction and project close out	
	Host One Tourism Month event at Tsitsa Falls	Number of tourism events hosted	Tourism month event activities previously hosted by the municipality	42 250	Host One Tourism Month event at Tsitsa Falls	Develop concept document and host tourism event at Tsitsa Falls	Copy of concept document and photos of the event	N/A	N/A	N/A
					Host one heritage event (Horse racing) Bajodini	Develop concept document and stakeholder engagement	Host heritage event	N/A	N/A	
Bajodini Horse racing	Number of heritage event hosted	Horse racing event held yearly at Bajodini	180 000	Host one heritage event (Horse racing) Bajodini	Develop concept document and stakeholder engagement	Host heritage event	N/A	N/A		
				Host one heritage event (Horse racing) Bajodini	Develop concept document and stakeholder engagement	Host heritage event	N/A	N/A		

Budget and Treasury Office

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	QUARTERLY TARGETS			
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
							Revenue Collection	To ensure monthly collection on both historic and current debts	Revenue collection- Historic debt	% Monthly debt collection
Revenue Collection	To ensure monthly collection on both historic and current debts	Revenue collection- Billed debt	% Monthly debt collection	R8.1 million	NIL	To ensure monthly collection rate of 30% on arrear debt (Businesses) by 30th June 2019.	Commercial debt reduced by R2,025 million	Commercial debt reduced by R2,025 million	Commercial debt reduced by R2,025 million	Commercial debt reduced by R2,025 million
Revenue Collection	To ensure monthly collection on both historic and current debts	Revenue collection- Billed debt	% Monthly debt collection	R12.5 million	NIL	To ensure monthly collection rate of 30% on arrear debt (Households) by 30th June 2019.	Household debt reduced by R3,125	Household debt reduced by R3,125	Household debt reduced by R3,125	Household debt reduced by R3,125
Revenue Collection	To ensure monthly collection on both historic and current debts	Revenue collection- Billed debt	% Monthly debt collection	R45 000	NIL	To ensure monthly collection rate of 50% on arrear debt (Farmers) by 30th June 2019.	Farmer's debt reduced by R36,25 thousand	Farmer's debt reduced by R36,25 thousand	Farmer's debt reduced by R36,25 thousand	Farmer's debt reduced by R36,25 thousand
Revenue Collection	To ensure monthly collection on both historic and current debts	Revenue collection- Billed debt	% Monthly debt collection	R1 077 933	NIL	To ensure monthly collection rate of 100% on billed revenue (Government) by 30th June 2019.	Collection of R269,48 thousand	Collection of R269,48 thousand on billed amount	Collection of R269,48 thousand on billed amount	Collection of R269,48 thousand on billed amount
Revenue Collection	To ensure monthly collection on both historic and current debts	Revenue collection- Billed debt	% Monthly debt collection	R5 419 906	NIL	To ensure monthly collection rate of 30% on billed revenue (Businesses) by 30th June 2019.	Collection of R1,35 million	Collection of R1,35 million	Collection of R1,35 million	Collection of R1,35 million
Revenue Collection	To ensure monthly collection on both historic and current debts	Revenue collection- Billed debt	% Monthly debt collection	R2 632 506	NIL	To ensure monthly collection rate of 40% on billed revenue (Households) by 30th June 2019.	Collection of R658,12 thousand	Collection of R658,12 thousand	Collection of R658,12 thousand	Collection of R658,12 thousand

Revenue Management	debts																	
		Data cleansing	General Valuation roll and Supplementary valuation roll	Property register in place	R35 000	Nil	To ensure monthly collection rate of 50% on arrear debt (Farmers) by 30th June 2019.	Collection of R8,7 thousand	Collection of R8,7 thousand	Collection of R8,7 thousand	Collection of R8,7 thousand	Approved Valuation Roll by 30 June 2019						
Revenue Management	To develop and fully implement a Revenue Enhancement and Management Strategy	Debtors Reconciliations	Progress made in the implementation of the revenue management plan	Revenue Management Strategy developed, and Council approved	R250 000	Develop 1 Revenue enhancement strategy by 30th June 2019.	Appointment of the service provider	Submit the draft revenue Management Strategy plan to the office of the MM	N/A	N/A								
		Number of monthly debtor's reconciliations.	Debtors Reconciliations are done Monthly.	Debtors Reconciliations are done Monthly.	N/A	Done on a monthly basis by 30 June 2019	3 Monthly debtors' reconciliation from the billing system to the General ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2018 14 September 2018 14 October 2018	3 Monthly debtors' reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2018 14 December 2018 16 January 2019	Monthly debtors' reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 February 2019 14 March 2019 16 April 2019	Monthly debtors' reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 12 May 2019 14 June 2019 16 July 2019								

	To ensure that all indigent people have access to free basic services(FBS)	Provision and Supply of free basic services to indigent Beneficiaries	11700 to be approved by 30 June 2019	10000 beneficiaries currently receiving the support through Grid and Non-Grid Energies.	R2 548 328	12 Monthly Supply of registered and approved indigent beneficiaries by 30 June 2019	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Paraffin 200	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Paraffin 200	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Paraffin 200	Provide services to indigent beneficiaries on monthly basis as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Paraffin 200
	To ensure that all indigent people have access to free basic services	Free basic services	No of indigent households receiving free basic services	10 000 beneficiaries registered	R	Update of 1 indigent register	Update of indigent register free	Update of indigent register	Update of indigent register	Update of indigent register
Expenditure Management	To develop/review and implement Expenditure Management Policy	Expenditure Management	Turnaround time	Interest charged on overdue accounts	NIL	100% Compliance with payment schedule (30 days turnaround time)	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements
		Creditors Reconciliations			N/A	Reconciliations Done on a monthly basis by 30 June 2019	3 Monthly Creditors reconciliation from the billing system to the General ledger and signed off by the Chief	Reconciliations Done on a monthly basis by 30 June 2019	3 Monthly Creditors reconciliation from the billing system to the General ledger and signed off by the Chief	Reconciliations Done on a monthly basis by 30 June 2019

		Payroll Reconciliations	1 Quarterly Payroll Reconciliation Submitted	Monthly submission of Reconciliations	N/A	Reconciliations Done on a monthly basis by 30 June 2019	3 Monthly Payroll reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2018 14 September 2018 14 October 2018	3 Monthly Payroll reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2018 14 December 2018 16 January 2019	3 Monthly Payroll reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 February 2019 14 March 2019 15 April 2019	3 Monthly Payroll reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 12 May 2019 14 June 2019 16 July 2019				
		Petty Cash Processing and Reconciliation	1 Quarterly Petty Cash Reconciliation Submitted	Monthly submission of Reconciliations	N/A	Reconciliations Done on a monthly basis by 30 June 2019	3 Monthly Petty cash reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2018 14 September 2018 14 October 2018	3 Monthly Petty cash reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 November 2018 14 December 2018 16 January 2019	3 Monthly Petty cash reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 February 2019 14 March 2019 16 April 2019	3 Monthly Petty cash reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 12 May 2019 14 June 2019 16 July 2019				

			VAT Processing and Reconciliation	Preparation of VAT Input and Output Schedules	Monthly submission of Reconciliations	N/A	Submission of VAT Returns and Reconciliation of VAT 201's	Submission of 3 Monthly VAT 201's to SARS	Submission of 3 Monthly VAT 201's to SARS	Submission of 3 Monthly VAT 201's to SARS	Submission of 3 Monthly VAT 201's to SARS
		Document Management and Record Keeping	Backup Reports Submitted	Scanning of documents for safekeeping	N/A	Safekeeping of records and Backing up Documents	3 Monthly Petty cash reconciliation from the billing system to the General ledger and signed off by the Chief Financial Officer	3 Monthly Petty cash reconciliation from the billing system to the General ledger and signed off by the Chief Financial Officer	3 Monthly Petty cash reconciliation from the billing system to the General ledger and signed off by the Chief Financial Officer	3 Monthly Petty cash reconciliation from the billing system to the General ledger and signed off by the Chief Financial Officer	3 Monthly Petty cash reconciliation from the billing system to the General ledger and signed off by the Chief Financial Officer

Budgeting and Financial Reporting	To ensure credible budgeting and proper financial reporting in line with relevant legislation	Budgeting and Financial Reporting	Compliance with Treasury requirements	Budget in place but not fully funded	N/A	Formulate 1 credible budget	Submit budget process plan to accounting officer for tabling in council	Submit Budget inputs forms to team by 31 October 2018	Submit draft budget to Steering committee, Executive committee, Council and National and Provincial Treasury.	Submit tabled budget 90 days before of the new financial year to Steering committee, Executive committee, Council and National and Provincial Treasury
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			Preparation of Annual Financial Statements with no Misstatements.	Submitted GRAP Compliant Annual Financial Statements to Management Team, Audit Committee, Auditor General, National Treasury and Provincial Treasury by the set date.	Submitted GRAP Statements to Management Team, Audit Committee and Auditor General.	NIL	Submit one set of GRAP compliant Annual Financial Statements to Management Team, Audit Committee, Auditor General, National and Provincial Treasury by the 31st August 2019.	Submit GRAP compliant Annual Financial Statements to Management Team, Audit Committee, Auditor General, National and Provincial Treasury by the 31st August 2019.	100% of issued RFI's submitted within 3 days turnaround time	100% of issued COAFs responded to within 5 days turnaround time	Submission of audited returns to National and Provincial Treasury
Asset Management	To ensure that assets are managed and utilised in line with relevant policies and procedures	Asset Management	GRAP compliant Asset Register	GRAP compliant asset register in place.	R1 500 000	1 GRAP compliant fixed asset register updated by 30th June 2019.	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly	Monthly additions of asset on the asset register and Physical verification of non-infrastructure assets done quarterly
		Fixed Assets	Number of reconciliations and reports on Updated Asset Registers submitted to STANCO, EXCO, Council	Updated Fixed Asset Register for 2018/19	N/A	4 Quarterly Asset reconciliation to General Ledger and 4 reports on Updated Assets Register submitted to STANCO, EXCO and Council	One quarterly Assets reconciliation n (Movable and Immovable Assets) to General Ledger and 1 report on Updated Asset Register submitted to STANCO, EXCO and Council	One quarterly Assets reconciliation n (Movable and Immovable Assets) to General Ledger and 1 report on Updated Asset Register submitted to STANCO, EXCO and Council	One quarterly Assets reconciliation n (Movable and Immovable Assets) to General Ledger and 1 report on Updated Asset Register submitted to STANCO, EXCO and Council	One quarterly Assets reconciliation n (Movable and Immovable Assets) to General Ledger and 1 report on Updated Asset Register submitted to STANCO, EXCO and Council	One quarterly Assets reconciliation n (Movable and Immovable Assets) to General Ledger and 1 report on Updated Asset Register submitted to STANCO, EXCO and Council

Supply Chain Management	To ensure that supply chain policies comply with MFMA and all relevant regulations	Supply Chain Management	Procurement Plan	SCM not fully compliant	N/A	1 Approved procurement plan by 30th June 2019.	To have an approved Procurement Plan by 01 July 2018	N/A	N/A	N/A						
						Compliance levels	30% of procurement procured locally by 30th June 2019.	100% compliance	100% compliance	100% compliance	100% compliance					
							Compliance levels	30% of procurement procured from youths by 30th June 2019.	100% compliance	100% compliance	100% compliance					
								10% of procurement procured from disabled people by 30th June 2019.	100% compliance	100% compliance	100% compliance					
						Compliance levels	60 days turnaround time on awards from closing date	100% compliance	100% compliance	100% compliance	100% compliance					
							100% roadworthy vehicles by 30 th June 2019.	Continuous maintenance and licensing of fleet	Continuous maintenance and licensing of fleet	Continuous maintenance and licensing of fleet	Continuous maintenance and licensing of fleet					
						Compliance levels	Progress towards establishment of the fleet management unit	Fleet management unit not in existence	N/A	N/A	N/A	12 monthly reports on fleet management	3 Reports submitted to management and STANCO	3 Reports submitted to management and STANCO	3 Reports submitted to management and STANCO	3 Reports submitted to management and STANCO
												100% compliance	100% compliance	100% compliance	100% compliance	
						Fleet Management	To ensure that assets are managed and utilised in line with relevant policies and procedures	Fleet Management	Progress towards establishment of the fleet management unit	Fleet management unit not in existence	N/A	N/A	N/A	N/A	N/A	3 Reports submitted to management and STANCO
																100% compliance