

Thabo Mofutsanyana District Municipality



Service Delivery and Budget Implementation Plan (SDBIP)

2018/2019

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DEFINITION: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

In terms of **section 1** of the Municipal Finance Management Act (MFMA) the SDBIP is defined as follows:

“a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include the following:

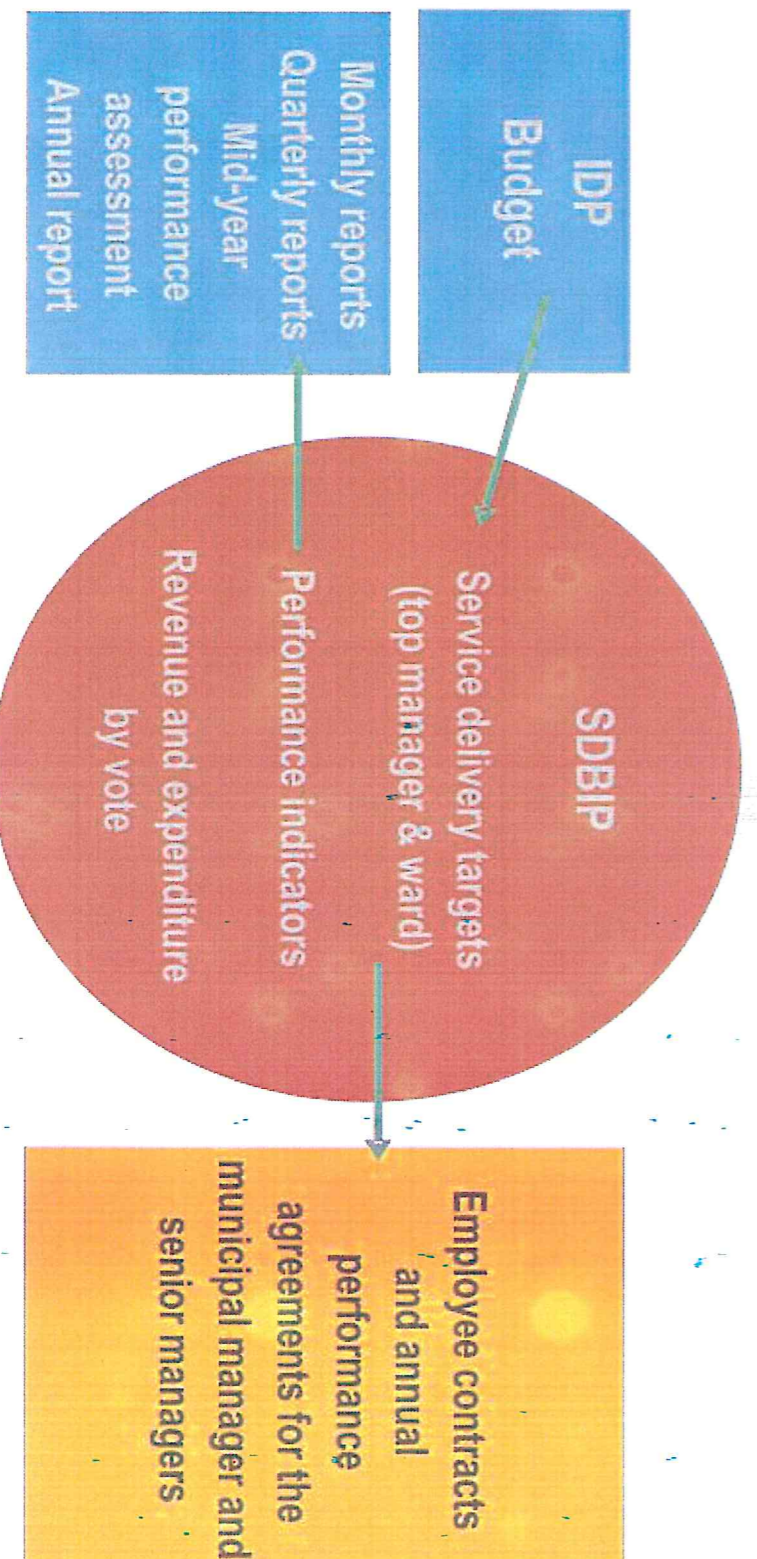
- (a) projections for each month of –
 - (i) revenue to be collected by source; and*
 - (ii) operational and capital expenditure, by vote;**
- (b) service delivery targets and performance indicators for each quarter”.*

In terms of the National Treasury MFMA Circular No. 13 of January 2005, the five necessary components of a SDBIP are:

1. Monthly projections of revenue to be collected for each source, for example electricity, water, sanitation, property rates, refuse, fines, grants, etc.
2. Monthly projections of expenditure (operating and capital) and revenue for each vote (directorate).
3. Annual and quarterly projections of service delivery targets and performance indicators for each vote (directorate).
4. Ward information for expenditure and service delivery.
5. Detailed capital works plan (budget broken down by ward).

THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION CONCEPT

What the diagram illustrates is that the SDBIP contains information in regard to service delivery targets, performance indicators and revenue and expenditure. It is also important to note that the SDBIP is firstly informed by the IDP and Budget, secondly that the annual performance agreements/contracts of the Municipal Manager and Senior Managers must be influenced by the SDBIP and thirdly that in-year reporting (monthly and quarterly), and annual reporting should be done against the information contained in the approved SDBIP.



MONITORING, REPORTING AND REVISION

- *Monthly reports* will be submitted by the Directors to the Municipal Manager and by the Municipal Manager to the Executive Mayor in terms of section 71(g)(ii) of the MFMA. Monthly reports will also be submitted to Clusters for review and assessment.
- *Quarterly reports* will be submitted by the Executive Mayor (Mayoral Committee) to Council in terms of section 52(d) of the MFMA indicating progress being made with the implementation of the SDBIP.
- It should also be noted that in terms of section 54(1)(c) any *revisions to the SDBIP* service delivery targets and performance indicators may only be made with the approval of the Council following approval of an adjustments budget.
- It is also required in terms of section 121 that the *Annual Report* of the municipality must include an assessment of performance against measurable objectives and the approved SDBIP.

VISION, MISSION AND CORE VALUES



REVENUE PROJECTIONS BY SOURCE

DC19 Thabo Mofutsanyana - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	Current Year 2017/18							2018/19 Medium Term Revenue & Expenditure Framework				
		2014/15 Audited Outcome	2015/16 Audited Outcome	2016/17 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		
R thousand	1												
Revenue By Source													
Service charges - other													
Rental of facilities and equipment													
Interest earned - external investments		2 070	1 173	1 148	1 425	1 190	1 190	1 190	1 130	1 443	1 520		
Interest earned - outstanding debtors													
Dividends received													
Fines, penalties and forfeits													
Licences and permits													
Agency services													
Transfers and subsidies		108	102	103	215	114							
Other revenue	2	834	798	661	001	214	114 214	114 214	120 482	126 615	133 134		
Gain on disposal of PPE													
Total Revenue (excluding capital transfers and contributions)		112	104	104	219	122	122 149	122 149	126 302	133 000	139 865		
		477	205	990	774	149							
Expenditure By Type													
Employee related costs	2	47 936	50 993	57 954	56 148	57 915	57 915	57 915	63 869	71 900	75 932		
Remuneration of councillors	3	9 366	10 546	10 019	9 340	10 157	10 157	10 157	10 549	10 961	11 396		
Debt impairment	2	7	91	-	-	-	-	-	-	-	-		
Depreciation & asset impairment	2	2 810	3 550	4 402	3 146	3 146	3 146	3 146	4 670	4 922	5 192		
Finance charges	2	372	388	183	81	81	81	81	86	90	95		
Bulk purchases	8	-	-	-	-	-	-	-	-	-	-		
Other materials		1 695	2 218	2 258	2 577	2 187	2 187	2 187	1 270	1 338	1 412		
Contracted services		2 676	2 068	566	-	-	-	-	-	-	-		
Transfers and subsidies		18 492	1 610	2 032	-	-	-	-	-	-	-		

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Other expenditure Loss on disposal of PPE	4, 5	51 815	47 687	30 570	239	148	48 450	48 450	48 450	39 495	40 210	40 491
Total Expenditure		169	151	973	532	219	937	121 937	121 937	119 939	129 422	134 519
Surplus/(Deficit) Transfers and subsidies - capital (monetary allocations) (National / Provincial and District Transfers and subsidies - capital (in-kind - all))		(22)	(14)	(2)		242	212	212	212	6 363	3 578	5 346
		(22)	(14)	(2)		242	212	212	212	6 363	3 578	5 346
		(22)	(14)	(2)		242	212	212	212	6 363	3 578	5 346
		(22)	(14)	(2)		242	212	212	212	6 363	3 578	5 346
Surplus/(Deficit) after capital transfers & contributions		(22)	(14)	(2)		242	212	212	212	6 363	3 578	5 346
Surplus/(Deficit) after taxation		(22)	(14)	(2)		242	212	212	212	6 363	3 578	5 346
Surplus/(Deficit) attributable to municipalities		(22)	(14)	(2)		242	212	212	212	6 363	3 578	5 346
Share of surplus/ (deficit) of associate	7	(22)	(14)	(2)		242	212	212	212	6 363	3 578	5 346

References

1. Classifications are revenue sources and expenditure type
2. Detail to be provided in Table SA1
3. Previously described as 'bad or doubtful debts' - amounts shown should reflect the change in the provision for debt impairment
4. Expenditure type components previously shown under repairs and maintenance should be allocated back to the originating expenditure group/item; e.g. employee costs
5. Repairs & maintenance detailed in Table A9 and Table SA34c
6. Contributions are funds provided by external organisations to assist with infrastructure development; e.g. developer contributions (detail to be provided in Table SA1)
7. Equity method (Includes Joint Ventures)
8. All materials not part of 'bulk' e.g. road making materials, pipe, cable etc.

check balance	787	-29 050	-14 946	155	1	500	241	476	-255	-255 476	122 149	122 149	122 149	126 302	133 000	4 704 101	139 865
Total revenue	112 477	104 205	104 990	219 774	122 149	122 149	122 149	126 302	133 000	4 704 101	139 865						

REVENUE AND EXPENDITURE PROJECTIONS BY VOTE

Revenue Projections by Vote

DC19 Thabo Mofutsanyana - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

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	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21			
Revenue by Vote	1												
Vote 1 - Executive and Council		2	930	-	42	46	46	40 228	42 487	44 645			
1.1 - Speaker		760	930	-	288	894	894	40 228	42 487	44 645			
1.2 - Chief Whip					2	2	2	2 068	2 197	2 320			
1.3 - Mayor and Council					691	537	537	572	611	645			
1.4 - Executive Mayor					464	828	828	12 025	12 532	13 069			
1.5 - Municipal Manager		2	930	-	10	11	11	11 101	11 907	12 460			
		760	930	-	759	736	736	14 462	15 240	16 150			
					12	12	12						
					042	881	881						
					16	19	19						
					331	114	114						
Vote 2 - Finance and Administration		118	110	100	134	34	34	37 050	41 602	43 548			
2.1 - Finance		708	006	408	878	099	099	15 606	18 184	17 609			
2.2 - Corporate Services		118	110	100	13	14	14	21 445	23 417	25 939			
		708	006	408	565	211	211						
					121	19	19						
					314	887	887						
Vote 3 - Planning and Development		7	5	4	23	23	23	23 124	22 447	23 242			
3.1 - Governance and Strategy		109	191	582	665	814	814	2 446	2 601	2 747			
					2	2	2						
					763	360	360						

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3.2 - LED and Tourism	3	942	011	4	288	019	019	3 400	3 558	3 745
3.3 - Infrastructure	3	167	180	4	13	14	14	15 231	14 171	14 518
3.4 - Rural Development and Agriculture				4	812	122	122	2 047	2 117	2 233
				2	822	1	1			
				2	942	313	313			
Vote 4 - Community and Development				18	17	17	17	20 336	23 715	23 726
4.1 - Environmental Health		-	-	942	597	597	597	20 336	23 715	23 726
4.2 - Disaster Management				18	17	17	17			
				18	597	597	597			
Vote 5 - [NAME OF VOTE 5]										
Total Revenue by Vote	2	128	116	104	219	122	122	120 739	130 251	135 161
		577	127	990	774	404	404			
Expenditure by Vote	1									
Vote 1 - Executive and Council		30	40	35	42	46	46	40 153	42 487	44 561
1.1 - Speaker		869	592	952	288	894	894	2 068	2 197	2 320
1.2 - Chief Whip		195	352	046	691	537	537	572	611	645
1.3 - Mayor and Council		456	430	417	464	828	828	12 025	12 532	13 069
1.4 - Executive Mayor		714	583	441	759	736	736	11 101	11 907	12 460
1.5 - Municipal Manager		665	728	605	042	681	681	14 387	15 240	16 067
		840	499	443	331	114	114			

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Vote 2 - Finance and Administration	2.1 - Finance	472	882	889	565	211	211	15 531	18 184	17 534
	2.2 - Corporate Services	467	198	738	314	427	427	20 870	23 417	25 539
Vote 3 - Planning and Development	3.1 - Governance and Strategy	473	030	041	763	360	360	2 446	2 801	2 747
	3.2 - LED and Tourism	937	287	063	268	019	019	3 400	3 558	3 745
	3.3 - Infrastructure	201	390	176	812	122	122	15 231	14 171	14 518
	3.4 - Rural Development and Agriculture	429	28	953	822	313	313	2 047	2 117	2 233
Vote 4 - Community and Development	4.1 - Environmental Health	20	18	17	18	17	17	20 261	22 886	23 643
	4.2 - Disaster Management	372	721	161	942	590	590	20 261	22 886	23 643

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		122	116	107	219	121	121	119 939	129 422	134 519
Total Expenditure by Vote	2	219	127	973	774	937	937	119 939	129 422	134 519
Surplus/(Deficit) for the year	2	359	0	(984)	0	467	467	800	829	642

References

1. Insert 'Vote', e.g. Department, if different to Functional structure
2. Must reconcile to Financial Performance (Revenue and Expenditure by Functional Classification' and 'Revenue and Expenditure)
3. Assign share in 'associate' to relevant Vote

check revenue	16 100	11 922	-	2	241	474	255	474	255	-5 563 168	-2 748 842	-4 704 101
check expenditure	086	404	-3 023	1	502	-2	-2	-	-	-	-	-
	-12 950	751										
	701											

SERVICE DELIVERY TARGETS

AND PERFORMANCE INDICATORS BY VOTE

Thabo Mofutsanyana District Municipality 2018/2019 Final SDBIP



KPI	Budget	Frequency	Ref No.	Baseline	2018/2019 Annual Target	First Quarter Planned Target	Second Quarter Planned Target	Third Quarter Planned Target	Fourth Quarter Planned Target	First Quarter Planned Budget	Second Quarter Planned Budget	Third Quarter Planned Budget	Fourth Quarter Planned Budget	Evidence to be provided
Infrastructure & Transport Services														
Development of Rural Road Asset Management System (PHASE 3) - The extend of the Road Network	R 2 405 000	Q	Infr 01	96%	100% Development of Rural Road Asset Management System (PHASE 3) Completion	5% Visual Assessment of unpaved Road Networks	25% Visual Assessment of Unpaved Road Networks	80% Traffic Survey	100% Production of RAMS evaluation Report	R601250.00	R601250.00	R601250.00	R601250.00	Monthly & Quarterly Reports and evaluation Report
Number of meetings with Province (Dept. of Police, Roads & Transports) and the 6 Local Municipalities	OPEX	Q	Infr 02	10 Meetings	12 Meetings with Province (Dept. of Police, Roads & Transports) and the 6 Local Municipalities	3 Meetings	3 Meetings	3 Meetings	3 Meetings	R0.00	R0.00	R0.00	R0.00	Invitation, Agenda, Attendance Register & Approved signed Minutes of Meeting
100% Replacement of HPS,MV,Fluorescent lights with LED lights	R 8 000 000	Q	Infr 03	New	100% Progress & Quarterly evaluation reports	10% Progress & Quarterly evaluation reports	40%Progress & Quarterly evaluation reports	50% Progress & Quarterly evaluation reports	100% Progress & Quarterly evaluation reports	R200.000	R200.000	R200.000	R200.000	Monthly progress & Quarterly evaluation reports
Number of District Water and sanitation fora attended	OPEX	Q	Infr 04	4 Fora	4 District Water and sanitation Fora	1 Forum	1 Forum	1 Forum	1 Forum	R0.00	R0.00	R0.00	R0.00	Invitation, Agenda, Attendance Register & Approved signed Minutes of Meeting
Number of District Energy Fora attended	OPEX	Q	Infr 05	4 Fora	4 District Energy Fora	1 Forum	1 Forum	1 Forum	1 Forum	R0.00	R0.00	R0.00	R0.00	Invitation, Agenda, Attendance Register & Approved signed Minutes of Meeting
Number of Energy Efficiency Demand Management Monthly progress Reports sent to the Municipal Manager by the 10th of every month	OPEX	M	Infr 06	10 Monthly reports	12 Energy Efficiency Demand Management Monthly reports	3 Monthly Reports	3 Monthly Reports	3 Monthly Reports	3 Monthly Reports	R0.00	R0.00	R0	R0.00	Monthly reports and mail delivery book
COMMUNITY SERVICES														
Social Development														
SPORTS														
Develop 2018/2019 OR Tambo games schedule by 30 June 2019.	PEX	Y	Spt 01	Schedule by 30 June 2018	Develop schedule by 30 June 2019	-	-	-	30-Jun-19	R0.00	R0.00	R0.00	R0.00	Signed developed 2018/19 OR Tambo Games Schedule
Number of OR Tambo games meetings attended by 30 October 2018	OPEX	Q	Spt 02	4 Meetings	4 OR Tambo games Meetings	1Meeting	1Meeting	1Meeting	1Meeting	R0.00	R0.00	R0.00	R0.00	Invitation, Agenda, Attendance Register & signed Minutes of Meeting
Delivering District team to the provincial games by 30 October 2018 District of the Provincial OR Tambo games by 30 October 2018	R 320 000	Y	Spt 03	Delivering District team by 31 Oct 2018	Delivering District team by 30 Oct 2018	-	30-Oct-18	-	-	R 320 000	R0.00	R0.00	R0.00	Proof of submission for procurement Municipal Manager's office ,Team Lists & Photos
Attend SAMSRA National General Council by 28 February 2019	OPEX	Y	Spt 04	New	Attend SAMSRA National General Council 28 February 2019	-	-	28-Feb-19	-	R0.00	R0.00	R0.00	R0.00	Invitation, and Attendance Register
Affiliate to SAMSRA by 31 August 2018	R 10 000	Y	Spt 05	New	Affiliate to SAMSRA by 31 Aug 2018	31-Aug-18	-	-	-	R10.000	R0.00	R0.00	R0.00	Proof of payment & Signed Affiliation Form
Successful Hosting of Sport Development Workshop by 31 March 2019	OPEX	Y	Spt 06	New	Successful Hosting of Sport Development Workshop by 31 March 2019	-	-	31-Mar-18	-	R0.00	R0.00	R0.00	R0.00	Invitation, Report and Attendance Register
Establish TMSRC by 31 August 2018	OPEX	Y	Spt 07	New	Establish TMSRC 31 Aug 2018	31-Mar-18	-	-	-	R0.00	R0.00	R0.00	R0.00	Invitation, Report and Attendance Register
Hold funding workshop for Sport Councils by the 30 June 2019	OPEX	Y	Spt 08	New	Hold funding workshop for Sport Councils by the 30 June 2019	30-Jun-19	-	-	-	R0.00	R0.00	R0.00	R0.00	Invitation, Report and Attendance Register

Successful hosting of the District 2018/19 OR Tambo games by 30 September 2018 and selection of team to represent the District at the provincial OR Tambo games	R 85 166	Y	Spt 09	Successful hosting of District 2017/2018 Games by 31 Oct 2017	Successful hosting of the District 2018/19 games by 30 Sep 2018	30-Sep-18	-	-	-	R85.166	R0.00	R0.00	R0.00	Comprehensive Report, Photos and List of Section of Team
ARTS AND CULTURE														
Number of Arts & Culture Fora held	OPEX	Y	AC 10	3 Fora	3 Arts & Culture Fora	-	1 Forum	1 Forum	1 Forum	R0.00	R0.00	R0.00	R0.00	Invitation, Report, and Attendance Register
Organise Performing Arts Workshop by 30 September 2018	OPEX	Y	AC 11	New	Performing Arts 30 Sep 2018	30-Sep-18	-	-	-	R0.00	R0.00	R0.00	R0.00	Invitation, Report, and Attendance Register
Compiling Arts Data base by 30 June 2019	OPEX	Y	AC 12	Compiled data base	Compiled data base by 30 June 2019	-	-	-	Compiled data base by 30 June 2019	R0.00	R0.00	R0.00	R0.00	Signed Compiled Data Base
Number of Initiation Schools Workshop held	OPEX	Q	AC 13	16 Workshops	6 Initiation Schools Workshops	-	2 Workshops	2 Workshops	2 Workshops	R0.00	R0.00	R0.00	R0.00	Invitation, Report, and Attendance Register
Number of Visits to Monitor Initiation Schools by 31 Mar 2019	OPEX	Q	AC 14	New	4 Vists Monitor Initiation Schools	1 Visit	1 Visit	1 Visit	1 Visit	R0.00	R0.00	R0.00	R0.00	Report and Attendance Register
Number of meetings held with Government departments (SAPS & Health) and Initiation Schools Leaders	OPEX	Q	AC 15	5 Meetings	4 with Government departments (SAPS & Health) and Initiation Schools Leaders Meetings	1 Meeting	1 Meeting	1 Meeting	1 Meeting	R0.00	R0.00	R0.00	R0.00	Invitation, Report, and Attendance Register
Disaster Management Services														
Number of stakeholders meeting held	OPEX	Q	DM 17	New	4 Stakeholder Meetings	1 Meeting	1 Meeting	1 Meeting	1 Meeting	R0.00	R0.00	R0.00	R0.00	Invitations, Attendance Register, Minutes
Fire Management Services														
Number of safety education conducted to officers responsible for the fire prevention measures within the facilities of the municipalities	OPEX	Q	FMS 18	New	1 Safety Education Workshop	-	1 Safety Education Workshop	-	-	R0.00	R0.00	R0.00	R0.00	Invitation, attendance register, pictures
Number of fire safety awreness conducted to the vulnerable communities	OPEX	Q	FMS 19	4 Safety Awarenesses	2 Fire Safety Awareness Campaigns	-	1 Awareness Campaign	1 Awareness Campaign	-	R0.00	R0.00	R0.00	R0.00	Invitation letter, Attendance register, pictures
Number of fire safety workshops conducted for the vulnerable communties	OPEX	Q	FMS 20	2 workshops	2 Fire Safety Workshops	1 Fire Safety Workshop	-	-	1 Fire Safety Workshop	R0.00	R0.00	R0.00	R0.00	Invitation letter, Attendance register, pictures
Municipal Health Services														
Number of food premises inspected	OPEX	M			756 Food Premises Inspections	189 Food Premises Inspections	189 Food Premises Inspections	189 Food Premises Inspections	189 Food Premises Inspections	R0.00	R0.00	R0.00	R0.00	Inspection Report
					Dihlabeng 168 Inspections	42 Inspections	42 Inspections	42 Inspections	42 Inspections					
					Setso 132 Inspections	33 Inspections	33 Inspections	33 Inspections	33 Inspections					
					Mantsopa 108 Inspections	27 Inspections	27 Inspections	27 Inspections	27 Inspections					
					Nketoana 96 Inspections	24 Inspections	24 Inspections	24 Inspections	24 Inspections					
					Phumelela 108 Inspections	27 Inspections	27 Inspections	27 Inspections	27 Inspections					
					Maluti A Phofung 144 Inspections	36 Inspections	36 Inspections	36 Inspections	36 Inspections					
Number of milk samples taken	R 250 000	M			264 Milk Samples	66 Milk Samples	66 Milk Samples	66 Milk Samples	66 Milk Samples	62 500	62 500	62 500	62 500	Samples Results from Laboradry
					Dihlabeng 60 Samples	15 Samples	15 Samples	15 Samples	15 Samples					
					Setso 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples					
					Mantsopa 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples					
					Nketoana 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples					
					Phumelela 36 Samples	9 Samples	9 Samples	9 Samples	9 Samples					
					Maluti A Phofung 60 Samples	15 Samples	15 Samples	15 Samples	15 Samples					
Number of water samples taken	R 250 000	M			312 Water Samples	78 Water Samples	78 Water Samples	78 Water Samples	78 Water Samples	62 500	62 500	62 500	62 500	Samples Results from Laboradry
					Dihlabeng 60 Samples	15 Samples	15 Samples	15 Samples	15 Samples					
					Setso 48 Samples	12 Samples	12 Samples	12 Samples	12 Samples					
					Mantsopa 48 Samples	12 Samples	12 Samples	12 Samples	12 Samples					
					Nketoana 48 Samples	12 Samples	12 Samples	12 Samples	12 Samples					
					Phumelela 48 Samples	12 Samples	12 Samples	12 Samples	12 Samples					
					Maluti A Phofung 60 Samples	15 Samples	15 Samples	15 Samples	15 Samples					

				196 Childcare Facilities Inspections	49 Childcare Facilities Inspections	49 Childcare Facilities Inspections	49 Childcare Facilities Inspections	49 Childcare Facilities Inspections					
Number of Childcare Facilities Inspected	OPEX	M	MHS 39	Dihlabeng 48 Inspections	12 Inspections	12 Inspections	12 Inspections	12 Inspections	R0.00	R0.00	R0.00	R0.00	Inspection Report
			MHS 40	Setsoto 36 Inspections	9 Inspections	9 Inspections	9 Inspections	9 Inspections					
			MHS 41	Mantsopa 24 Inspections	6 Inspections	6 Inspections	6 Inspections	6 Inspections					
			MHS 42	Nketoana 20 Inspections	5 Inspections	5 Inspections	5 Inspections	5 Inspections					
			MHS 43	Phumelela 20 Inspections	5 Inspections	5 Inspections	5 Inspections	5 Inspections					
			MHS 44	Maluti A Phofung 48 Inspections	12 Inspections	12 Inspections	12 Inspections	12 Inspections					
Non-food premises Inspected	OPEX	M	MHS 45	128 Non-food premises Inspections	30 Non-food premises Inspections	30 Non-food premises Inspections	30 Non-food premises Inspections	30 Non-food premises Inspections	R0.00	R0.00	R0.00	R0.00	Inspection Report
			MHS 46	Dihlabeng 32 Inspections	8 Inspections	8 Inspections	8 Inspections	8 Inspections					
			MHS 47	Setsoto 20 Inspections	5 Inspections	5 Inspections	5 Inspections	5 Inspections					
			MHS 48	Mantsopa 16 Inspections	4 Inspections	4 Inspections	4 Inspections	4 Inspections					
			MHS 49	Nketoana 16 Inspections	4 Inspections	4 Inspections	4 Inspections	4 Inspections					
			MHS 50	Phumelela 20 Inspections	5 Inspections	5 Inspections	5 Inspections	5 Inspections					
Number of Health Care Risk Waste generators inspected	OPEX	M	MHS 51	48 Health Care Risk Waste generators Inspections	12 Health Care Risk Waste generators Inspections	12 Health Care Risk Waste generators Inspections	12 Health Care Risk Waste generators Inspections	12 Health Care Risk Waste generators Inspections	R0.00	R0.00	R0.00	R0.00	Inspection Report
			MHS 52	Dihlabeng 8 Inspections	2 Inspections	2 Inspections	2 Inspections	2 Inspections					
			MHS 53	Setsoto 8 Inspections	2 Inspections	2 Inspections	2 Inspections	2 Inspections					
			MHS 54	Mantsopa 8 Inspections	2 Inspections	2 Inspections	2 Inspections	2 Inspections					
			MHS 55	Nketoana 8 Inspections	2 Inspections	2 Inspections	2 Inspections	2 Inspections					
			MHS 56	Phumelela 8 Inspections	2 Inspections	2 Inspections	2 Inspections	2 Inspections					
Number funeral parlours inspected	OPEX	M	MHS 57	96 Funeral Parlours Inspections	24 Funeral Parlours Inspections	24 Funeral Parlours Inspections	24 Funeral Parlours Inspections	24 Funeral Parlours Inspections	R0.00	R0.00	R0.00	R0.00	Inspection Report
			MHS 58	Dihlabeng 16 Inspections	4 Inspections	4 Inspections	4 Inspections	4 Inspections					
			MHS 59	Setsoto 12 Inspections	3 Inspections	3 Inspections	3 Inspections	3 Inspections					
			MHS 60	Mantsopa 12 Inspections	3 Inspections	3 Inspections	3 Inspections	3 Inspections					
			MHS 61	Nketoana 12 Inspections	3 Inspections	3 Inspections	3 Inspections	3 Inspections					
			MHS 62	Phumelela 12 Inspections	3 Inspections	3 Inspections	3 Inspections	3 Inspections					
Environmental Health awareness campaigns conducted	OPEX	M	MHS 63	24 Environmental Health awareness Campaigns	6 Environmental Health awareness Campaigns	6 Environmental Health awareness Campaigns	6 Environmental Health awareness Campaigns	6 Environmental Health awareness Campaigns	R0.00	R0.00	R0.00	R0.00	Campaign Report, attendance Register and Pictures
			MHS 64	Dihlabeng	1 Campaign	1 Campaign	1 Campaign	1 Campaign					
			MHS 65	Setsoto	1 Campaign	1 Campaign	1 Campaign	1 Campaign					
			MHS 66	Mantsopa	1 Campaign	1 Campaign	1 Campaign	1 Campaign					
			MHS 67	Nketoana	1 Campaign	1 Campaign	1 Campaign	1 Campaign					
			MHS 68	Phumelela	1 Campaign	1 Campaign	1 Campaign	1 Campaign					
			Maluti A Phofung	1 Campaign	1 Campaign	1 Campaign	1 Campaign						

Number of waste disposal sites inspected	OPEX	M	MHS 69	24 Waste Disposal sites Inspections	6 Waste Disposal sites Inspections	6 Waste Disposal sites Inspections	6 Waste Disposal sites Inspections	6 Waste Disposal sites Inspections	R0.00	R0.00	R0.00	R0.00	Inspection Report	
			MHS 70											
			MHS 71											
			MHS 72											
			MHS 73											
			MHS 74											
			Dihlabeng 4 Inspections											1 Inspection
Setsoto 4 Inspections	1 Inspection	1 Inspection	1 Inspection	1 Inspection										
Mantsopa 4 Inspections	1 Inspection	1 Inspection	1 Inspection	1 Inspection										
Nketoana 4 Inspections	1 Inspection	1 Inspection	1 Inspection	1 Inspection										
Phumelela 4 Inspections	1 Inspection	1 Inspection	1 Inspection	1 Inspection										
Maluti A Phofung 4 Inspections	1 Inspection	1 Inspection	1 Inspection	1 Inspection										
Transversal Issues														
HIV/AIDS Programmes														
Number of HIV/AIDS Campaigns conducted	R 19 000	Q	HAP 75	4 Campaigns	2 HIV/AIDS Campaigns	-	1 Campaign	1 Campaign	-	R 4 750	R 4 750	R 4 750	R 4 750	Report ,Photos and Attendance Register
Number HIV/AIDS & Health Council meeting held		Q	MHS 76	4 Meetings	4 HIV/AIDS & Health Council Meetings	1 Meeting	1 Meeting	1 Meeting	1 Meeting					Invitation,Report ,and Attendance Register
Gender & Disability Programmes														
Number of awareness campaigns conducted for people with disability by 31 Dec 2018	R 110 000	Y	GDP 77	2 Campaigns	1Awareness campaign for People with Disability by 31 Dec 2018	-	1 Campaign	-	-	R 27 500	R 27 500	R 27 500	R 27 500	Report ,Photos and Attendance Register
Number of awareness campaigns conducted for women by 31 Aug 2018		Y	GDP 78	2 Campaigns	1 Awareness campaign for women by 31 Aug 2018	1 Campaign	-	-	-					Report ,Photos and Attendance Register
Number of awareness campaigns conducted for children by 30 June 2019		Y	GDP 79	2 Campaigns	Awareness campaign by 30 Jun 2018	-	-	-	1 Campaign					Report ,Photos and Attendance Register
Local Economic Development & Tourism														
Local Economic Development														
Successful Hosting of Textile Fashion- Design Expo by 30 June 2019	R 50 000	Y	LED 80	31-Mar-18	30-Jun-19	-	-	-	30-Jun-19	R 12 500	R 12 500	R 12 500	R 12 500	Report,Photos and Attendace Register
Procurement of tools of trade for SMMEs by the 30th June 2019	R 100 000	Y	LED 81	31-Dec-17	30-Jun-19	-	-	-	30-Jun-19	R 25 000	R 25 000	R 25 000	R 25 000	Photos,Report and Acknowledgement of goods by the Beneficiaries
SMME training on computerised embroidery Machine	50 000	Y	LED 82	31-Mar-18	30-Sep-19	30-Sep-18	-	-	-	R 12 500	R 12 500	R 12 500	R 12 500	Report,Photos and Attendace Register
Tourism & Promotions														
Financially Support the Bethlehem Airshow by 30 Dec 2018	R 40 000	Q	TRM 83	31-Dec-17	30-Dec-18	-	-	-	30-Jun-19	R 10 000	R 10 000	R 10 000	R 10 000	Submission request to Municipal Manager ,Proof of Purchase, and Delivery note -Hotel Invoice
Agriculture														
Number of Farmers assisted with Tools of trade by the 30 June 2019	R 500 000	Q	AGR 84	Assisting 15 Farmers	Assisting 8 Farmers with Tools of trade by 30 Jun 2019	-	-	-	Assisting 8 Farmers with Tools of trade by 30 Jun 2019	R0.00	R0.00	R0.00	R 500 000	Submission request to Municipal Manager ,Proof of Purchase, Deed of Donation and Pictures
Number of District Agriculture and Rural Development foru held	OPEX	Q	GRM 85	4 Fora	4 District Agriculture and Rural Development Fora	1 Forum	1 Forum	1 Forum	1 Forum	R0.00	R0.00	R0.00	R0.00	Invitation, Agenda, Attendance Register & Approved signed Minutes of Meeting
Sending 13 farmers to NAMPO Day by 30 June 2019	R 60 000	Y	GRM 86	Sending 13 farmers to NAMPO by 2018/06/30	Sending 13 farmers to NAMPO by 30 June 2019	-	-	-	Sending 13 farmers to NAMPO by 30 June 2019	R15.000	R15.000	R15.000	R15.000	Signed Report , attendance Register and Photos
Sending 13 farmers to Alfa workshop by 30 Sep 2018		Y	GRM 87	30-Sep-17	Sending 13 farmers to Alfa workshop by 30 Sep 2018	30-Sep-19	-	-	-					Signed Report , attendance Register and Photos
Training of emerging 50 Emerging farmers on the following : Animal Health , Piggery Production , Poultry Production , Animal Nutrition and	R 50 000	Q	GRM 88	30-Jun-18	Training of 50 emerging farmers by 30 Jun 2019	-	-	-	30-Jun-19	R12,500	R12,501	R12,502	R12,503	Signed Report , attendance Register and Photos

Poverty Alleviation And Job Creation														
Number of Jobs to be created through EPWP Incentive Grant by 30 June 2019	R 1 180 000	Q	PA&JC 89	50 EPWP Participants will be employed	50 EPWP Participants will be employed	50 EPWP Employees	-	-	-	R295.000	R295.000	R295.000	R295.000	All Signed employment Contracts
Monthly progress Reports on EPWP Incentive Grant sent to Public Works by the 10th of every month	Opex	M	PA&JC 90	10	12 Monthly progress Reports on EPWP Incentive Grant	3 Monthly progress Reports	3 Monthly progress Reports	3 Monthly progress Reports	3 Monthly progress Reports	R0.00	R0.00	R0.00	R0.00	Signed Monthly Reports
CORPORATE SERVICES														
Corporate Support														
Submission of Items from all departments to MM for Council Agenda 5 days before the Council meeting	Opex	Q	CS 100	5 Days	5 Days before the Council meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	R0.00	R0.00	R0.00	R0.00	Distribution List
Distribution of Agenda to Council Members 2 Days before the Council meeting	Opex	Q	CS 101	3 Days Before the Council Meeting	Distribution of Agenda 2 Days Before the Council Meeting	2 Days Before the Council Meeting	2 Days Before the Council Meeting	2 Days Before the Council Meeting	2 Days Before the Council Meeting	R0.00	R0.00	R0.00	R0.00	Distribution List
Submission of Items to the Executive Mayor for MAYCO Agenda 5 days before the MAYCO meeting	Opex	Q	CS 102	5 Days before MAYCO Meeting	Submission of Items 5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	R0.00	R0.00	R0.00	R0.00	Distribution List
Distribution of Mayco Agenda to secretary of the Executive Mayor 2 days before the Mayco meeting.	Opex	Q	CS 103	2 Days	Distribution of Mayco Agenda 2 Days Before the Mayco Meeting	2 Days Before the Mayco Meeting	2 Days Before the Mayco Meeting	2 Days Before the Mayco Meeting	2 Days Before the Mayco Meeting	R0.00	R0.00	R0.00	R0.00	Distribution List
Human Resource														
Number of HR Portfolio Committee meetings held	Opex	Q	HR 104	5 Meetings	8 HR Portfolio Committee Meetings	2 Meetings	2 Meetings	2 Meetings	2 Meetings	R0.00	R0.00	R0.00	R0.00	Portfolio Committee meeting agenda, Signed minutes and attendance register.
Number of Human Resources policies reviewed	Opex	Q	HR 105	2 Policies Reviewed	2 Human Resources policies reviewed	-	1 Policy	-	1 Policy	R0.00	R0.00	R0.00	R0.00	Proof of submission to Council, Human Resources Policies and Council resolution
Review Municipal Organogram by 31 March 2019	Opex	Y	HR106	Not Achieved	Reviewed Municipal Organogram by 31 March 2019	-	-	31-Mar-19	-	R0.00	R0.00	R0.00	R0.00	Proof of submission to Council, Reviewed Organogram and council resolution
Workplace skills plan & ATR developed and submitted to LGSETA by the 30 April 2019	Opex	Y	HR107	29-Apr-18	Workplace skills plan & ATR developed and submitted by 30 April 2019	-	-	-	30-Apr-19	R0.00	R0.00	R0.00	R0.00	Screen Print for submission to LGSETA
Skills Audit Forms to be Handed Over to Employees by 31 Jan 2019	Opex	Y	HR108	Not Achieved	Skills Audit Forms to be Handed Over to Employees by 31 Jan 2019	-	-	31-Jan-19	-	R0.00	R0.00	R0.00	R0.00	Distribution List From the departments
Number of Occupational Health and Safety Committee Meetings held	Opex	Y	HR109	4 Meetings	4 Occupational Health and Safety Committee Meetings	1 Meeting	1 Meeting	1 Meeting	1 Meeting	R0.00	R0.00	R0.00	R0.00	HS Committee meeting agenda, Signed minutes and attendance register.
Employment Equity Report to be Submitted to the Department of Labour by the 15 Jan 2019	Opex	Y	HR110	Not Achieved	EE Report to be Submitted to the department of labour by the 15 Jan 2019	-	-	15-Jan-19	-	R0.00	R0.00	R0.00	R0.00	Print screen for submission to Dept of Labour and EE Plan
Number of LLF meetings held	OPEX	Q	HR112	5 Meetings	6LLF Meetings	1 Meeting	2 Meetings	1 Meeting	2 Meetings	R0.00	R0.00	R0.00	R0.00	Attendance Register and Signed Minutes of Meetings

Communication														
Number of Internal Newsletters Published	OPEX	Y	COM 113	12 Newsletters	12 Internal Newsletters published	3 Newsletters	3 Newsletters	3 Newsletters	3 Newsletters	R0.00	R0.00	R0.00	R0.00	Published Internal Newsletters
Number of External Newsletters Published	OPEX	Y	COM 114	4 Newsletters	4 External Newsletters published	1 Newsletter	1 Newsletter	1 Newsletter	1 Newsletter	R0.00	R0.00	R0.00	R0.00	Published External Newsletters
Number Communication Channels used	R 150 000	M	COM115	6 Communication Channels	16 Communication Channels utilized	4 Communication Channels	4 Communication Channels	4 Communication Channels	4 Communication Channels	R37.500	R37.500	R37.500	R37.500	Newspaper, Radio, TV, Online media, Social Media, Billboards, Website, E-mails, Posters, Leaflets, Brochures, Audio Tapes, Video Tapes, Booklets, Speeches, Promotional Materials, factsheets, intranet, events, face-to-face interactions, focus groups
Number of District Communicators Fora Held	OPEX	Q	COM116	5 Fora	4 District Communicators For a held	1 Forum	1 Forum	1 Forum	1 Forum	R0.00	R0.00	R0.00	R0.00	Attendance Register and Minutes of Meetings
Number of consultations with Local Municipalities communicators to advise them on communication Issues	OPEX	Q	COM117	12 Consultations with Local Municipalities communicators	4 Consultations with Local Municipalities communicators for communication support	1 Consultation with Local Municipalities communicators	1 Consultation with Local Municipalities communicators	1 Consultation with Local Municipalities communicators	1 Consultation with Local Municipalities communicators	R0.00	R0.00	R0.00	R0.00	Signed Report and Attendance register
Number of Events based Communication Plans/Strategies in offering communication assistance to TMDM departmental events	OPEX	Q	COM118	New	Develop 4 Event based Communication Plans	1 Event based Communication Plan	1 Event based Communication Plan	1 Event based Communication Plan	1 Event based Communication Plan	R0.00	R0.00	R0.00	R0.00	Signed Event based Communication plan / strategy
Hosting of One District Summit on Communications and Media	R 50 000	Q	COM119	New	1 District Summit on Communications and Media by 30 March 2019	-	-	1 District Summit on Communications and Media by the 30th March 2019	-	R0.00	R0.00	R50.000	R0.00	Signed Report submitted to the Municipal Manager and Executive Mayor and the Attendance register
One Communication Research and survey report produced	R 20 000	Q	COM120	New	1 Communication survey conducted by the 31 December 2018	-	-	1 Communication survey	-	R0.00	R0.000	R20.00	R0.00	Signed report submitted to the Municipal Manager and Executive Mayor
Number of brand promotion activities conducted	OPEX	Q	COM121	4 Branding, Promotions & Marketings	8 Branding, Promotion activities conducted	2 Branding, Promotions	2 Branding, Promotions	2 Branding, Promotions	2 Branding, Promotions	R0.00	R0.00	R0.00	R0.00	Pictures and Signed Report
Number of Campaign and key messaging advertorials	OPEX	Q	COM122	New	4 key messages advertorials	1 key messaging advertorial	1 key messaging advertorial	1 key messaging advertorial	1 key messaging advertorial	R0.00	R0.00	R0.00	R0.00	Newspaper advertorials, broadcast advertorials
New Municipal Logo and standards manual developed by 31 January 2019	OPEX	Q	COM123	New	Develop New Municipal Logo by 31 Jan 2019	-	-	New Logo by 31 Jan 2019	-	R0.00	R0.00	R0.00	R0.00	New Logo and Standards Manual Approved by the Council
Number of TMDM events provided with photographic services	OPEX	Q	COM124	New	12 TMDM events provided with photographic services	3 TMDM events provided with photographic services	3 TMDM events provided with photographic services	3 TMDM events provided with photographic services	3 TMDM events provided with photographic services	R0.00	R0.00	R0.00	R0.00	Requisition forms from department asking for photographic services, report and pictures
Monthly Media Monitoring and Analysis Report Produced 10 Days after the end of the month and be submitted to the Municipal Manager and Executive Mayor	OPEX	Q	COM125	Monthly Media Monitoring and Analysis Report 10 Days after the end of the quarter	Monthly Media Monitoring and Analysis report submitted to the Municipal Manager and Executive mayor 10 Days after the end of each month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	R0.00	R0.00	R0.00	R0.00	Signed Report and Submission Register
Number of Media Statements(e.q. Advisories/Announcements/Oped/Articles) Released	OPEX	Q	COM126	25 Media Statements Released	4 Media Statements Released	1 Media Statement	1 Media Statement	1 Media Statement	1 Media Statement	R0.00	R0.00	R0.00	R0.00	Media Statements, Advisories, Articles and Announcements
One Media Tour of key tourist destinations	OPEX	Q	COM127	New	Media Tour of key tourist destinations held by 31 December 2018	-	1 Media Tour of key tourist	-	-	R0.00	R0.00	R0.00	R0.00	Signed Report, Attendance Register & Photos
Number of Media Engagement Activities (such as Media House Visits, Briefing Sessions, Networking Sessions, Talk Shows, Dialogues, Media Recognition, Media Support)	OPEX	Q	COM128	4 Media engagement sessions	6 Media engagement sessions held	2 Media engagement sessions	1 Media engagement session	2 Media engagement sessions	1 Media engagement session	R0.00	R0.00	R0.00	R0.00	Attendance Register or Confirmation Letters and Signed Report
ICT														
Number of Test disaster recovery solution Ran	OPEX	Q	ICT129	4 Test disaster recovery	4 Test disaster recovery	1 Test Report	1 Test Report	1 Test Report	1 Test Report	R0.00	R0.00	R0.00	R0.00	System reports
100% of Website Update Requests Carried out within a Day	OPEX	M	ICT130	100% Updates	100% Website Update Requests	100% Website Update Requests	100% Website Update Requests	100% Website Update	100% Website Update Requests	R0.00	R0.00	R0.00	R0.00	Sign Off Form
Number of ICT steering committee meetings Corodinated quarterly	OPEX	Q	ICT131	New	4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	R0.00	R0.00	R0.00	R0.00	Invitation, Agenda, Attendance Register and Minutes

Security Services														
Number Of Quartely Sectional Reports Submitted to the MM within 10 Days After the end of the Quarter	OPEX	Q	SS132	10 Days After the end of the Quarter	Quartely Sectional Reports Submitted to the Municipal Manager 10 Days After the end of the Quarter	10 Days After the end of the Quarter	10 Days After the end of the Quarter	10 Days After the end of the Quarter	10 Days After the end of the Quarter	R0.00	R0.00	R0.00	R0.00	Copy of Signed Delivery Note
Review of the Security Plan by the 31 March 2018	OPEX	Y	SS133	31-Mar-18	Review of the Security Plan by the 31 March 2018	-	-	31-Mar-19	-	R0.00	R0.00	R0.00	R0.00	Drafted Security Plan and Council Resolution
Review of the Security Policy by the 31 March 2018	OPEX	Y	SS134	31-Mar-18	Review of the Security Policy by the 31 March 2018	-	-	31-Mar-19	-	R0.00	R0.00	R0.00	R0.00	Drafted Security Policy and Council Resolution
FINANCE														
PAYMENTS														
Payment of Creditors within 30 Days of Receipt of Invoice	OPEX	M	FIN135	Not Achieved	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	R0.00	R0.00	R0.00	R0.00	Creditors Ageing Analysis Report
Preparation of Cashbooks within 10 Days After the end of the Month	OPEX	M	FIN136	3 Days After end of the Month	Preparation of Cashbooks 10 Days After the end of the Month	10 days After the end of the Month	10 days After the end of the Month	10 days After the end of the Month	10 days After the end of the Month	R0.00	R0.00	R0.00	R0.00	Last Transaction Date in the Cashbook
Preparation of VAT Reconciliation after Submission of VAT Return within 10 days After Submissions of Returns	OPEX	M	FIN137	3 Days After Submission	Preparation of VAT Reconciliation 10 Days After Submissions of Returns	10 Days After Submissions of Returns	10 Days After Submissions of Returns	10 Days After Submissions of Returns	10 days After Submissions of Returns	R0.00	R0.00	R0.00	R0.00	Vat Return Submission Date and the Approval of Recon
Submission of VAT Returns within 30 Days After the end of the Month	OPEX	M	FIN138	30 Days After end of the Month	Submission of VAT Returns 30 Days After the end of the Month	30 Days After the end of the Month	30 Days After the end of the Month	30 Days After the end of the Month	30 Days After the end of the Month	R0.00	R0.00	R0.00	R0.00	Submission Date (EasyFile)
Reconciliation between Payroll and General Ledger within 10 working days After the end of the Month	OPEX	M	FIN139	7 Days After end of the Month	Reconciliation between Payroll and General Ledger 10 Days After the end of the Month	10 Days After the end of the Month	10 Days After the end of the Month	10 Days After the end of the Month	10 Days After the end of the Month	R0.00	R0.00	R0.00	R0.00	Signed Date
Payment of salaries & allowances 25 Days After the beginning of each month	OPEX	M	FIN140	22 Days of each Month	Payment of salaries & allowances 25 Days After the beginning of each month	25 Days After the beginning of each month	25 Days After the beginning of each month	25 Days After the beginning of each month	25 Days After the beginning of each month	R0.00	R0.00	R0.00	R0.00	Bank Statement (Proof)
Prepare quarterly expenditure on staff benefits	OPEX	Q	FIN141	4 expenditure on staff benefits	Prepare quarterly 4 expenditure on staff benefits	1 expenditure on staff benefits	1 expenditure on staff benefits	1 expenditure on staff benefits	1 expenditure on staff benefits	R0.00	R0.00	R0.00	R0.00	Signed Report

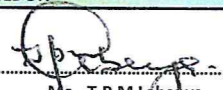
BUDGETING & REPORTING														
Submit the Review of Budget & Tariffs Annually by 31 Jan 2019	OPEX	Y	FIN142	31-Jan-18	Submit the Review of Budget by 31 Jan 2019	-	-	Submit the Review of Budget by 31 Jan 2019	-	R0.00	R0.00	R0.00	R0.00	Acknowledgement letter from Provincial & National Treasury and Council Resolution
Submission of income and expenditure report within 10 working days after the end of the month (Section 71 Report)	OPEX	M	FIN143	7 Days after the end of the month	Submission of Income and Expenditure report 10 Days after the end of the month	10 days after the end of the month	10 days after the end of the month	10 days after the end of the month	10 days after the end of the month	R0.00	R0.00	R0.00	R0.00	Signed Section 71 Report
Submissions of Annual Financial statement to Office of the Auditor General by 31 Aug 2018	AFS	Y	FIN144	31-Aug-17	Submissions of Annual Financial statement by 31 Aug 2018	Submissions of Annual Financial statement by 31 Aug 2018	-	-	-	R0.00	R0.00	R0.00	R0.00	Signed Receipt Form/Date Stamp on e mail
Compile Budget time table by the 31 Aug 2018	BUDGET	Y	FIN145	31-Aug-17	Compile Budget time table by 31 Aug 2018	Compile Budget time table by 31 Aug 2018	-	-	-	R0.00	R0.00	R0.00	R0.00	Internal Mail Register
Submission of draft budget and tariffs to council for tabling by the 31 March 2019	BUDGET	Y	FIN146	31-Mar-18	Submission of draft budget 31 Mar 2019	Submission of draft budget 31 Mar 2019	-	-	-	R0.00	R0.00	R0.00	R0.00	Draft Budget & Council Resolutin
Submission of budget by the 31 May 2019 to council for approval	BUDGET	Y	FIN147	31-May-18	Submission of budget by the 31 May 2019	-	-	-	Submission of budget by the 31 May 2019	R0.00	R0.00	R0.00	R0.00	Final Budget & Council Resolutin
Prepare Investments Reconciliation (Interest On Investment)	OPEX	M	FIN148	NEW	12 Monthkly eports	3 Monthly Reports	3 Monthly Reports	3 Monthly Reports	3 Monthly Reports	R0.00	R0.00	R0.00	R0.00	Signed Monthly Report
Prepare Grants Register (FMG;EPWP.RRAMS,EESDM & EQUITABLE SHARE)	OPEX	M	FIN149	NEW	12 Monthly Reegisters	3 Monthly Registers	3 Monthly Registers	3 Monthly Registers	3 Monthly Registers	R0.00	R0.00	R0.00	R0.00	Signed Monthly Registers
Preparation of bank reconciliation within 10 Days (10th day of every subsequent month)	OPEX	M	FIN150	3 Days After end of Month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	R0.00	R0.00	R0.00	R0.00	Signed Reconciliation
SUPPLY CHAIN MANAGEMENT														
Compilation and review of supplier's database quarterly within 10 days After the end of the Quarter	OPEX	Q	FIN151	Not Achieved	Compilation and review of supplier's database 10 Days after the end of the Quarter	10 days Days after the end of the Quarter	10 days Days after the end of the Quarter	10 days Days after the end of the Quarter	10 days Days after the end of the Quarter	R0.00	R0.00	R0.00	R0.00	Signed Suppliers Printout
Monthly reporting of all tenders awarded within 10 Days After the end of the Month	OPEX	M	FIN152	2 Days After end of the Month	Monthly report of all tenders awarded 10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	R0.00	R0.00	R0.00	R0.00	Singed Monthly Report
Annual invitation of service providers for inclusion in the Supply Chain Management Database by 31 August 2018	OPEX	Y	FIN153	Not Achieved	Invitation of service providers by 31 Aug 2018	Invitation of service providers by 31 Aug 2018	-	-	-	R0.00	R0.00	R0.00	R0.00	Newspaper advert for invitation of suppliers. Updated database with newly added suppliers.
Number of Local SMME's that TMDM has procured services/goods from.	OPEX	Q	FIN154	Not Achieved	20 Local SMME's & Entrepreneurs	5 local SMMEs & Entrepreneurs	5 local SMMEs & Entrepreneurs	5 local SMMEs & Entrepreneurs	5 local SMMEs & Entrepreneurs	R0.00	R0.00	R0.00	R0.00	Signed List of local SMMEs & Entrepreneurs
SCM Report on Non Compliance of SCM Regulations	OPEX	Q	FIN155	New	4 Non Compliance Quarterly Reports	1 Non Compliance Quarterly Report	1 Non Compliance Quarterly Report	1 Non Compliance Quarterly Report	1 Non Compliance Quarterly Report	R0.00	R0.00	R0.00	R0.00	Signed Quartely report
Review the Supply Chain Management Policy in terms of Chapter 11 of the MFMA and Submit it to Council for Approval by 31st May 2019	OPEX	Y	FIN156	27-May-17	Review the Supply Chain Management Policy by 31 May 2019	-	-	-	Review the Supply Chain Management Policy by 31 May 2019	R0.00	R0.00	R0.00	R0.00	Reviewed SCM Policy and Council resolution

ASSET MANAGEMENT															
Monthly Asset reconciliation between the GL and the Asset Register within 10 Days After the end of the Month	CAPEX	M	FIN157	4 Days After end of Month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	R0.00	R0.00	R0.00	R0.00	Approval Date of the Recon
Assets verification annually by the 10th July 2018	CAPEX	Y	FIN158	06-Jul-17	Assets verification by 10 July 2018	Assets verification by 10 July 2018	-	-	-	-	R0.00	R0.00	R0.00	R0.00	Signed Stocktake report
100% of assets insured by the 31st July 2018	OPEX	Y	FIN159	30-Jun-17	Assets insured by the 31 Jul 2018	Assets insured by the 31 Jul 2018	-	-	-	-	R0.00	R0.00	R0.00	R0.00	Insurance documents of assets
Internal Audit															
Review and Submission of Internal Audit Charter to Audit Committee by 30 Sep 2018	OPEX	Y	IA160		Review and Submission of Internal Audit Charter by 30 Sep 2018	30-Sep-18	-	-	-	-	R0.00	R0.00	R0.00	R0.00	Reviewed Internal Audit Charter, Audit Committee minutes
Submission of Internal Audit Charter to Council by 31 Oct 2018	OPEX	Y	IA161		Submission of Internal Audit Charter by 31 Oct 2018	-	31-Oct-18	-	-	-	R0.00	R0.00	R0.00	R0.00	Signed Submission Register and Adopted Internal Audit Charter and Council resolution
Submission of Internal Audit Coverage Plan to Audit Committee by 30 Sep 2018	OPEX	Y	IA162		Submission of Internal Audit Coverage Plan by 30 Sep 2018	30-Sep-18	-	-	-	-	R0.00	R0.00	R0.00	R0.00	Approved Internal Audit plans, Audit Committee minutes
Submission of Internal Audit Coverage Plan to Council by 31 Oct 2018	OPEX	Y	IA163		Submission of Internal Audit Coverage Plan 31 Oct 2018	-	31-Oct-18	-	-	-	R0.00	R0.00	R0.00	R0.00	Signed Submission Register and Adopted Internal Audit plans and Council resolutions
Overall Quarterly Internal Audit Reports submitted to the Municipal Manager by the 25th after the end of the Quarter	OPEX	Q	IA164	25 days After the End of the Quarter	Overall draft Quarterly Internal Audit Reports submitted 25 days After the End of the Quarter	25-Jul-18	25-Oct-18	25-Jan-19	25-Apr-19	-	R0.00	R0.00	R0.00	R0.00	Signed submission register, Submitted Internal Audits Overall Reports
Review of Audit & Performance Charter by 30 Sep 2018	OPEX	Y	IA165		Review of Audit & Performance Charter by 30 Sep 2018	30-Sep-18	-	-	-	-	R0.00	R0.00	R0.00	R0.00	Reviewed Audit & Performance Committee Charter, Audit Committee minutes
Submission of Audit & Performance Charter to Council by 31 Oct 2018	OPEX	Y	IA166		Submission of Audit & Performance Charter to Council by 31 Oct 2018	-	31-Oct-18	-	-	-	R0.00	R0.00	R0.00	R0.00	Signed Submission Register
Number of ordinary audit and performance committee meetings held	OPEX	Q	IA167	4 Meetings	4 ordinary audit and performance committee Meetings	1 Meeting	1 Meeting	1 Meeting	1 Meeting	-	R0.00	R0.00	R0.00	R0.00	Minutes of Meeting s and attendance register
RISK MANAGEMENT															
Review of Risk Management Committee Charter, Fraud Risk Management Plan, Risk Policy and Strategy to Risk Management Committee by 31 May 2019	OPEX	Y	RM168	31-May-18	Review and Submission of Fraud Prevention Plan/strategy, Risk Policy and Strategy by 31 May 2019	-	-	-	-	Review and Submission of Fraud Prevention Plan/strategy, Risk Policy and Strategy by 31	R0.00	R0.00	R0.00	R0.00	Attendance register, Approved minutes of the Risk Management Committee
Submission of Risk Management Committee Charter, Fraud Risk Management Plan, Risk Policy and Strategy to council for approval by 30 June 2019	OPEX	Y	RM169	30-Jun-18	Submission of Fraud Prevention Plan, Risk Management Policy and Strategy by 30 June 2019	-	-	-	-	Submission of Fraud Prevention Plan, Risk Management Policy and Strategy by 30 June 2019	R0.00	R0.00	R0.00	R0.00	Attendance and Minutes of Meetings
Number of risk maturity Reports Issued by Risk Management Committee to the Accounting Officer	OPEX	Q	RM170	3 Risk Maturity Reports	4 Signed Risk maturity Reports Issued	1 Signed Risk maturity Report	1 Signed Risk maturity Report	1 Signed Risk maturity Report	1 Signed Risk maturity Report	-	R0.00	R0.00	R0.00	R0.00	Risk Maturity Reports
Number of risk management training sessions conducted	OPEX	Q	RM171	2 Training sessions	4 Risk management Training sessions	1 Training session	1 Training session	1 Training session	1 Training session	-	R0.00	R0.00	R0.00	R0.00	Invitations, attendance register and report
Number of risk assessment conducted	OPEX	Q	RM172	4 Risk assessment Registers	4 Risk assessment Registers	1 Training session	1 Training session	1 Training session	1 Training session	-	R0.00	R0.00	R0.00	R0.00	Signed off risk registers and reports submitted to council structures
Number of risk management Committee Meetings Held	OPEX	Q	RM173	2 Meetings	4 Risk management Committee Meetings	1 Meeting	1 Meeting	1 Meeting	1 Meeting	-	R0.00	R0.00	R0.00	R0.00	Attendance Register & Minutes of Meetings

IDP & PMS




IDP & PMS														
Submission of 2019/2020 IDP Process Plan by 31 August 2018	OPEX	Y	IP174	31-Aug-17	Submission of 2019/2020 IDP Process Plan to Council by 31 Aug 2018	Submission of 2019/2020 IDP Process Plan to Council by 31 Aug 2018	-	-	-	R0.00	R0.00	R0.00	R0.00	Internal Mail Register
Submission of 2017/18 Draft Annual Report to AG by 31 Aug 2018	OPEX	Y	IP175	31-Aug-17	Submission of 2017/18 Draft Annual Report to Auditor General by the 31 Aug 2018	Submission of 2017/18 Draft Annual Report to Auditor General by the 31 Aug 2018	-	-	-	R0.00	R0.00	R0.00	R0.00	AG Acknowledgement of Receipt
Tabling of 2017/18 Draft Annual Report to Council by 31 Jan 2019	OPEX	Y	IP176	31-Jan-18	Tabling of 2017/18 Draft Annual Report to Council by 31 Jan 2019	Tabling of 2017/18 Draft Annual Report to Council by 31 Jan 2019	-	-	-	R0.00	R0.00	R0.00	R0.00	Copy Of draft Annual Report & Council Resolution
Submission of 2017/18 Final Annual Report to Council for Adoption by 31 Mar 2019	OPEX	Y	IP177	31-Mar-18	Submission of Final 2017/18 Annual Report to council by 31 Mar 2019	Submission of Final 2017/18 Annual Report to council by 31 Mar 2019	-	-	-	R0.00	R0.00	R0.00	R0.00	Copy Of Draft IDP & Council Resolution
Tabling of 2019/20 Draft IDP to Council by 31 Mar 2019	OPEX	Y	IP178	31-Mar-18	Tabling of 2019/20 Draft IDP by 31 Mar 2019	Tabling of 2019/20 Draft IDP by 31 Mar 2019	-	-	-	R0.00	R0.00	R0.00	R0.00	Signed Draft IDP
Signing of Final 2019/2020 SDBIP 28 Days After Adoption of the Budget	OPEX	Y	IP179	22-Jun-17	Signing of Final 2019/2020 SDBIP 28 Days After Budget Adoption	Signing of Final 2019/2020 SDBIP 28 Days After Budget Adoption	-	-	-	R0.00	R0.00	R0.00	R0.00	Signed SDBIP
Number of District IDP Managers Fora Held	OPEX	Q	IP180	4 Fora	4 District IDP Managers Fora	1 Forum	1 Forum	1 Forum	1 Forum	R0.00	R0.00	R0.00	R0.00	Attendance Register & Minutes of Meetings

SUBMITTED BY:

SIGNATURE : 
 Me. T.P.M Lebeliya
 Municipal Manager
 DATE : 18/05/2018

APPROVED BY:

SIGNATURE : 
 CLLR. Malefu VILAKAZI
 EXECUTIVE MAYOR
 DATE : 28/06/2018

SUMMARY OF THE KEY PERFORMANCE INDICATORS	RANGE/ LEGENDS	TOTAL
NUMBER OF KEY PERFORMANCE INDICATORS 2018/19		180
ACHIEVED KEY PERFORMANCE INDICATORS		
PARTIALLY ACHIEVED KEY PERFORMANCE INDICATORS		
NOT ACHIEVED KEY PERFORMANCE INDICATORS		
KEY PERFORMANCE INDICATORS NOT THIS QUARTER		