
MANTSOPA LOCAL MUNICIPALITY



Prepared in terms of the Local Government: Municipal Finance
Management Act (56/2003): Section 53 (1)(c) (ii).

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2020/2021

ADJUSTED IN FEBRUARY 2021



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END		

Choose name from list - Table B2 Adjustments Budget Financial Performance (functional classification) -

Standard Description	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted 5	Accum. Funds 6	Multi-year capital 7	Unfore. Unavoid. 8	Nat. or Prov. Govt 9	Other Adjusts. 10	Total Adjusts. 11	Adjusted Budget 12	Adjusted Budget	Adjusted Budget
R thousands	1, 4	A	A1	B	C	D	E	F	G	H		
Revenue - Functional												
Governance and administration		121 806	123 243	-	-	-	-	864) (8	864) (8	379 114	137 118	571 123
Executive and council		33 238	33 238	-	-	-	-	-	-	238 33	767 34	366 36
Finance and administration		86 690	88 127	-	-	-	-	864) (8	864) (8	264 79	406 81	151 85
Internal audit		1 878	1 878	-	-	-	-	-	-	878 1	964 1	055 2
Community and public safety		23 664	29 484	-	-	-	-	-	-	29 24	753 24	892 25
Community and social services		-	-	-	-	-	-	-	-	- 19	- 19	- 20
Sport and recreation		19 060	19 060	-	-	-	-	-	-	060 5	937 5	854 5
Public safety		-	5 820	-	-	-	-	-	-	820 4	- 4	- 5
Housing		4 604	4 604	-	-	-	-	-	-	604 4	816 4	038 5
Health		-	-	-	-	-	-	-	-	- 8	- 9	- 9
Economic and environmental services		8 677	8 677	-	-	-	-	-	-	677 8	076 9	493 9
Planning and development		5 080	5 080	-	-	-	-	-	-	080 5	314 5	559 5
Road transport		3 596	3 596	-	-	-	-	-	-	596 3	762 3	935 3
Environmental protection		-	-	-	-	-	-	-	-	- 213	- 216	- 226
Trading services		217 043	213 814	-	-	-	-	-	-	814 213	567 216	529 226
Energy sources		52 438	52 438	-	-	-	-	-	-	438 52	851 54	374 57
Water management		114 400	105 698	-	-	-	-	-	-	698 105	202 109	226 114
Waste water management		26 472	28 742	-	-	-	-	-	-	742 28	690 27	964 28

Waste management		23 732	26 936	-	-	-	-	-	-	26	24	25
<i>Other</i>		-	-	-	-	-	-	-	-	936	824	966
Total Revenue - Functional	2	371 189	375 218	-	-	-	-	(8 864)	(8 864)	366 355	368 533	385 485
Expenditure - Functional	-											
Governance and administration		116 928	118 365	-	-	-	-	(1 461)	(1 461)	116 904	120 778	126 329
Executive and council		26 453	26 453	-	-	-	-	(6 205)	(6 205)	20 247	21 179	22 153
Finance and administration		88 783	90 220	-	-	-	-	2 686	2 686	92 907	95 677	100 073
Internal audit		1 692	1 692	-	-	-	-	2 057	2 057	3 750	3 922	4 103
Community and public safety		17 922	23 742	-	-	-	-	(107)	(107)	23 635	19 681	20 582
Community and social services		-	-	-	-	-	-	-	-	-	-	-
Sport and recreation		6 635	6 635	-	-	-	-	(4 995)	(4 995)	1 640	1 716	1 791
Public safety		6 815	12 635	-	-	-	-	119	119	12 754	8 299	8 681
Housing		4 471	4 471	-	-	-	-	4 769	4 769	9 240	9 665	10 110
Health		-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		21 825	21 825	-	-	-	-	(7 354)	(7 354)	14 471	15 136	15 833
Planning and development		6 589	6 589	-	-	-	-	(6 097)	(6 097)	13 492	14 515	15 538
Road transport		15 236	15 236	-	-	-	-	(1 257)	(1 257)	13 979	14 622	15 294
Environmental protection		-	-	-	-	-	-	-	-	-	-	-
Trading services		130 519	137 290	-	-	-	-	(2 295)	(2 295)	134 996	134 122	140 198
Energy sources		56 860	56 860	-	-	-	-	3 423	3 423	60 283	63 056	65 956
Water management		35 717	37 015	-	-	-	-	(10 999)	(10 999)	26 016	25 855	26 953
Waste water management		18 717	20 987	-	-	-	-	16 769	16 769	37 756	37 118	38 826
Waste management		19 225	22 429	-	-	-	-	(11 488)	(11 488)	10 941	8 093	8 463
<i>Other</i>		-	-	-	-	-	-	-	-	-	-	-

Total Expenditure - Functional	3	287 193	301 222	-	-	-	-	(11 217)	(11 217)	290 005	289 717	302 942
Surplus/ (Deficit) for the year		83 996	73 996	-	-	-	-	2 353	2 353	76 349	78 815	82 544

Choose name from list - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) -

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
Revenue by Vote	1											
Vote 1 - Executive & Council		21 996	21 996	-	-	-	-	-	-	21 996	23 008	24 066
Vote 2 - Municipal Manager		10 961	10 961	-	-	-	-	-	-	10 961	11 465	11 992
Vote 3 - Finance Services		69 045	70 483	-	-	-	-	-	-	70 483	72 222	75 544
Vote 4 - Corporate Services		13 278	13 278	-	-	-	-	(8 864)	(8 864)	4 414	4 617	4 830
Vote 5 - Community Services		86 037	91 857	-	-	-	-	-	-	91 857	89 995	94 134
Vote 6 - Technical Services		169 872	166 644	-	-	-	-	-	-	166 644	167 226	174 919
Vote 7 - COMMUNITY & SOCIAL SERVICES		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	371 189	375 218	-	-	-	-	(8 864)	(8 864)	366 355	368 533	385 485

Expenditure by Vote	1													
		22	22					(8)	(8)	14	15	15		
Vote 1 - Executive & Council		748	748	-	-	-	-	189)	189)	559	229	929	15	
		12	12					1	1	14	14	15		
Vote 2 - Municipal Manager		874	874	-	-	-	-	300	300	174	826	508	15	
		68	70					1	1	71	73	76		
Vote 3 - Finance Services		656	094	-	-	-	-	513	513	606	396	768		
		12	12					2	2	15	16	16		
Vote 4 - Corporate Services		908	908	-	-	-	-	588	588	496	209	954		
		25	30					(3	(3	27	23	24		
Vote 5 - Community Services		069	889	-	-	-	-	615)	615)	274	487	563		
		144	151					(4	(4	146	146	153		
Vote 6 - Technical Services		938	710	-	-	-	-	813)	813)	896	571	219		
Vote 7 - COMMUNITY & SOCIAL SERVICES		-	-	-	-	-	-	-	-	-	-	-		
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	-	-		
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	-	-		
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-	-		
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-	-		
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-	-		
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-	-		
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-	-		
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-	-		
Total Expenditure by Vote	2	287	301	-	-	-	-	(11	(11	290	289	302		
		193	222	-	-	-	-	217)	217)	005	717	942		
Surplus/ (Deficit) for the year	2	83	73	-	-	-	-	2	2	76	78	82		
		996	996	-	-	-	-	353	353	349	815	544		

Choose name from list - Table B6 Adjustments Budget Financial Position -

Description	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
ASSETS												
Current assets												
Cash		350	350	-	-	-	-	-	-	350	366	383
Call investment deposits	1	-	-	-	-	-	-	-	-	-	-	-
Consumer debtors	1	103 818	103 818	-	-	-	-	-	-	103 818	109 424	115 333
Other debtors		35 166	35 166	-	-	-	-	-	-	35 166	36 784	38 476
Current portion of long-term receivables		7	7	-	-	-	-	-	-	7	7	8
Inventory		-	-	-	-	-	-	-	-	-	-	-
Total current assets		139 342	139 342	-	-	-	-	-	-	139 342	146 582	154 200
Non current assets												
Long-term receivables		620	620	-	-	-	-	-	-	620	649	678
Investments		-	-	-	-	-	-	-	-	-	-	0
Investment property		203 562	203 562	-	-	-	-	-	-	203 562	212 926	222 721
Investment in Associate		1 120	1 120	-	-	-	-	-	-	1 120	1 172	1 226
Property, plant and equipment	1	887 344	877 344	-	-	-	-	-	-	877 344	917 702	959 916
Biological		-	-	-	-	-	-	-	-	-	-	-
Intangible		180	180	-	-	-	-	-	-	180	188	197
Other non-current assets		-	-	-	-	-	-	-	-	-	-	-
Total non current assets		1 092 827	1 082 827	-	-	-	-	-	-	1 082 827	1 132 637	1 184 738

TOTAL ASSETS		1 232 168	1 222 168	-	-	-	-	-	-	1 222 168	1 279 219	1 338 938
LIABILITIES												
Current liabilities	-											
Bank overdraft		230	230	-	-	-	-	-	-	230	241	252
Borrowing		6 053	6 053	-	-	-	-	-	-	6 053	6 331	6 623
Consumer deposits		2 238	2 238	-	-	-	-	-	-	2 238	366	383
Trade and other payables		287 228	287 228	-	-	-	-	-	-	287 228	300 440	314 260
Provisions		-	-	-	-	-	-	-	-	-	-	(0)
Total current liabilities		295 748	295 748	-	-	-	-	-	-	295 748	307 378	321 517
Non current liabilities												
Borrowing	1	27 114	27 114	-	-	-	-	-	-	27 114	28 361	29 666
Provisions	1	32 347	32 347	-	-	-	-	-	-	32 347	33 835	35 391
Total non current liabilities		59 461	59 461	-	-	-	-	-	-	59 461	62 197	65 058
TOTAL LIABILITIES		355 210	355 210	-	-	-	-	-	-	355 210	369 575	386 575
NET ASSETS	2	876 959	866 959	-	-	-	-	-	-	866 959	909 644	952 363
COMMUNITY WEALTH/EQUITY												
Accumulated Surplus/(Deficit)		876 959	866 959	-	-	-	-	353	2 353	869 312	911 066	953 962
Reserves		-	-	-	-	-	-	-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY		876 959	866 959	-	-	-	-	2 353	2 353	869 312	911 066	953 962

Choose name from list - Table B7 Adjustments Budget Cash Flows -

Description	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted 3	Accum. Funds 4	Multi-year capital 5	Unfore. Unavoid. 6	Nat. or Prov. Govt 7	Other Adjusts. 8	Total Adjusts. 9	Adjusted Budget 10	Adjusted Budget	Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
CASH FLOW FROM OPERATING ACTIVITIES												
Receipts												
Property rates		7 947	7 947	-	-	-	-	-	-	947	8	8
Service charges		68 053	68 053	-	-	-	-	-	-	68 053	71	74
Other revenue		1 500	1 500	-	-	-	-	-	-	1 500	1	1
Transfers and Subsidies - Operational	1	95 956	95 956	-	-	-	-	165	5	101 121	105	110
Transfers and Subsidies - Capital	1	80 016	80 016	-	-	-	-	-	-	80 016	83	87
Interest		36 667	36 667	-	-	-	-	-	-	36 667	38	40
Dividends		-	-	-	-	-	-	-	-	-	-	0
Payments												
Suppliers and employees		(175 318)	(175 318)	-	-	-	-	-	-	(175 318)	(183 383)	(191 819)
Finance charges		(11 629)	(11 629)	-	-	-	-	-	-	(11 629)	(12 164)	(12 724)
Transfers and Grants	1	50	50	-	-	-	-	-	-	50	52	55
NET CASH FROM/(USED) OPERATING ACTIVITIES		103 242	103 242	-	-	-	-	165	5	108 407	113 394	118 610
CASH FLOWS FROM INVESTING ACTIVITIES												
Receipts												
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables	-								-	-		
Decrease (increase) in non-current investments									-	-		
Payments												

Capital assets		86 016	86 016	-	-	-	-	-	-	86 016	89 973	94 111
NET CASH FROM/(USED) INVESTING ACTIVITIES		86 016	86 016	-	-	-	-	-	-	86 016	89 973	94 111
CASH FLOWS FROM FINANCING ACTIVITIES												
Receipts												
Short term loans		-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-	-	-	-	-
Payments												
Repayment of borrowing		(0)	(0)	-	-	-	-	-	-	(0)	(0)	(0)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(0)	(0)	-	-	-	-	-	-	(0)	(0)	(0)
NET INCREASE/ (DECREASE) IN CASH HELD		189 258	189 258	-	-	-	-	5 165	5 165	194 423	203 367	212 722
Cash/cash equivalents at the year begin:	2	6 756	6 756	-	-	-	-	-	-	6 756	201 179	404 545
Cash/cash equivalents at the year end:	2	196 014	196 014	-	-	-	-	5 165	5 165	201 179	404 545	617 267

MUNICIPAL PERFORMANCE PLANS 2020/2021
Department: Community Services: KPA: Community Development & Social Cohesion

SECURITY MANAGEMENT DIVISION																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.2	To provide effective community development and social services	Security management policy approved by council by 30 June 2021	Council resolution and a Security policy	Target	Number	0		1	0				1	1 approved	None	N/A	N/A
				Budget													
DISASTER MANAGEMENT DIVISION																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.1	To provide effective community development and social services	Number of fire safety inspections done by 30 June 2021	Fire safety inspections register	Target:	Number	161	15	240	161	60	60	60	60	60	None	N/A	Shortage of personnel and equipment dedicated for fire fighter
				Budget	Rand												
Activity1.3		Number of Public Awareness campaigns on public safety conducted by 30 June 2021	Report & attendance register	Target:	Number	60		60	60	20	20	10	10	10	10	N/A	Shortage of personnel for services to be provided to entire Mants

																	opa towns
				Budget	Rand												
Activity1.4		Disaster Management Plan reviewed and approved by 30 June 2021	Council resolution and the approved Disaster Management Plan	Target:	Number	1		1	1				1		None	N/A	Reviewed and approved as part of IDP
				Budget	Rand												
Activity1.6		Number of reports on Disaster Management submitted to the TMDM by 30 June 2021	Report & proof submission	Target	Rand	0		4	New KPI	1	1	1	1	1	None	N/A	N/A
				Budget	Number												

TRAFFIC MANAGEMENT DIVISION																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
	To comply with the provisions of ARTO	Number of Traffic check points conducted by 30 June 2021	Check report	Budget	Rand											Compliance with Covid - 19 regulations	Target to be reviewed
				Target:	Number	381		300	381	50	150	50	50	741	691		
		Number of traffic operations conducted by 30 June 2021	Traffic Operations report	Target	Rand	0		4	New KPI	1	1	1	1	2	1	Compliance with Covid - 19 regulations	None
				Budget	Number												

Human Settlement & Urban Planning Division																	
Planni ng level	Predetermi ned Objectives	Key Performan ce Indicator	Evidence	type	Unit of Measu re	Base line	Weigh ting	Ann ual Targ et	Past year performan ce	Quarter 1	Quarter 2	Quarte r 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity 1.2		Number of consumer education on security of tenure conducted by 30 June 2021	Report & attendance register	Targ et:	Numbe r	2		4	2	1	1	1	1	3	2	Registering application s on Housing Needs Register in Tweespruit and Thaba Pachoa and Hobhouse	Community Outreach to be intensified to make up backlog
				Budg et	Rand												
Activity 1.3		Housing Sector Plan approved by 30 June 2021	Housing Sector plan & Council resolution	Targ et:	Numbe r	1		1	1	1	0	0	0	Approved as part of the IDP process	None	N/A	N/A
				Budg et													
Activity 1.4		Number of municipal residential properties leased by 30 June 2021	Annual Signed lease agreements	Targ et	Numbe r	47		40	New KPI				40	43	4	Unoccupied house and 3 flats	Maintenan ce of properties for renting
				Budg et	Rand												
Activity 1.5		Number of municipal land leased for economic developme nt by 30 June 2021	Annual Signed lease agreements	Targ et	Numbe r	29		6	New KPI				6	9	3	New identified need for signed Lease Agreement s	Land and properties identified for lease
				Budg et	Rand												
Activity 1.6		Number of municipal land leased for social activities by 30 June 2021	Signed lease agreements	Targ et	Rand	0		6	New KPI				6	6	None	N/A	Land and properties identified for lease
				Budg et	Numbe r												

Development Planning and Management Division																	
Planni ng level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performan ce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity No. 1.1	To Ensure that all the building plans received within the municipal jurisdiction concur with the approved design in terms of the NBRBS Act 103 of 1977; and compliance with SPLUMA 16 of 2013	Number of land use Contravention Notices issued by 30 June 2021	Contravention notices issued	Target	Number	82	15	130	82	30	30	35	35	35	None	N/A	N/A
				Budget													
Activity No.1.2		SDF Review approved by Council by 30 June 2021	SDF and Council resolution	Target	Number	1		1	1				1	1	None	N/A	Cogta suggested aligned SDF with IDP and Freestste Provincial Growth and strategy
				Budget													
Activity No. 1.3		Land Use Management Scheme compiled and approved by Council by 30 June 2021	LUMS and Council resolution	Target	Number	0		1	0				1	0	None	Public participatio n could not procced and the phases were amended by Cogta	Departmen t of Agriculture , Land Reform and Rural Developme nt (DALRD) extension until June 202213
				Budget													

PARKS, PROPERTIES AND CEMETERIES																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity No. 1.1	To ensure that all properties of council are properly maintained	Number of municipal properties cleaned per month	Job cards	Target	Number	52	15	52	52	13	13	13	13	13	None	N/A	Properties damaged by storm repaired. Procured
				Budget												Shortage of staff and equipment	Grass cutters were returned due to non compliance to specifications
Activity No.1.2		Number of sport and recreational facilities cleaned per month	Job cards	Target	Number	300		300	280	75	75	75	75	123	48	Frequently on maintenance of properties	Procured Grass cutters were returned due to non compliance to specifications
				Budget											Ladybrand Rugby Sports hall vandalized beyond normal maintenance from April 2021		
Activity No. 1.3		Number of cemeteries maintained per quarter	Job cards	Target	Number	40		40	40	10	10	10	10	10 Cleaning numbering , weed remover and exhumation monitoring	None	N/A	Procured Grass cutters were returned due to non compliance to specifications
				Budget												Shortage of staff and equipment	

2. DEPARTMENT OF TECHNICAL SERVICES
KPA: Basic Service & Infrastructure Development

Water and Sanitation Division

Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.1	Water & Waste water service provided to all households in accordance with Blue Drop & Green Drop standards	Number of water quality tests conducted per month	Water quality test results from the Lab	Target:	Number	12	30%	12	9	3	3	3	3	0	-3	Setsoto lab has shortage of chemicals for testing	IGS be paid outstndng debt to resume using their services
				Budget	Rand									0	-3		
Activity1.2		Number of waste water quality tests conducted per month	Waste water test results from the Lab	Target:	Number	9		12	9	3	3	3	3			Setsoto lab has shortage of chemicals for testing	IGS be paid outstndng debt to resume using their services
				Budget	Rand												
Activity1.3		Water Services Development Plan reviewed by 30 June 2021	Council Resolution and reviewed WSDP	Target	Number	1		1	1	0	0	0	1	1	0	N/A	

Refuse Removal, Environment & Waste Management

Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.1	Ensure Implementation and Compliance with NEM: Waste Act 59 of 2008 leading to Successful	Annually review Integrated Waste Management Plan approved by 30 June 2021	Council resolution on Integrated Waste Management Plan	Target:	Number	1	25%	1	1	0	0	0	1	1			
				Budget	Rand												
Activity1.3		Frequency of Refuse removal collected throughout	Monthly collection	Target:	Number	528		528	528	132	132	132	132	122	10	Refuse Truck Breakdown	Leasing of Refuse Truck

	Implement ation of	Mantsopa areas by 30 June 2021	Schedule & Job Cards	Budget	Rand												
Activity1. 4	Sustainable Environme ntal Managem ent Programme s	Number of Quarterly Provincial Waste Management Officers Forum meetings held by 30 June 2021	Attendance registers and Minutes	Target:	Number	4		4	4	1	1	1	1	0	1	Meetings are yet to be scheduled since Covid 19	The municipalit y has requested reasons for meetings not sitting the sector Departmen t responded with a date for meeting which was cancelled due to poor attendance
		Number of CWP Local Reference Committee meetings held per quarter	Minutes and Attendance Registers	Target:	Number	4		4	4	1	1	1	1	0	1	meetings are yet to be scheduled since Covid 19	CWP local reference committee will be sitting for the first time since the pandemic in July 2021
Activity1. 6																	
				Budget	Rand												
Project management Unit																	
Planning level	Predetermi ned Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performa nce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1. 1	To ensure that all Municipal Capital projects are managed within contractual prescripts	Percentage of progress made on the Manyatseng Construction of 1.7 km paved roads and storm water in Los- my-cherry and Vukuzenzele by 30 June 2021	Progress reports & Completion Certificate	Target:	Percenta ge	65%	20%	100%	65%	75.0 %	82.0 %	100 %		97%	3%	Water and sewer spillages hampered the progress	Work around the spillages (although it will be longer than planned completion date)

				Budget	Rand														
Activity1.2		Percentage of progress made on WC & WDM phase 1 in Ladybrand and Tweespruit by 30 June 2021	Progress report & Completion Certificate	Target:	Percentage	0%		100%	0%	10%	50%	60%	100%	100%	N/A	N/A	N/A		
				Budget	Rand														
Activity1.3		Percentage of progress made on WC & WDM phase 2 in Hobhouse by 30 June 2021	Progress reports & Completion Certificate	Target:	Percentage	0%		100%	0%	Appointm ent of Contracto r	20%	25%	100%	100%	N/A	N/A	N/A		
				Budget	Rand														
Activity1.4		Percentage of progress made on Rehabilitation of Hobhouse Waste Water Treatment Works with the pump-station by 30 June 2021	Progress reports & Completion Certificate	Target	Percentage	0%		100%	0%	Appointm ent of Contracto r	20%	25%	100%	100%	N/A	N/A	N/A		
				Budget	Rand														
Activity1.5		Percentage of progress made on Refurbishment of Hobhouse Water Treatment Works (Chlorine station) by 30 June 2021	Progress reports & Completion Certificate	Target	Percentage	0%		100%	0%	Appointm ent of Contracto r	20%	25%	100%	95.5%	4.5%	Late appointme nt of contractor due to Non-responsive Bids .At Practical Completion stage	To be fully completed in July 2021		
				Budget	Rand														
Activity1.6		Percentage of progress made on Commissioning of Grey Water System in Boroa by 30 June 2021	Progress reports & Completion Certificate	Target	Percentage	0%		100%	0%	Appointm ent of Contracto r	50%	52%	100%	100%	N/A	N/A	N/A		
				Budget	Rand														

Activity1.7		Percentage of progress made on the construction of Ladybrand 6ML reservoir and pipeline by 30 June 2021	Progress reports & Completion Certificate	Target	Percentage	0%		100%	0%	Appointm ent of Contracto r	10%	30%	100 %	96.23%	3.77%	Delays due to non-payment of Tank Manufactur er by the main contractor	Payment to be done in July 2021
				Budget	Rand												
Activity1.8		Percentage of progress made on Manyatseng construction of 1.9 paved roads and stormwater in Masakeng by 30 June 2021	Progress report & Completion Certificate	Target:	Percentage	29%		100%	29%	60%	75%	80%	100 %	100%	None	None	None
				Budget	Rand												
Activity1.9		Percentage progress made on Manyatseng : Establishment and Formalisation of new cemeteries by 30 June 2020	Progress reports & Completion Certificate	Target:	Percentage	0%		100%	New KPI	20%	50%	70%	100 %	100%	None	None	None
Activity1.10		Percentage progress made on Tweespruit /Borwa: Upgrading of sports field (Phase 1) by 30 June 2021	Progress report & Completion Certificate	Target:	Percentage	20%		100%	20%	50%	70%	100 %	0%	100%	None	None	None
				Budget	Rand												
Activity1.11		Number of MIG Annual reports prepared to comply with MIG Conditions by 30 June 2021	Signed 2019/20 Annual Report	Target:	Number	1		1	1	1	0	0	0	0%	None	None	None
				Budget	Rand												
Activity1.12		Number of EPWP beneficiaries appointed by 30 June 2021	Employment Contracts	Target:	Number	257		270	257	75	184	204	204	308	+104	None	None
				Budget	Rand												
Activity1.13		Number of EPWP Implementation Plans generated by 30 June 2021	Signed Annual Plan	Target	Number	1		1	1	1	0	0	0	0	None	None	None
				Budget	Rand												
Roads and Stormwater																	

Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity2.1	To improve the standard of roads and storm water drainages in the Municipality	Kilometres of roads re-gravelled by 30 June 2021	Job Cards	Target:	Kilometres	7.6km	25%	2km	7.6km	0.5K m	0.5K m	0.5K m	0.5K m	0.77	+0.27		
				Budget	Rand												
Activity2.2		Kilometres of roads reshaped by 30 June 2021	Job Cards	Target:	Kilometres	33,7 km		1km	33,7 km	0.0K m	0.0K m	0.5K m	0.5K m	20.8	20.3		
				Budget	Rand												
Activity2.4		Kilometres of Storm-water channel cleaned by 30 June 2021	Job Cards	Target:	Kilometres	2.58 km		10km	2.58 km	2.58 km	2.58 km	2.58 km	2.58 km				
Activity2.5				Budget	Rand									2.00	-0.58	Main stormwater channel could not be cleared	Management to procure a vehicle for roads and stormwater division
		Numbers of Roads and Stormwater Maintenance Plan by 30 June 2021	Approved Maintenance Plan & job cards	Target	Number	1		1	1	0	0	0	1	1	N/A	N/A	N/A
				Budget	Rand												

3. DEPARTMENT OF CORPORATE SERVICES

KPA: INSTITUTIONAL TRANSFORMATION & DEVELOPMENT

Human Resources Division																	
Plannin g level	Predet ermine d Objecti ves	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performan ce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity 1.1	Develop ment of the corpora te Service s Excelle nce	Number of HR related policies reviewed by Council by 30 June 2021	Reviewed policies and Council resolution	Target	Number	1	30%	1	1				1	1	0	N/A	N/A
				Budget													
Activity 1.2		Number of awareness made on Health and Safety at workplace by 30 June 2021	Notice, attendance register & minutes	Target	Number	1		4	1	1	1	1	1	0	-1	OHS Committee dysfunction al	Appoint the OHS Committee
				Budget													
Activity 1.3		Number of OHS meetings held by 30 June 2021	Minutes, Attendance Register & programme	Target	Number	1		4	1	1	1	1	1	0	-1	OHS Committee dysfunction al	Appoint the OHS Committee
				Budget													
Activity 1.3		Number of reports on retirements, recruitment and light duty submitted to Council for consideration by 30 June 2021	Reports & Council minutes	Target	Number	0		4	New KPI	1	1	1	1	1	0	N/A	N/A
				Budget													
Activity 1.4		Institutional Job evaluation conducted by 30 June 2021	Job Evaluation Report	Target	Number	0		1	0				1	1	0	N/A	N/A
				Budget	Rand												
Activity 1.5		Organisational Structures reviewed and approved by Council by 30 June 2021	Organisational Structure & Council resolution	Target	Number	1		1	1				1	0	-1	Structure not approved	To be approved in Feb 2022
				Budget	Rand												

Administration and Council Support

Administration and Council Support																	
Planni ng level	Predeter mined Objectiv es	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performance	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Output 2	Develop ment of the corporat e Services Excellenc e	Number of Council resolutions implementation report submitted to Council by 30 June 2021	Council resolutions progress register & resolution	Target	Number	1	30%	4	1	1	1			0	1	Council did not sit according to 2020/2021 schedule	Council resolution implement ation report will be submitted in the next quarter (1 st quarter)
				Budget	Rand												
Activity 2.1		Number of Year plans compiled and approved by Council by 30 June 20201	Year Plan & council resolution	Target	Number	1		1	1	0	0			N/A	N/A	N/A	N/A
				Budget													
Activity 2.2		Number of Council meetings held by 30 June 2021	Notice, Minutes & Attendance register	Target	Number	15		8	15	2	2			7	0	N/A	N/A
				Budget	Rand												
Activity 2.3		Number of EXCO Meetings held by 30 June 2021	Notice, Minutes & Attendance register	Target	Number	6		6	6	1	2			2	0	N/A	N/A
				Budget	Rand												
Activity 2.4		Number of MPAC meetings held by 30 June 2021	Notice, Minutes & Attendance register	Target	Number	2		6	0	1	2			0	0	No items were submitted	Will sit in the next quarter (1 st quartet)
				Budget	Rand												
Activiti es 2.5		Number of Analysis Reports on Attendance of Meetings by Councillors by 30 June 2021	Analysis report and proof submission to Speaker	Target	Number	2		2	1	0	1			1	0	N/A	N/A
				Budget	Rand												

LEGAL AND LABOUR

Plan ing level	Predetermi ned Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performa nce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activ ity2. 8	Developme nt of the Corporate Services	Number of Contingent Liability Register reviewed by 30 June 2021	Contingent Liability register	Target	Number	12	20%	12	12	3	3	3	3	3	0	N/A	N/A
				Budget													
Activ ity2. 10	Excellence	Percentage of disciplinary matters processed and finalised within 90 days by 30 June 2021	Judgements & register	Target	Percentage	100 %		100%	100%	100 %	100 %	100 %	100 %	0%	-100%	DC took longer than expected	Accelerate the process
				Budget													

Skills Development Division

Plan ing level	Predetermi ned Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performa nce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activ ity1. 1	Developme nt of the corporate Services	Number of Work place skills Plan submitted to Dept of Labour by 30 June 2021	Work place skills Plan (WSP) and proof of submission	Target:	Number	1	20%	1	1	0	0	0	1	1	0	N/A	N/A
				Budget													
Activ ity1. 2	Excellence	Number of Annual Training Report submitted to Training Committee & Dept of Labour by 30 June 2021	Annual Training report (ATR) & proof submission	Target:	Number	1		1	1	0	0	0	1	1	0	N/A	N/A
				Budget													
Activ ity1. 3		Number of institutional Skills audit conducted by 30 June 2021	Skills Audit report	Target:	Number	1		1	1	0	0	0	1	1	0	N/A	N/A
				Budget													
Activ ity1. 5		Number of Employment Equity Report submitted to the Dept of Labour by 30 June 2021	Employment Equity report & proof of submission	Target:	Number	1		1	1	0	1	0	0	Applicable in the 2 nd quarter	0	N/A	N/A
				Budget													

DEPARTMENT OF CHIEF FINANCIAL OFFICER:
KPA: FINANCIAL VIABILITY & MANAGEMENT

Revenue Management Division																	
Plan ing level	Predetermine d Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weig hting	Annual Target	Past year performan ce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activ ity 1	Sound Financial Management and Reporting	Revenue collection increased to 70% of the 100% billed accounts per quarter	S52d report	Target	Percenta ge	33%	30%	70%	38%	70%	70%	70%	70%	33%	37%	Inability to cut off electricity for non- payment of services in township	Installation of prepaid meters in Ladybrand
				Budget	Rands												
Activ ity1. 1		Number of signed off debtor's reconciliation control accounts generated by 30 June 2021	Monthly Debtors reconciliation reports	Target:	Number	12		12	12	3	3	3	3	2	1	Billing for June still in progress	Billing calculation by 20 July 2021
				Budget													
Activ ity1. 2		Number of registers sent to water division on faulty meters by 30 June 2021	Registers to Water Division on faulty meters	Target:	Number	12		12	12	3	3	3	3	0	3	Prepaid meters installation	Prepaid meters installation in progress
				Budget													
Activ ity1. 3		Number of monthly billing authorisations conducted	Monthly Bill reports	Target:	Number	12		12	12	3	3	3	3	2	1	Billing for June still in progress	Billing calculation by 20 July 2021
				Budget													
Activ ity1. 4		Number of Revenue related policies approved by Council as at 30 June 2021	Council resolution & reviewed policies	Target	Number	5		5	5	5				5	0	N/A	N/A
				Budget													
Activ ity1. 5		Number of revenue enhancement strategies approved by 30 June 2021	Approved revenue enhancement strategy plus Council resolution	Target:	Number	0		1	0	1	0	0	0	1	0	N/A	N/A
				Budget													

Activity 1.6		Number of updates of the supplementary valuation roll by 30 June 2021	Updated certified supplementary Valuation roll	Target:	Number	1		1	1				1	0	1	Billing for June still in progress	Billing calculation by 20 July 2021
				Budget													
Activity 1.7		Number of cut off register for top debtors in towns implemented by 30 June 2021	Cut off notices	Target:	Number	0		12	New KPI	3	3	3	3	2	1	Billing for June still in progress	Billing calculation by 20 July 2021
				Budget													

ASSET MANAGEMENT																	
Planing level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity 1.3	Sound Financial Management and Reporting	Number of MFMA compliant Asset reviewed as at 30 June 2021	Updated Asset Register	Target	Number	1		1					1	Submitted for approval by Council	0	N/A	N/A
				Budget													
Activity 1.4		Number of monthly updates of assets performed in terms of accounting requirements	Additions report	Target	Number	12		12	12	3	3	3	3	0	-3	To be done at year end	Updates to be done monthly
				Budget													
Activity 1.5		Number of Assets verified quarterly according to accounting standards	Verifications report	Target	Number	4		4	4	1	1	1	1	April 2021 – June 2021	0	N/A	N/A
				Budget													
Activity 1.6		Number of reconciliations performed between the General Ledger & fixed Asset Register as at 30 June 2021	Reconciliations report	Target	Number	12		12	12	3	3	3	3	0	-3	Recon between AFS /FAR 31/08/2021	Recons to be done monthly
				Budget													
Activity 1.7		Number of analysis report of current fleet by category conducted by 30 June 2021	Analysis report	Target	Number	1		1	1		1			Applicable in the 2 nd quarter	0	N/A	N/A
				Budget													
				Target:	Number			12	12	3	3	3	3	0	-3		N/A

Activ ity1. 8		Number of reports on vehicles licenced and registered as at 30 June 2021	Schedule of licencing	Budget												No vehicles due for this quarter	
Activ ity1. 9		Number of Fuel consumption reports generated to detect the losses as at 30 June 2021	Monthly Fuel report consumption reports	Target: Budget	Number	12		12	12	3	3	3	3	3	0	N/A	N/A
Activ ity 1.10		Number of Fleet Management related policies approved as at 30 June 2021	Approved updated Asset policies, Council resolution	Target Budget	Number	1		1	1	1				Applicable in the 1 st quarter	0	N/A	N/A

Supply Chain Management Division																	
Plan ning level	Predet ermine d Objecti ves	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performa nce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activ ity5. 1	Sound Financi al Manag ement and Reporti ng	Number of Supply Chain Management Policies revised and approved as at 30 June 2021	Approved Revised Supply Chain Management policy and council resolution, Infrastructure Procurement & Delivery Management	Target Budget	Number	1	20%	1	1	2				Applicabl e in the 2 nd quarter	0	N/A	N/A
		Number of reports on SCM policy implementation submitted to the Mayor as at 30 June 2021	SCM Implementation reports and proof of submission to the Mayor	Target Budget	Number	0		4	4	1	1	1	1	1	0	N/A	N/A
		Number of reports on SCM policy implementation submitted to Council as at 30 June 2021	SCM Implementation reports and proof of submission to the Mayor	Target Budget	Number	0		1	0				1	1	0	N/A	N/A
		Number of signed off annual procurement plans submitted to PT by 30 June 2021	Signed off by MM annual procurement plans, proof submission to PT	Target	Number	1		1	1	1	0	0	0	Applicabl e in the 1 st quarter	0	N/A	N/A

				Budget														
		Number of SCM declarations of interest register for SCM practitioners and members of Bid Committees as at 30 June 2021	SCM declaration register	Target	Number	1		1	1	1				Applicable in the 1st quarter	0	N/A	N/A	
				Budget														
		Number of workshops held with internal and external stakeholders on Supply Chain Management Policy and processes as at 30 June 2021	Notices, minutes and attendance registers	Target	Number	4		4	2	1	1	1	1	1	0	N/A	N/A	
				Budget														

BUDGET AND REPORTING DIVISION

Plan ing level	Predetermine d Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performan ce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
	Sound Financial Management and Reporting	Number of MFMA compliant Annual Budget approved by Council by 30 June 2021	Council resolution Approved Budget	Target	Number	1	10%	1	1	1				1	0	N/A	N/A
				Budget	Rand												
Activ ity 1.2		Number of budget related policies approved by 30 June 2020	Approved policies with council resolutions	Target:	Number	5		5	5	5	0	0		5	0	N/A	N/A
				Budget	Rand												
		Number of MFMA compliant Draft Annual Budget tabled in Council by 30 June 2021	Council resolution Tabled Budget	Target	Number	1		1	1			1		Applicable in the 3 rd quarter	0	N/A	N/A
				Budget	Rand												
Activ ity 1.3		Number of section 71 Reports submitted to the Mayor within 10 days after the end of the month	Section 71 reports & proof of submission	Target:	Number	12		12	12	3	3	3	3	3	0	N/A	N/A
				Budget	Rand												
Activ ity 1.4		Number of Section 11 reports tabled in Council by 30 June 2021	Section 11 reports and council resolutions	Target	Number	4		4	4	1	1	1	1	1	0	N/A	N/A
				Budget	Rand												
				Target:	Number	4		4	4	1	1	1	1	1	0	N/A	N/A

Activ ity 1.5		Number of section 52 (d) reports tabled in Council within 30 days after the end of the month	Section 52 (d) Reports & Council resolution	Budget	Rand													
Activ ity 1.6		Number of Mid-year Budget Performance Assessment report submitted to the Mayor, PT & NT on or before 25 of each year	Mid-year Budget Performance Assessment Report, & proof of submission	Target:	Number	1		1	1	0	0	1	0	Applicab le in the 2 nd quarter	0	N/A	N/A	
	Budget			Rand														
Activ ity 1.7		Number of Annual Financial Statements submitted to the office of the Auditor General by the 31 st Aug each year	Signed off Annual Financial Statements and proof of submission	Target:	Number	1		1	1	1	0	0	0	Applicab le in the 1 st quarter	0	N/A	N/A	
	Budget			Rand														

Expenditure Management Division																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weighi ng	Annual Target	Past year performance	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.1	Sound Financial Management and Reporting	Number of top 10 key creditors accounts reconciled by 30 June 2021	Monthly Reconciliation reports	Target	Number	12	10%	12	12	3	3	3	3	3	0	N/A	N/A
				Budget	Rand												
Activity1.2		Percentage invoices paid within 30 days	Monthly statistics reports	Target	Percentage	60%		100%	60%	100 %	100 %	100 %	100 %	30%	-70%	Low collection	Improve revenue collection
				Budget	Rand												
Activity 1.4		Number of reports on fruitless and wasteful expenditure tabled in Council by 30 June 2021	Quarterly reports on fruitless and wasteful expenditure & Council resolutions	Target	Number	4		4	4	1	1	1	1	1	0	N/A	N/A
				Budget	Rand												
Activity 1.5		Number of VAT 201 reports submitted to SARS by 30 June 2021	Monthly VAT 201 submissions to SARS	Target	Number	12		12	12	3	3	3	3	3	0	N/A	N/A
				Budget	Rand												

Activity 1.6		Number of Section 66 reports tabled in Council by 30 June 2021	Section 66 reports & Council resolution	Target Budget	Number Rand	4		4	4	1	1	1	1	1	0	N/A	N/A

Payroll Administration																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.1	Sound Financial Management and Reporting Number of updates on the risk register Updated Risk Register	Number of Payment of salaries by the 25 th day of every month	Proof of payment	Target Budget	Number	12	5%	12	12	3	3	3	3	3	0	N/A	N/A
Activity 1.2		Number of Clearance of salary related suspense account by 30 June 2021	Monthly reconciliations	Target Budget	Number	12		12	12	3	3	3	3	3	0	N/A	N/A
Activity 1.4		Payment of third parties by the 7 th day of every month	Proof of payment	Target Budget	Number	12		12	12	3	3	3	3	3	0	N/A	N/A
Activity 1.5		Number of Submission of EMP 501 to SARS by 30 June 2021	IRP 5 file & EMP 501 reconciliation	Target Budget	Number	1		1	1	0	0	0	1	1	0	N/A	N/A
Activity 1.5		Number of Payroll related policies approved by Council by 30 June 2021	S & T policy and Council resolution	Target Budget	Number Rands	1		1	1	1				Applicable in the 1 st quarter	0	N/A	N/A

DEPARTMENT OF THE MUNICIPAL MANAGER

KPA: GOOD GOVERNANCE & PUBLIC PARTICIPATION To ensure that the municipality is managed in a transparent, equitable and responsible manner

INTEGRATED DEVELOPMENT PLANNING																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.1	To ensure that the municipality is managed in a transparent, equitable and responsible manner	Number of meetings held on the implementation of the IDP Review Process Plan by 30 June 2021	Notices, attendance registers and minutes	Target: Budget:	Number	20		16	20	0	8	0	8	8	N/A	N/A	N/A
Activity1.2		Number of publications of the approved IDP Review Process Plan 30 June 2021	Media Publications	Target Budget	Number	1		1	1	1	0	0	0	1	0	N/A	N/A
Activity 1.3				Target	Number	1		1	1			1		1	N/A	N/A	N/A

		Number of integrated Development Plan Community Representative forum held 30 June 2021	Notices, attendance registers and minutes	Budget														
Activity 1.4		Number of approved Draft IDP tabled in Council on or before 31 March of every year submitted to FSCOGTA within a prescribed period	Approved IDP; and proof of submission	Target		1		1	1				1	1	N/A	N/A	N/A	
				Budget										Applicable in the 3 rd quarter	N/A	N/A	Submitted in the 3 rd quarter	
Activity 1.5		Number of approved Integrated Development Plan adopted by Council by 30 June 2021	Tabled draft Integrated Development Plan and a Council resolution	Target	Number	0		1	0				1	1	N/A	N/A	N/A	
				Budget														
Activity 1.6		Number of Integrated Development Plan submitted to submitted to FSCOGTA within 10 days after approval by Council	Approved Integrated Development Plan and a council resolution	Target	Number	1		1	1	0	0	0	1	1	N/A	N/A	N/A	
				Budget														

ORGANISATIONAL PERFORMANCE MANAGEMENT, MONITORING AND REPORTING																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	Type	Unit of Measure	Base line	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity 1.9	To promote the culture of performance excellence	Number of Quarterly Review of the Municipal Manager & Senior Manager's Performance by 30 June 2021	Attendance register, Report of the Performance Review Panel	Target	Number	4		2	4	0	1	0	1	0	0	The Municipal Manager passed away and the CFO resigned	Annual assessments will be done in August 2021
				Budget													
Activity 2.1		Number of performance quarterly reports submitted to Council for approval by 30 June 2021	Section 52 (d) (non- financial) and Council resolution	Target	Number	4		4	4	1	1	1	1	1	0	N/A	N/A
				Budget													
Activity 2.2		Number of annual performance reports submitted to Auditor	Draft Annual Report submitted to AGSA; and proof of	Target	Number	1		1	1	1	0	0	0	1	0	N/A	N/A
				Budget													

		General of South Africa by the 31 st Aug of each year	submission to AGSA																
Activity 2.3		Number of performance Agreements of the Senior Managers submitted to FSCOGTA annually	Signed Performance Agreements and proof of submission	Target	Number	5		5	5	1	0	0	0	5	0	N/A	N/A		
				Budget															
Activity 2.4		Number of MFMA compliant annual reports tabled to Council by 30 June 2021	Tabled annual Report and a Council Resolution	Target	Number	1		1	1	0	0	1	0	1	0	N/A	N/A		
				Budget															
Activity 2.5		Number of MFMA compliant annual reports submitted to Council for approval by 31 March 2021	Council resolution	Target	Number	1		1	1	0	0	1	0	Applicable in the 3 rd quarter	0	N/A	N/A		
				Budget															
				Budget															
Activity 2.7		Number of oversight reports submitted to Council for consideration by 31 March 2021	Adopted Oversight Reports adopted by Council	Target	Number	1		1	1	0	0	1	0	Applicable in the 3 rd quarter	0	N/A	N/A		
				Budget															
Activity 2.8		Number of monthly reports on the implementation of back to Basics programme by 30 June 2021	Monthly reports & proof of submission	Target	Number	12		12	12	3	3	3	3	3	0	N/A	N/A		
				Budget															

Internal Audit & Risk Management Unit																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Weighting	Base line	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity 1	To ensure that the municipality is managed in a transparent, equitable and responsible manner	Number of Audit Committee meetings held by 30 June 2021	Notices, attendance register & minutes	Target	Number	20%	4	4	4	1	1	1	1	1	0	N/A	N/A
Activity 1.1				Budget													
		Number of reviewed and approved internal Audit Charter by 30 June 2021	Approved Internal Audit Charter; and signed minutes of the AC	Target	Number		1	1	1	1	0	0	0	1	0	N/A	N/A
Budget																	
Activity 1,4		Number of approved Coverage Plan approved by AC by 30 June 2021	Approved Coverage Plan; and signed minutes of the AC	Target	Number		1	1	1	1	0	0	0	Applicable in the 1 st quarter	0	N/A	N/A
				Budget													
Activity 1.5		Number of engagement letters on quarterly plans drafted by 30 June 2021	Engagement letters; proof of submission to Directors	Target	Number		4	4	4	1	1	1	1	1	0	N/A	N/A
				Budget													
Activity 1.6		Number of progress reports in implementation of coverage Plan submitted to AC by 30 June 2021	Progress reports	Target	Number		4	4	4	1	1	1	1	1	0	N/A	N/A
				Budget													
Activity 1.9		Number of Quarterly audit reports compiled and submitted	Quarterly Audit Reports to Audit Committee	Target	Number		4	4	4	1	1	1	1	1	0	N/A	N/A
				Budget													
Activity 1.10		Number of follow-up audit reports by 30 June 2021	Follow-up Audit reports	Target	Number		1	1	1			1		Applicable in the 3 rd quarter	0	N/A	N/A
				Budget													
Activity 1.12		Number of audit committee reports submitted to Council by 30 June 2021	Audit Committee Assurance reports and item	Target	Number		4	4	4	1	1	1	1	1	0	N/A	N/A
				Budget													
Activity 1.16		Number of Internal Audit Findings Control Registers compiled by 30 June 2021	Internal Audit Findings Control Registers	Target	Number		4	4	4	1	1	1	1	1	0	N/A	N/A
	Budget																
Activity 1.17	Number of updates on the Audit Action Plan by 30 June 2021	Updated Audit Action Plan	Target	Number	4	4	4	1	1	1	1	1	0	N/A	N/A		
			Budget														
RISK MANAGEMENT																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.1				Target	Number	4	10%	4	4	1	1	1	1	0	-1		

	To ensure the effectiveness of Risk Management	Number of Reports submitted to Risk Management Committee for approval by 30 June 2021	Risk Management Reports and attendance register	Budget													Risk Committ ee dysfuncti onal	Appoint ment of a Risk Committ ee Chairpers on
Activity 1.2		Number of municipal wide risk assessment conducted by 30 June 2021	Annual Risk Assessment Report	Target	Number	1		1	1				1	0	-1	Risk Committ ee dysfuncti onal	Appoint ment of a Risk Committ ee Chairpers on	
				Budget														
Activity 1.3		Number of Risk Management Documents Approved by Council 30 June 2021	Approved Strategic Risk Management Documents and Council resolution	Target	Number	6		5	6		5			0	-5	Risk Committ ee dysfuncti onal	Appoint ment of a Risk Committ ee Chairpers on	
				Budget	Rands													
Activity 1.4	Number of Risk Committee meetings held by 30 June 2021	Notice, minutes and attendance register	Target	Number	4	4	4	1	1	1	1	0	-1	Risk Committ ee dysfuncti onal	Appoint ment of a Risk Committ ee Chairpers on			
			Budget	Rands														
Information Communication Technologies																		
Planning level	Predetermine d Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weight ing	Annual Target	Past year performa nce	Quar ter 1	Quar ter 2	Quar ter 3	Quar ter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken	
Activity1. 1	To develop and maintain IT infrastructure and security systems	Number of Information Communication Technology Steering Committee meeting held by 30 June 2021	Notice, Minutes and Attendance Register	Target	Number	4	10%	4	4	1	1	1	1	0	-1	Steering Committ ee dysfuncti onal	Appoint a Steering Committ ee	
Activity1. 2				Budget														
Activity1. 3		Number of security Patch management reports produced by 30 June 2021	Security patch management reports	Target	Number	12		12	12	3	3	3	3	3	0	N/A	N/A	
				Budget														
	Number of Firewall Maintenance Reports Produced by 30 June 2021	Firewall intrusion reports	Target	Number	12	12	12	3	3	3	3	3	0	N/A	N/A			
Budget																		
		Licenses Certificates	Target	Number	3	3	3	1		1	1	1	0	N/A	N/A			

Activity 1.4		Number of Antivirus and Microsoft Offices 365 license licenses renewed by 30 June 2021		Budget														
Activity 1.5		Number of Disaster Recovery Data restoration test conducted on SEBATA-FMS SERVER by 30 June 2021	Disaster Recovery Data Restoration Test Reports	Target	Number	4		4	4	1	1	1	1	1	0	N/A	N/A	
				Budget														
Activity 1.7		Number of ICT related policies reviewed by 30 June 2021	Policies & Council resolution	Target	Number	5		5	5				5	5	0	N/A	N/A	
Activity 1.7		Number of uploads on the municipal website by 30 June 2021	Screen shots and register	Target	Number	12		4	12	3	3	3	3	3	0	N/A	N/A	
				Budget	Rands													

Communication Services																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Base line	Weighing	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity1.1	Putting People First:- Listen and Communicate	Number of reviewed Communication Strategy approved by Council by 30 June 2021	Approved Communication Strategic Documents and Council resolution	Target	Number	1	10%	1	1			1		0	-1	Council resolved that the Strategy be approved by the Mayor & MM	Proof of approval by the Mayor & MM to be submitted
				Budget													
Activity 1.2		Number of media engagements Conducted by 30 June 2021	Attendance register and report	Target	Number	0		4	0	1	1	1	1	1	0		
				Budget													
Activity 1.3		Number of Local Communicators forum meetings held by 30 June 2021	Invitations, attendance register and minutes	Target	Number	0		4	0	1	1	1	1	1	0		
				Budget	Rands												
Activity 1.4		Number of press release on Council resolutions by 30 June 2021	Screen shots from official facebook page; press release to media	Target	Number	0		6	0	2	1	2	1	1	0		
				Budget	Rands												
Activity 1.5		Number of internal Communicators Forum meetings held by 30 June 2021	Invitations, attendance register and minutes	Target	Number	4		4	4	1	1	1	1	1	0		
				Budget	Rands												

Local Economic Development & Tourism																	
Planning level	Predetermined Objectives	Key Performance Indicator	Evidence	type	Unit of Measure	Baseline	Weighting	Annual Target	Past year performance	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Progress on review	Variance	Reasons for variance	Remedial steps taken /to be taken
Activity 1.1	Provide an enabling environment for Radical Economic Transformation	Number of LED & Tourism related strategies reviewed by Council by 30 June 2021	Approved LED & Tourism Strategies and Council resolution	Target	Number	2	10%	2	2			2		0	-1	No budget for external service provider	Approach FSCOGTA or DESTEA for support
				Budget													
		Number of workshops conducted for local SMME’s by 30 June 2021	Invitations, attendance register and report	Target	Number	0		4	0	1	1	1	1	5	0	N/A	N/A
				Budget													
Activity 1.2		Number of engagements with organised local business structures by 30 June 2021	Invitations, attendance register and report	Target	Number	0		4	0	1	1	1	1	1	0	N/A	N/A
				Budget													
Activity 1.4		Number of Cooperatives supported by 30 June 2021	Funding applications submitted	Target	Number	5		5	0	1	2	1	1	1	0	N/A	N/A
				Budget													
Activity1.5		Number of reports on agricultural development programmes accomplished by 30 June 2021	Agricultural development sector ’s reports	Target:	Number	4		4	4	1	1	1	1	1	0	N/A	N/A
				Budget													
Activity1.6		Number of reports on support projects accomplished towards tourism development by 30 June 2021	Tourism development sector ’s support report	Target:	Number	4		4	4		2		2	0	-2	COVID 19 restrictions	Approach DESTEA for support
				Budget													