



**MOHOKARE**  
LOCAL MUNICIPALITY

**DRAFT 2020/2021  
SERVICE DELIVERY BUDGET  
IMPLEMENTATION PLAN –  
SDBIP**

## **INTRODUCTION**

Service Delivery and Budget Implementation Plan (SDBIP) details the implementation of service delivery and the budget for the financial year in compliance with the Municipal Finance Management Act(MFMA), 2003 (Act 56 of 2003).

To implement the budget the SDBIP serves as an understanding between the administration, Council, and the community, on how the implementation of the budget will give effect to the achievement of the goals and objectives set by the council to meet the needs of the community during the applicable financial year.

The SDBIP facilitates the process of holding management accountable for their performance. It provides the basis for measuring performance in the delivery of services.

It gives effect to the Integrated Development Plan (IDP) and the budget of the municipality. The budget gives effect to the strategic priorities of the municipality and is not a management plan.

The three most important components of the SDBIP are:-

- Monthly projections of Revenue to be collected from each source
- Monthly projections of Operating and Capital expenditure and revenue per vote; and
- Quarterly projections of Service Delivery Targets and Performance Indicators for each vote.

## **LEGISLATIVE REQUIREMENTS**

In terms of the provisions of the Local Government: Municipal Finance Management Act, 2003, all municipalities should prepare and adopt the SDBIP. Section 1 of the MFMA describes the SDBIP as a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c) (ii) for the implementation of the municipality's service delivery and execution of its annual budget.

### **MFMA Extract**

#### **Definition**

“service delivery and budget implementation plan’ means a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) of the Municipal Finance Management Act(MFMA) for implementing the municipality’s delivery of municipal services and its annual budget—

- (a) Projections for each month of—
  - (i) Revenue to be collected, by source;
  - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter; and
- (c) any other matters that may be prescribed, and includes any revision of such plan by the mayor in terms of section 54(1)(c) of the MFMA;

## **REPORTING ON THE SDBIP**

This section covers reporting on the SDBIP as a way of linking the SDBIP with the oversight and monitoring operations of the administration.

A series of reporting requirements are outlined in the MFMA. Both the mayor and the accounting officer have clear roles to play in preparing and presenting these reports.

The SDBIP provides an excellent basis for generating the reports for which MFMA outlines very clear outlines. The reports then allow the Councillors of the Mohokare Local Municipality to monitor the implementation of service delivery programs and initiatives across the municipality.

## **MONTHLY REPORTING**

Section 71 of the MFMA stipulates that reporting on actual revenue targets and spending against the budget should occur on a monthly basis. This reporting must be conducted by the accounting officer of a municipality not later than 10 working days, after the end of each month.

Reporting must include the following:

- i. actual revenue, per source;
- ii. actual borrowings;
- iii. actual expenditure, per vote;
- iv. actual capital expenditure, per vote;
- v. the amount of any allocations received

If necessary, explanation of the following must be included in the monthly reports:

- a. any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote
- b. any material variances from the service delivery and budget implementation plan and;
- c. any remedial or corrective steps taken or to be taken to ensure that the projected revenue and expenditure remain within the municipalities approved budget.

## **QUARTERLY REPORTING**

Section 52 (d) of the MFMA compels the mayor to submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality within 30 days of the end of each quarter. The quarterly performance projections captured in the SDBIP form the basis for the mayor's quarterly report.

## **MID-YEAR REPORTING**

Section 72 (1) (a) of the MFMA outlines the requirements for mid-year reporting.

The accounting officer is required by the 25th January of each year to assess the performance of the municipality during the first half of the year taking into account –

- (i) the monthly statements referred to in section 71 of the first half of the year;
- (ii) the municipalities service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
- (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
- (iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities.

Based on the outcomes of the mid-year budget and performance assessment report, an adjustments budget may be tabled if actual revenue or expenditure amounts are materially different from the projections contained in the budget or the SDBIP.

The SDBIP is also a living document and may be modified based on the mid-year performance review. Thus the SDBIP remains a kind of contract that holds the municipality accountable to the community.

## **NATIONAL TREASURY, CIRCULAR No.13.**

Circular 13 of the National Treasury outlines the framework for municipalities to prepare SDBIP. The SDBIP of Mohokare has been prepared in terms of the provisions of the Circular 13.

According to Section 53 of the MFMA, the Mayor is expected to approve the SDBIP within 28 days after the approval of the budget.

## MUNICIPAL MANAGER' S QUALITY CERTIFICATE

I, **S.M. SELEPE** in my capacity as the Municipal Manager of the Mohokare Local Municipality submit the **Final** Service Delivery and Budget Implementation Plan (SDBIP) for the 2020/21 financial year for approval by the Mayor. This SDBIP has been prepared in terms of the stipulated requirements as documented in the Local Government: Municipal Finance Management 56 Act of 2003.

  
Mr. S SELEPE

SUBMITTED BY : MUNICIPAL MANAGER

31<sup>st</sup> August 2020

## MAYOR'S APPROVAL

As the Mayor of Mohokare Local Municipality, I hereby approve this document as the Adjusted Service Delivery and Budget Implementation Plan (SDBIP) of the Municipality for the financial year 2020/21 in accordance with s 54 (1) (c) of Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA).

I am pleased to present the Adjusted SDBIP of MLM as detailing one year plan of the institution that gives effect to the actual implementation of the Integrated Development Plan (IDP). It is an expression of the objectives of MLM in quantifiable outcomes that will be implemented. It includes service delivery targets for each quarter and facilitates oversight over financial and non-financial performance of the municipality.

In the main, the SDBIP is used to monitor and manage the implementation of the IDP. It is important for management to give enough attention to the financial and predetermined objectives of the 2020/21 IDP. Our staff is expected to implement the SDBIP diligently. I am confident that the SDBIP is credible in that it complies with the minimum requirements as stipulated in the MFMA Circular 32 of 2005. This is the core of the annual performance contract between officials and Council and facilitates the process for holding management accountable for its performance in a financial year.

I am certain that this SDBIP provides a vital link between the Mayor, Council and the administration.

APPROVED BY :

  
MAYOR

31<sup>st</sup> August 2020



**FS163 Mohokare - Supporting Table SA25 Budgeted monthly revenue and expenditure**

Description	R ef	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue By Source</b>	-															
Property rates		662	869	497	414	621	993	414	579	869	662	621	682	7 881	8 275	8 689
Service charges - electricity revenue		2 544	3 339	1 908	1 590	2 385	3 816	1 590	2 226	3 339	2 544	2 385	1 681	29 348	31 800	34 455
Service charges - water revenue		2 590	3 399	1 942	1 618	2 428	3 884	1 618	2 266	3 399	2 590	2 428	2 667	30 828	32 370	33 988
Service charges - sanitation revenue		790	1 037	592	494	740	1 185	494	691	1 037	790	740	813	9 401	9 872	10 365
Service charges - refuse revenue		452	594	339	283	424	679	283	396	594	452	424	466	5 387	5 656	5 939
Rental of facilities and equipment		55	72	41	34	51	82	34	48	72	55	51	56	650	683	717
Interest earned - external investments		36	47	27	23	34	54	23	32	47	36	34	59	450	450	450
Interest earned - outstanding debtors		520	683	390	325	488	780	325	455	683	520	488	845	6 500	6 500	6 500
Dividends received													10	10	10	10
Fines, penalties and forfeits		2 940	3 859	2 205	1 838	2 756	4 410	1 838	2 573	3 859	2 940	2 756	3 028	35 000	36 750	38 588
Licences and permits													-	-	-	-
Agency services													-	-	-	-
Transfers and subsidies		31 034	3 103			22 500		388		20 560			-	77 585	82 609	88 229
Other revenue		1 089	1 430	817	681	1 021	1 634	681	953	1 430	1 089	1 021	3 770	15 615	13 615	11 315
Gains													-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>42 712</b>	<b>18 430</b>	<b>8 758</b>	<b>7 299</b>	<b>33 447</b>	<b>17 516</b>	<b>7 686</b>	<b>10 218</b>	<b>35 887</b>	<b>11 678</b>	<b>10 948</b>	<b>14 076</b>	<b>218 655</b>	<b>228 590</b>	<b>239 244</b>
<b>Expenditure By Type</b>	-															
Employee related costs		7 137	9 367	5 353	4 461	6 691	10 706	4 461	6 245	9 367	7 137	6 691	6 350	83 965	89 213	94 789

Remuneration of councillors	388	509	291	242	364	582	242	339	509	388	364	399	4 616	4 847	5 089	
Debt impairment	2 101	2 758	1 576	1 313	1 970	3 152	1 313	1 839	2 758	2 101	1 970	2 164	25 016	26 267	27 580	
Depreciation & asset impairment	2 050	2 691	1 538	1 281	1 922	3 075	1 281	1 794	2 691	2 050	1 922	2 111	24 407	25 627	26 909	
Finance charges	678	890	509	424	636	1 017	424	594	890	678	636	698	8 075	8 479	8 903	
Bulk purchases	2 460	3 229	1 845	1 537	2 306	3 690	1 537	2 152	3 229	2 460	2 306	1 720	28 471	30 748	33 208	
Other materials	896	1 175	672	560	840	1 343	560	784	1 175	896	840	922	10 662	11 195	11 373	
Contracted services	822	1 078	616	514	770	1 233	514	719	1 078	822	770	3 148	12 084	10 271	8 731	
Transfers and subsidies												-	-	-	-	
Other expenditure	1 714	2 249	1 285	1 071	1 607	2 571	1 071	1 499	2 249	1 714	1 607	1 969	20 606	21 421	22 288	
Losses												-	-	-	-	
<b>Total Expenditure</b>	<b>18 246</b>	<b>23 947</b>	<b>13 684</b>	<b>11 403</b>	<b>17 105</b>	<b>27 368</b>	<b>11 403</b>	<b>15 965</b>	<b>23 947</b>	<b>18 246</b>	<b>17 105</b>	<b>19 482</b>	<b>217 902</b>	<b>228 069</b>	<b>238 870</b>	
<b>Surplus/(Deficit)</b>	<b>24 466</b>	<b>(5 517)</b>	<b>(4 926)</b>	<b>(4 105)</b>	<b>16 342</b>	<b>(9 852)</b>	<b>(3 717)</b>	<b>(5 747)</b>	<b>11 940</b>	<b>(6 568)</b>	<b>(6 157)</b>	<b>(5 406)</b>	<b>753</b>	<b>521</b>	<b>374</b>	
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	18 803			24 176	8 059	7 163	5 372	2 233	21 490		4 477	-	91 773	74 428	57 679	
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)												-	-	-	-	
Transfers and subsidies - capital (in-kind - all)												-	-	-	-	
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>43 270</b>	<b>(5 517)</b>	<b>(4 926)</b>	<b>20 071</b>	<b>24 401</b>	<b>(2 689)</b>	<b>1 655</b>	<b>(3 514)</b>	<b>33 429</b>	<b>(6 568)</b>	<b>(1 680)</b>	<b>(5 406)</b>	<b>92 526</b>	<b>74 949</b>	<b>58 053</b>	
Taxation												-	-	-	-	
Attributable to minorities												-	-	-	-	
Share of surplus/ (deficit) of associate												-	-	-	-	
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>43 270</b>	<b>(5 517)</b>	<b>(4 926)</b>	<b>20 071</b>	<b>24 401</b>	<b>(2 689)</b>	<b>1 655</b>	<b>(3 514)</b>	<b>33 429</b>	<b>(6 568)</b>	<b>(1 680)</b>	<b>(5 406)</b>	<b>92 526</b>	<b>74 949</b>	<b>58 053</b>

**FS163 Mohokare - Supporting Table SA26 Budgeted monthly revenue and expenditure  
(municipal vote)**

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue by Vote</b>	-															
Vote 1 - COUNCIL & EXECUTIVE		126	140	420	839	148	148	148	148	148	84	84	85	2 518	2 622	2 731
Vote 2 - FINANCE		5 226	5 807	17 421	34 841	6 148	6 148	6 148	6 148	6 148	3 484	3 484	3 518	104 523	108 837	112 462
Vote 3 - CORPORATE SERVICES																
Vote 4 - COMMUNITY SERVICES		2 052	2 280	6 839	13 679	2 414	2 414	2 414	2 414	2 368	1 368	1 381	1 037	41 089	43 243	45 243
Vote 5 - TECHNICAL SERVICES		8 118	9 019	27 058	54 117	9 550	9 550	9 550	9 550	9 412	5 412	5 465	162 350	148 470	136 487	
Vote 6 - [NAME OF VOTE 6]																
Vote 7 - [NAME OF VOTE 7]																
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]																
<b>Total Revenue by Vote</b>		15 521	17 246	51 738	103 476	18 260	18 260	18 260	18 260	18 260	10 348	10 348	10 449	310 428	303 018	296 923

<b>Expenditure by Vote to be appropriated</b>																
Vote 1 - COUNCIL & EXECUTIVE	670	744	233	466	788	788	788	788	788	447	447	451	397	022	14	14
Vote 2 - FINANCE	2	3	9	19	3	3	3	3	3	3	1	1	1	57	60	63
Vote 3 - CORPORATE SERVICES	884	204	612	225	393	393	393	393	393	922	922	941	674	365	45	224
Vote 4 - COMMUNITY SERVICES	2	2	7	14	2	2	2	2	2	2	1	1	1	42	27	47
Vote 5 - TECHNICAL SERVICES	150	389	166	332	529	529	529	529	529	433	433	447	997	004	135	28
Vote 6 - [NAME OF VOTE 6]	1	1	4	8	1	1	1	1	1	1	1	1	26	27	28	
Vote 7 - [NAME OF VOTE 7]	321	468	403	806	554	554	554	554	554	881	881	889	418	651	960	
Vote 8 - [NAME OF VOTE 8]	3	4	12	25	4	4	4	4	4	4	2	2	77	81	84	
Vote 9 - [NAME OF VOTE 9]	871	301	903	805	554	554	554	554	554	581	581	606	416	028	865	
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]																
<b>Total Expenditure by Vote</b>	<b>10</b>	<b>12</b>	<b>36</b>	<b>72</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>217</b>	<b>228</b>	<b>238</b>	
	895	106	317	634	818	818	818	818	818	263	263	335	902	069	870	
<b>Surplus/(Deficit) before assoc.</b>	<b>4</b>	<b>5</b>	<b>15</b>	<b>30</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>92</b>	<b>74</b>	<b>58</b>	
	626	140	421	842	443	443	443	443	443	084	084	114	526	949	053	
Taxation																
Attributable to minorities																
Share of surplus/ (deficit) of associate																
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>15</b>	<b>30</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>92</b>	<b>74</b>	<b>58</b>	
	626	140	421	842	443	443	443	443	443	084	084	114	526	949	053	

## INTERNAL AUDIT

KP A No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3	Good governance and public participation	Good Governance and public participation	Maintaining and improving the Municipal Audit Opinion	SO 4	Reviewed 20/2020 Internal Audit Charter and Manual for approval by June 2021	Review and approve 2021/22 Internal Audit Charter by June 2021	Adopted and reviewed 2019/20 Internal Audit charter	Approved Internal Audit Charter	-	-	-	Revised of 2021/2022 Internal Charter and Manual by June 2021	Approved Internal Audit Charter, and Manual Attendance register and minutes
					Reviewed and approved Audit Committee Charter by June 2021	Reviewed and approved Audit Committee Charter by June 2021	2019/2020 Audit Committee Charter	Approved Audit Committee Charter	-	-	-	Submission of the reviewed 2021/2022 Audit Committee Charter to Council for Approval by June 2021	Approved Audit Committee Charter
					Develop and submit Internal Audit Coverage Plan	Approved Internal Audit Coverage Plan	Adopted 2019/20 Internal Audit Coverage Plan	Approved Internal Audit Coverage Plan	-	-	-	Approved 2021/2022 Internal Audit Coverage Plan by June 2021	Approved Internal Audit Coverage Plan, Attendance register & minutes.

## TOWN PLANNING

KP A No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3	Good governance & Administration	Good governance in Mohokare	100% compliance to SPLUMA		Review the 8 Town Planning Policies by June 2021	8 Policies reviewed and approved by Council	4 Policies for 2019/2020	Approved policies	-	-	-	Final reviewed policies submitted and approved by Council by June 2021	Approved policies
					Reviewed Spatial Development Framework by June 2021	Reviewed SDF by June 2020	2019/2020 SDF	Reviewed SDF	-	-	Submit the draft updated project list in the SDF to Council by March 2021	Submit the final updated project list in the SDF to Council by May 2021	Council Resolution and Copy of the updated project list
3	Good governance & Administration	Good governance in Mohokare	100% compliance to SPLUMA	SO 4	Conduct 1 Municipal Planning Tribunal meeting bi-annually by June 2021	1 Municipal Planning Tribunal conducted Bi-annually by June 2021	New KPI	1 Tribunal held	1 Municipal Planning Tribunal conducted by September 2020	-	-	1 Municipal Planning Tribunal conducted by March 2021	Attendace registers Minutes/report

KP A No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3	Good governance & Administration	Good governance in Mohokare	100% compliance to SPLUMA	SO 4	Attend 4 quarterly SPLUM Meetings by June 2021	4 SPLUM quarterly meetings attended by June 2021	New kpi	Meetings attended	SPLUM meeting attended by Sept 2020	SPLUM meeting attended by Dec 2020	SPLUM meeting attended by March 2021	SPLUM meeting attended by June 2021	Attendace registers  Minutes/report
3	Good governance & Administration	Good governance in Mohokare	100% compliance to SPLUMA	SO 4	Develop final Land Use Management Scheme by June 2021	Final Land Use Management Scheme developed by June 2021	19/20 approved Land Use Management Scheme	Final Copy of the Land Use Management Scheme	-		-	Final Draft Land Use Management Scheme submitted to Council by June 2021	Land Use Management Scheme copy

## LOCAL ECONOMIC DEVELOPMENT

KP A No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
5	Local Economic Development	Local Economic development	Enhancement of the municipality's local economy	SO 2	5 year LED Strategy developed by June 2021	5 year LED Strategy developed by June 2021	2019/20 LED Strategy	Reviewed LED Strategy	-	5 year LED Strategy developed and approved by Council by December 2020	-	5 year LED Strategy developed and approved by Council by June 2021	Council Resolution and copy of the adopted strategy
	Local Economic Development	Local Economic development	Enhancement of the municipality's local economy	SO 2	12 Business expos conducted to assist cooperatives and SMMEs per town	12 Business expos conducted to assist cooperatives and SMMEs per town	4 Business expos conducted	Invites and attendance registers	Conduct 1 business expo per town by Sep 2020	Conduct 1 business expo per town by Dec 2020	Conduct 1 business expo per town by March 2021	Conduct 1 business expo per town by June 2021	Invites and attendance registers

KP A No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
5	Local Economic Development	Local Economic development	Enhancement of the municipality's local economy	SO 2	Reviewed SMME support Policy by June 2021	Reviewed SMMES support Policy by June 2021	SMME Policy 2019/20 reviewed	Reviewed and adopted Policy	-	-	Submit the developed draft Policy to Council by March 2021	Submit the developed final Policy to Council by May 2021	Council Resolution and copy of the Policy
5	Local Economic Development	Local Economic development	Enhancement of the municipality's local economy	SO 2	Developed and approved Tourism Policy by June 2021	Developed and approved Tourism Policy by June 2021	New KPI	Approved Policy	-	Developed and approved Tourism Policy by December 2020	-	Developed and approved Tourism Policy by June 2021	Approved Policy Council Resolution

## RISK MANAGEMENT

KP A No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3	Good governance and administration	Good governance in Mohokare	To evaluate the effectiveness of Risk management, control and governance processes and develop actions to address key risks identified	SO 4	Reviewed Enterprise Risk Management Policies (Risk Management Strategy and Framework, Fraud and Anticorruption Strategy, Risk Management Committee Charter	Reviewed Enterprise Risk Management Policies	Reviewed Enterprise Risk Management Policies	Reviewed and adopted policies	Submission of 2021/2022 Policies to RMC & AC for approval by September 2020	-	-	-	Attendance register and minutes from RMC and AC Council resolution and copy of the adopted policies
					Implementation of the Reviewed 2021/2022 Risk Register by June 2021	Implementation of the Reviewed 2021/2022 Risk Register by June 2021	2018/19 Risk Register	Quarterly reports	Assessment of levels of Municipal Risk Appetite and Risk Tolerance by September 2020	Quarterly Risk Assessments held with departments	Quarterly Risk Assessments held with departments	Quarterly Risk Assessments held with departments	Quarterly monitoring reports  Attendance registers

3	<b>Good governance and public participation</b>	<b>Good Governance and public participation</b>			Reviewed 2021/2022 Risk Register by June 2021	Reviewed and approved 2020/2021 risk register	2019/2020 risk register	Approved risk register	Approved Risk register by September 2020	Quarterly Risk Assessments held with departments to update the risk register	Quarterly Risk Assessments held with departments	Quarterly Risk Assessments held with departments	Assessment report, minutes: attendance registers (RMC and Assessments held): approved risk register
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## INTERGRATED DEVELOPMENT PLAN (IDP)

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3	Good governance & Administration	Good governance in Mohokare	To implement a ranking and rating system for all new capital projects to support the strategic objectives and priorities of Council and Community	SO 4	Reviewed and approved IDP by May 2021	Reviewed and approved IDP	Approved 2019/20 IDP	Approved IDP Plan	Approved IDP Process plan by August 2020	Establishment of Rep Forum	Submit draft IDP to Council by March 2021 for 2021/22 FY	Submit final IDP to Council for adoption by May 2021	Council resolution  And electronic copy of the IDP.

## PERFORMANCE MANAGEMENT SYSTEMS DEPARTMENT

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3	Good governance & Administration	Good governance in Mohokare	100% monitoring and evaluation of the municipality's Performance		2021/2022 Organisational performance management system policy reviewed by May 2021	Review PMS policy framework	2020/2021 Approved PMS policy Framework	Reviewed PMS Policy	-	-	Submit the draft 2021/2022 PMS Policy to Council by March 2020	Submit the final 2021/2022 PMS Policy to Council by May 2020	Council resolution and electronic copy of the reviewed policy
3				SO 4	Submission of the draft Annual report and the annual performance report for 2018/19 to the Auditor General by 31 August 2020	Submitted draft Annual report, annual performance report by 31st of August 2020	Annual report, annual performance report submitted on the 31 August 2020	Developed AR and APR	Submit draft Annual report, annual performance report on 31st of August 2020	-	-	-	-
3	Good governance & Administration	Good governance in Mohokare	100% monitoring and evaluation of the municipality's Performance	SO 4	Developed 2021/2022 SDBIP by June 2021	Developed 2021/2022 SDBIP by June 2021	2019/2020 SDBIP	Developed and approved SDBIP	-	-	Draft 2020/2021 SDBIP submitted to Council by March 2021	Submit developed 2020/2021 SDBIP to Mayor within 28 days after the approval of the Budget	Approved SDBIP
					Developed Mid-year report submitted to Council by 25 January 2021	Mid-year report submitted to Council by 25 January 2021	2018/2019 Mid-year report	Developed and submitted Mid-year report	-	-	Mid-year report developed and submitted to Council by 25 Jan '2021	-	Adopted Mid-year report

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
			<b>Ensuring 100% compliance to MFMA, MSA and Circular 63 &amp; 32</b>		Developed and adopted adjustment SDBIP and submitted to Council by 28 Feb 2021	Adjusted SDBIP and adopted by Council in Feb 2021	2019/2020 Adjusted SDBIP	Developed and approved adjusted SDBIP	-	-	Developed and approved 21/22 Adjusted SDBIP by Council by 28 Feb 2021	-	Approved Adjusted SDBIP
					Tabled AR and APR to Council by 25 January 2021	Tabled Annual Report and Annual Performance Report by the 25 January 2021	Annual report, annual performance Report tabled on the 29 January 2021	Adopted Annual Report	-	-	Table Annual Report and Annual Performance Report by the 25 January 2021	-	Council resolution and electronic copy of AR & APR

## TECHNICAL SERVICES DEPARTMENT

KP A N O.	Key Performa nce Area	Municipal Strategi c KPA	Municipal Strategic Objective( SOs)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
1	Basic Service Delivery and Infrastruc ture develop ment	Deliver sustaina ble services that are on or above RDP level	Provision of Project Managem ent services to the Municipalit y 2020/21	R 40 000 000.00 (Accumulative ) certified as work done on the Regional Bulk Infrastructure Grant (RBIG)) by 30 June 2021	2019/202 0 Grant payment certificat es and payment	Payment certificates & list of payments spreadshe et	R-R 8 000 000.00 accumulative work to be certified as work done by 30 September 2020	R-R 17 600 000.00 accumulati ve work to be certified as work done by 31 December 2020	R-R 28 800 000.00 accumulative work to be certified as work done by 31 March 2021	R-R 40 000 000.00 accumulativ e work to be certified as work done by 30 June 2021	1. Tax Invoice 2. Payment Certificat e 3. List of payment s
				R 28 025 000.00 (Accumulative ) certified as work done on the Water Services Infrastructure Grant (WSIG) by 30 June 2021	2019/202 0 Grant payment certificat es and payment	Payment certificates & list of payments spreadshe et	R-R 8 000 000.00 accumulative work to be certified as work done by 30 September 2020	R-R 12 331 000.00 accumulati ve work to be certified as work done by 31 December 2020	R-R 20 178 000.00 accumulative work to be certified as work done by 31 March 2021	R-R 28 025 000.00 accumulativ e work to be certified as work done by 30 June 2021	1. Tax Invoice 2. Payment Certificat e 3. List of payment s
				R 17 898 000.00 (Accumulative ) certified as work done on the Municipal Infrastructure Grant (MIG) by 30 June 2021	2019/202 0 Grant payment certificat es and payment	Payment certificates & list of payments spreadshe et	R-R 3 579 600.00 accumulative work to be certified as work done by 30 September 2020	R-R 7 875 120.00 accumulati ve work to be certified as work done by 31 December 2020	R-R 12 886 560.00 accumulative work to be certified as work done by 31 March 2021	R-R 17 898 000.00 accumulativ e work to be certified as work done by 30 June 2021	1. Tax Invoice 2. Payment Certificat e 3. List of payment s

KP A N O.	Key Performa nce Area	Municip al Strategi c KPA	Municipal Strategic Objective( SOs)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
				R 5 850 000.00 (Accumulative ) certified as work done on the Integrated National Electrification Programme (INEP) by 30 June 2021	2019/202 0 Grant payment certificat es and payment	Payment certificates & list of payments spreadshe et	R-R 1 170 000.00 accumulative work to be certified as work done by 30 September 2020	R-R 2 574 000.00 accumulati ve work to be certified as work done by 31 December 2020	R-R 4 212 000.00 accumulative work to be certified as work done by 31 March 2021	R-R 5 850 000.00 accumulativ e work to be certified as work done by 30 June 2021	1. Tax Invoice 2. Payment Certificat e 3. List of payment s
1	<b>Basic Service Delivery and Infrastruc ture develop ment</b>	<b>Deliver sustaina ble services that are on or above RDP level</b>	<b>Provision of Project Managem ent services to the Municipalit y 2020/21</b>	R 1 000 000.00 (Accumulative ) expenditure of the Expended Public Works Programme (EPWP) by 30 June 2021	2019/202 0 Grant payment certificat es and payment	Empl ment contracts, Attendanc e register, proof of payments & invoices with proof of payments	R-R 200 000.00 accumulative expenditure on salaries and operations by 30 September 2020 with minimum of 70 W/O	R-R 440 000.00 accumulati ve expenditur e on salaries and operations by 31 December 2020 with minimum of 70 W/O	R-R 720 000.00 accumulative expenditure on salaries and operations by 31 March 2021 with minimum of 70 W/O	R-R 1 000 000.00 accumulativ e expenditure on salaries and operations by 30 June 2021 with minimum of 70 W/O	1. Payroll proof of payment - Salaries 2. Attenda nce registers 3. Tax Invoices & Proof of payment - Operatio ns. 4. Employm ent contract s

KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(S Os)	Key performance indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of trafficable roads	Phase 1: Upgrading of 1.7km access roads in Roleleathunya	Completion of the project by 31 December 2020	Physical progress on site at 75% at 30 June 2020	Monthly progress reports	85% physical progress on site by 30 September 2020	100% Physical progress on site by 31 December 2020  (Practical completion)	-	--	1. Progress report for the month of September 2020.  2. Practical Completion Certificate
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of trafficable roads	Phase 2: Upgrading of 2km access roads in Roleleathunya	Completion of the project by 31 March 2021	Contractor established site on 29 May 2020	Monthly progress reports & Completion certificate	30% physical progress on site by 30 September 2020	75% physical progress on site by 31 December 2020	100% Physical progress on site by 31 December 2020  (Practical completion)	-	1. Progress report for the month of September 2020.  2. Progress report for the month of December 2020.  3. Completion practical completion certificate
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of trafficable roads	Upgrading of the 0.6km Zama access road in Matlakeng	Practical completion of the project by 30 September 2020	95% Physical progress on site at 30 June 2020	Completion Certificate	100% Physical progress on site by 30 September 2020  (Practical completion)	-	-	-	1. Practical completion certificate
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of dignified sanitation services	Zastron / Matlakeng: Upgrading of the outfall sewerline and refurbishment of sewer pump stations	Completion of the project by 31 March 2021	25% Physical progress on site at 30 June 2020	Monthly progress reports & Completion certificate	30% physical progress on site by 30 September 2020	75% physical progress on site by 31 December 2020	100% Physical progress on site by 31 December 2020  (Practical completion)		1. Progress report for the month of September 2020.  2. Progress report for the month of December 2020.  3. Completion practical completion certificate

KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(S Os)	Key performance indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
	Provision of drinking water	Provision of drinking water	Provision of dignified sanitation services	Smithfield / Mofulatshpe: Upgrading of Tladi Village outfall sewerline	Completion of phase 1 (R 5 605 000.00 WSIG COVID-19 related project) by 31 March 2021	Technical report & Designs complete by 30 June 2020	Monthly progress reports & Completion certificate	Appointment of a contractor by 30 September 2020	30% physical progress on site by 31 December 2020	75% physical progress on site by 31 March 2021	100% Physical progress on site by 30 June 2021  (Practical completion)	<ol style="list-style-type: none"> <li>Contractor's appointment letter</li> <li>Progress report for the month of December 2020.</li> <li>Progress report for the month of March 2021.</li> <li>Completion certificate for phase 1 (R 5 605 000.00 WSIG COVID-19 related project)</li> </ol>
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of drinking water	Upgrading of the Zastron Water Treatment Works (WTW)	Practical completion of the project by 31 December 2020	65% physical progress on site at 30 June 2020	Monthly progress reports & Practical completion certificate	75% physical progress on site by 30 September 2020	100% Physical progress on site by 31 December 2020  (Practical completion)	-	-	<ol style="list-style-type: none"> <li>Progress report for the month of September 2020.</li> <li>Practical completion certificate</li> </ol>
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of drinking water	Smithfield / Mofulatshpe: Refurbishment of the Water Treatment Works (WTW)	Practical completion of the project by 31 December 2020	New KPI  Contractor appointed by 30 September 2020	Completion Certificate	100% Physical progress on site by 30 September 2020  (Practical completion)	-	-	-	<ol style="list-style-type: none"> <li>Practical Completion Certificate</li> </ol>

KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(S Os)	Key performance indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of drinking water	Upgrading of the Rouxville Water Treatment Works (WTW)	Practical completion of the project by 31 December 2020	65% physical progress on site at 30 June 2020	Monthly progress reports & Practical completion certificate	75% physical progress on site by 30 September 2020	100% Physical progress on site by 31 December 2020  (Practical completion)	-	-	1. Progress report for the month of September 2020. 2. Practical completion certificate
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of bulk water supply	Construction of an abstraction works on the Orange River and equipping of x2 raw water pump stations with M&E	75% physical progress on site by 30 June 2021	51% physical progress on site at 30 June 2020	Monthly progress reports	60% physical progress on site by 30 September 2020	75% physical progress on site by 31 December 2020	85% physical progress on site by 31 March 2021	95% physical progress on site by 30 June 2021	1. Progress report for the month of September 2020 2. Progress report for the month of December 2020. 3. Progress report for the month of March 2021. 4. Progress report for the month of June 2021.
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of bulk water supply	Construction of a 27km long raw water pipeline from the Orange River to Paisley dam in Rouxville	Practical completion of the project by 31 March 2021	40% physical progress on site	Monthly progress reports & Practical completion certificate	60% physical progress on site by 30 September 2020	75% physical progress on site by 31 December 2020	100% Physical progress on site by 31 March 2020  (Practical completion)	-	1. Progress report for the month of September 2020. 2. Progress report for the month of December 2020. 3. Practical Completion certificate

KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(S Os)	Key performance indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of bulk electricity infrastructure	Rouxville / Roleleathunya: Construction of a sub-station	Practical completion of the project by 30 June 2021	New KPI	Monthly progress reports and completion certificate	-	30% physical progress on site by 31 December 2020	50% physical progress on site by 31 March 2021	100% Physical progress on site by 30 June 2021  (Practical completion)	<ol style="list-style-type: none"> <li>1. Progress report for the month of December 2020.</li> <li>2. Progress report for the month of March 2021.</li> <li>3. Practical Completion Certificate</li> </ol>
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Electrification of house holds	Rouxville / Roleleathunya: Electrification of house holds in Extension 6 – Phase 2	Electrification of 200 house holds in Extension 6 – Phase 2 by 30 June 2021	Phase 1 (134 HH) Electrified pending airdeck connection at 30 June 2020	Monthly progress report and Happy letters	-	Electrification of 50 HH by 31 December 2020	Electrification of 120 HH by 31 March 2021	Electrification of 200 HH by 30 June 2021	<ol style="list-style-type: none"> <li>1. Progress report for the month of December 2020.</li> <li>2. Progress report for the month of March 2021.</li> <li>3. Practical Completion Certificate</li> </ol>
				Zastron / Matlakeng: Electrification of house holds in Extension 10	Electrification of 50 HH in Extension 10 by 30 June 2021	New KPI	Monthly progress report and Happy letters	-	Electrification of 10 HH by 31 December 2020	Electrification of 35 HH by 31 March 2021	Electrification of 50 HH by 30 June 2021	<ol style="list-style-type: none"> <li>1. Progress report for the month of December 2020.</li> <li>2. Progress report for the month of March 2021.</li> <li>3. Practical Completion Certificate</li> </ol>

KPA No.	Key Performance Area	Municipal Strategic KPA	Municipal Strategic Objective(S Os)	Key performance indicator(s)	Annual Target	Baseline	Unit of measure	Q1	Q2	Q3	Q4	POE
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of clean and portable drinking water	Provide 10793 of formal Households with water in MLM daily.	Provision of 2080.5 ML of purified water by 30 June 2021	2349.5 ml of purified water	Outflow readings	Zastron 246.375 ml, Smithfield102.2 ml and Rouxville ml 118.625 Purified water	Zastron 246.375 ml, Smithfield102.2 ml and Rouxville ml 118.625 Purified water	Zastron 246.375 ml, Smithfield102.2 ml and Rouxville ml 118.625 Purified water	Zastron 246.375 ml, Smithfield102.2 ml and Rouxville ml 118.625 Purified water	<ol style="list-style-type: none"> <li>Water meter readings at the water treatment works (final distribution) per town</li> <li>Water Mass Balance Report</li> </ol>
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of sustainable portable water in all 3 Towns	Review of the WSDP by 30 June 2021	Approved reviewed WSDP by 30 June 2021	Draft WSDP	Council approved document	-	-	Review: Final Draft of WSDP by end of March 2021	Submission of the reviewed final WSDP to council for approval	<ol style="list-style-type: none"> <li>Council Resolution Approved WSDP</li> </ol>
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision of dignified sanitation services	Waste water quality management by 30 June 2021	Maintain dignified sanitation to meet green drop compliance 30 June 2021	100% implementation wastewater risk abatement plans	Compliance /Assessment reports	Compliance of tested waste water quality results	<ol style="list-style-type: none"> <li>Waste Water quality results and reports</li> </ol>			
1	Basic Service Delivery and Infrastructure development	Deliver sustainable services that are on or above RDP Level	Provision clean and portable drinking water	Drinking water quality management by June 2021	Maintain and supply water to meet blue drop compliance by 30 June 2021	100% compliance of physical , chemical and biological water quality	Compliance/Assessment reports	Compliance of tested water quality results	<ol style="list-style-type: none"> <li>Water quality results and reports</li> </ol>			

## FINANCE DEPARTMENT

PA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO Number	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
4	Financial Management	Financial Viability	Review, and implement all relevant departmental policies	SO 3	6 budget related policies reviewed by June 2021 (Assets, SCM, Revenue, bank and investment, Credit Control and Expenditure)	6 budget related policies reviewed by June 2021 (Assets, SCM, Revenue, bank and investment, Credit Control and Expenditure)	2019/20 Reviewed budget related policies	Approved Policies	-	-	To submit 6 draft policies to Section 79 and Council for adoption by March 2021	To submit 6 Final policies to Section 79 and Council for adoption by May 2021	Policies Council resolutions Attendance register
4	Financial Management	Financial Viability	Implementation of Mohokare Financial Management Plan	SO 3	Developed Compliant MSCOA budget by June 2021	Developed Compliant MSCOA budget by June 2021	2019/20 adopted budget	Adopted Compliant MSCoA Budget by May 2021	-	-	Submit the draft compliant budget to Budget Steering Committee and Council by March 2021	Submit the Final budget to Budget Steering Committee and Council for adoption by May 2021	Compliant budget
4	Financial Management	Financial Viability	Implementation of Mohokare Financial Management Plan	SO 3	Developed adjustment budget by Feb 2021	Adopted adjustment budget by Feb 2021	Adopted adjustment budget in by Feb 2020	Adopted 2019/20 adjustment budget	-	-	Submit the adjusted budget to Budget Steering Committee and Council for Adoption by Feb 2021	-	Attendance register-steering resolution Adjusted Budget Council Resolution

PA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO Number	Key performance indicators	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE	
4	Financial Management	Financial Viability	Implementation of the Procurement Plan	SO 3	Development of Procurement Management Plan by August 2020	Developed and adopted Procurement Management Plan by August 2020	2019/20 approved plan	Developed and adopted Procurement Management Plan by August 2020	Submit developed Plan to Council by August 2020 for adoption	-	-	-	Council Resolution and adopted copy	
4	Financial Management	Financial Viability	Implementation of the Procurement Plan		Annual implemented MFMA Internship programme by Oct 2020	Implemented MFMA Internship program by Sept 2020	New kpi	Appointed MFMA Interns	Advertise and appoint MFMA Interns by Sept 2020	-	-	-	Adverts Appointment letter	
6e4	Financial Management	Financial Viability	Development of operationalization of SCM Plans		Implementation and monitor of the procurement plan by June 2021	Procurement Plan implemented by June 2021	2019/20 quarterly plans	Progress report	Monthly Progress report on the procurement plan	Adverts, Bid Committees meetings minutes Attendance register				
4	Financial Management	Financial Viability	Promotion and maintenance SCM		Irregular, fruitless and wasteful expenditure reduced by June 2021	Irregular, fruitless and wasteful expenditure reduced by June 2021	2019/20 quarterly plans	Progress report	Quarterly MPAC meetings on irregular, fruitless and wasteful expenditure	Quarterly MPAC meetings on irregular, fruitless and wasteful expenditure	Quarterly MPAC meetings on irregular, fruitless and wasteful expenditure	Quarterly MPAC meetings on irregular, fruitless and wasteful expenditure	Quarterly MPAC meetings on irregular, fruitless and wasteful expenditure	Monthly Financial Progress reports

PA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO Number	Key performance indicators	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
4	Financial viability	Become financially viable			Quarterly SCM reports submitted to the Mayor and Accounting Officer	Quarterly SCM reports submitted to the Mayor and Accounting Officer	New KPI	Quarterly report	Quarterly SCM report	Quarterly SCM report	Quarterly SCM report	Quarterly SCM report	Quarterly SCM report
5	Local Economic Development	Local Economic development	Grow Mohokare		12 local businesses awarded by June 2021	12 local businesses awarded by June 2021	12 business reports awarded	Report	3 local businesses awarded	Report on LED			
4	Municipal Financial Viability	Become financially viable	Grow Mohokare		50 % creditors paid within 30 days	50 % creditors paid within 30 days	% Creditors paid	Invoices and expenditure forms	12.5 % of creditors paid within 30 days	12.5 % of creditors paid within 30 days	12.5 % of creditors paid within 30 days	12.5 % of creditors paid within 30 days	Quarterly Financial reports Invoices and expenditure forms
	Municipal Financial Viability	Becoming financially viable	To ensure compliance with MFMA and Treasury regulations and implement internal controls		Payment vouchers of Third Parties done by the 7th of each month	Third Party paid by the 7th of each month	New KPI	Payment reconciliations	Payment of current third party deductions by the 7th	Payment of current third party deductions by the 7th	Payment of current third party deductions by the 7th	Payment of current third party deductions by the 7th	Proof of payment  Quarterly 3 <sup>rd</sup> party reconciliations register
			To ensure compliance with MFMA and Treasury		Compliance with SARS directive	Submission of 12 VAT 201 returns	New KPI	VAT Returns	Completed 3 VAT returns submitted	VAT returns			

PA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO Number	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
			regulations and implement internal controls		on VAT issues.								
	<b>Municipal Financial Viability</b>	<b>Become financially viable</b>	<b>Grow Mohokare</b>		30% of debt collected by June 2021	30% of debt collected by June 2021	% debt collected	Quarterly report	7.5 % of debt collected	Quarterly revenue report			
	<b>Municipal Financial Viability</b>	<b>Become financially viable</b>	<b>Provide free basic water to indigent households</b>		Registration of indigent households	1200 indigent households registered by June 2021	New KPI	Indigent register	300 HH registered  Quarterly indigent session per town registered	300 HH registered  Quarterly indigent session per town registered	300 HH registered  Quarterly indigent session per town registered	300 HH registered  Quarterly indigent session per town registered	Report on status on indigency
4	<b>Municipal Financial Viability</b>	<b>To ensure that municipal assets are adequately managed and monitored</b>	<b>Fully effective asset management unit</b>		Quarterly updating of moveable assets against assets register and preparation of fixed and Infrastructure assets register by June 2021	Quarterly updating of moveable assets against assets register and preparation of fixed and Infrastructure assets register by June 2021	202019/20 quarterly reports	Quarterly reports	Quarterly Updating of moveable assets	Quarterly Updating of moveable assets	Quarterly Updating of moveable assets	Quarterly Updating of moveable assets  Preparation of fixed and infrastructure assets register	GRAP compliant assets Register  Detailed quarterly report on updating of asset register.

PA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO Number	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
4	<b>Municipal Financial Viability</b>	<b>To ensure sound financial management, compliance and regular reporting</b>	<b>Implementing effective internal controls and monitoring compliance</b>		Timely submission of compliance reports to Council, NT and PT (Section 71, 52, and 72)	Compliance reports as per MFMA	2019/20 quarterly compliance reports	Quarterly reports	Quarterly budget statement (Section 52 & 71)	Quarterly budget statement (Section 52 & 71)	Quarterly budget statement (Section 52 & 71)	Quarterly budget statement (Section 52 & 71)	Quarterly reports
4	<b>Financial Management</b>	<b>Financial Viability</b>	<b>Compilation of compliant AFS</b>		Submission of Draft Compliance Financial Statements to AG, National and Provincial Treasury by 31 <sup>st</sup> August 2021	Submitted AFS by 31 <sup>st</sup> August 2021	Submitted AFS by Aug 2021	Compliant AFS to AG, NAT,PT by 31 Aug 2021	Submission of compliant Draft Financial Statements to AG and National and Provincial Treasury by 31 <sup>st</sup> August 2021	-	-	-	Proof of submission to AG, NT and PT
4	<b>Financial Management</b>	<b>Financial Viability</b>	<b>Submission of Compliant AFS</b>	<b>SO3</b>	Submission of Final compliant Financial Statements to Council, NT and PT by 25 January 2021	Submitted final AFS to Council by 25 January 2021	AFS submitted to Council by 25 Jan 2020	Submitted final AFS	-	-	Submission of Final compliant Financial Statements to Council, NT and PT by 25 January 2021	-	Proof of submission to AG, NT and PT

## CORPORATE SERVICES DEPARTMENT

KP A No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3	Good governance & Administration	Good governance in Mohokare	To instil good governance in all Municipal operations, ensure public participation and provide critical strategic support to the Municipality	4 Ordinary Council sittings held annually as legislated (1 per quarter)	4 Ordinary Council meeting held by June 2021	4 distributed notices and agenda for 4 ordinary meetings	Signed distributed acknowledgment of receipt	Distribution of 1 notice and agenda by Sept 2020	Distribution of 1 notice and agenda by Dec 2020	Distribution of 1 notice and agenda by March 2021	Distribution of 1 notice and agenda by June 2021	Copy of notices and agendas distributed and acknowledgment of receipts
				12 monthly notice of Local Labour Forum distributed by June 2021	12 LLF notices and agenda distributed	12 LLF notices and agenda distributed	Signed distributed acknowledgment of receipt	Distribution of 3 notices and agendas	Distribution of 3 notices and agendas	Distribution of 3 notices and agendas	Distribution of 3 notices and agendas	Copy of notices and agendas distributed and acknowledgment of receipts

KP A No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	Key performance indicator(s)	Annual Target	Baseline	Unit of measurement	Q1	Q2	Q3	Q4	POE
3				Reviewed and adopted Employment Equity Policy by December 2020	Reviewed and adopted EE Policy	18/19 EE Policy	Approved policy	-	Reviewed and adopted Employment Equity Policy by December 2020	-	-	Council resolution and adopted policy
3	Good governance & Administration	Good governance in Mohokare	To instil good governance in all Municipal operations, ensure public participation and provide critical strategic support to the Municipality	Submitted EE Plan Report to Dept. of Labour by 15 January 2021	Submitted EE Plan Report to Dept. of Labour by 15 January 2021	EE Plan submitted 2020	Proof of submission	-	-	Submitted EE Plan Report to Dept. of Labour by 15 January 2021	-	Proof of submission to Dept of Labour
3	Good Governance and public participation	Good Governance and public participation	To instil good governance in all Municipal operations, ensure public participation and provide critical	Agenda and notices of section 79 committees distributed quarterly	20 notices and agenda of Section 79 distributed quarterly	Sec 79 notices and agenda	Notices and agendas	5 notices and agendas distributed by Sept 2020	5 notices and agendas distributed by Dec 2020	5 notices and agendas distributed by March 2021	5 notices and agendas distributed by June 2021	Notices and agenda



KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No.	Key performance indicator(s)	Annual Target	Baseline	Unit of Measurement	Q1	Q2	Q3	Q4	POE
3	Good governance & Administration	Good governance in Mohokare	Annual Review and implementation of the Human Resources Strategy	SO 4	Reviewed HRD Strategy by June 2021	Reviewed HRD Strategy by June 2021	Adopted HRD Strategy	Reviewed Strategy	-	-	-	Final reviewed 2021/2022 HRD Strategy submitted to Council by June 2021	Reviewed HRD Strategy by June 2019
3	Good governance & Administration	Good governance in Mohokare	Annual Review and implementation of the Human Resources Strategy	SO 4	Quarterly Implementation of the HRD Strategy by June 2021	Quarterly reports submitted to Management (Recruitment and selection report aligned to Employment equity plan, leave management, benefits and claims, vacancy rate and Overtime	2019/2020 Quarterly reports	Quarterly reports	Quarterly reports	Quarterly reports	Quarterly reports	Quarterly reports	Quarterly reports
	Good governance & Administration	Good governance in Mohokare	Annual Review and implementation of the Human	SO 4	2 Vacant posts advertised of Sec 56 managers by June 2020	2 Vacant posts of Sec 56 managers advertised by June 2020	2 sec 56 positions filled	Appointment letters	-	-		Advertise the 2 vacant post of Sec 56 by June 2020	Advert, Interview report, signed Contracts

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No.	Key performance indicator(s)	Annual Target	Baseline	Unit of Measurement	Q1	Q2	Q3	Q4	POE
3			Resources Strategy										
3	Good governance & Administration	Good governance in Mohokare	Annual Review and implementation of the Human Resources Strategy	SO 4	3 unskilled labours vacant post filled by June 2020	3 Unskilled vacant posts filled by June 2020	New KPI	3 unskilled employee Appointed	-	-	Advertise posts and hold interviews of the 3 vacant posts	Appointment of the 3 unskilled employees	Advert, Interview report, signed appointment letters/contracts
3	Good governance & Administration	Good governance in Mohokare	To instil good governance in all Municipal operations, ensure public participation and provide critical strategic support to the Municipality	SO 4	10 Human Resources Policies reviewed and approved by Council by June 2020	10 Human Resources Policies reviewed and approved by Council by June 2020	10 policies reviewed and approved by Council	Approved Policies	-	-	-	Submit draft reviewed HR Policies to Council by June 2020	Council Resolution and electronic copies of HR policies
3	Good governance & Administration	Good governance in Mohokare		SO 4	Reviewed Organogram by June 2020	Reviewed Organogram by June 2020	2018/2019 reviewed organogram	Reviewed organogram	-	-	-	Submit the final Organogram to Council by June 2020	Council Resolution and a copy of the organogram

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No.	Key performance indicator(s)	Annual Target	Baseline	Unit of Measurement	Q1	Q2	Q3	Q4	POE
3	Good Governance and administration	Good Governance in Mohokare	Ensure 100% development of ICT Strategy	SO 4	Develop the 5 year ICT Strategy by 2020	Develop the 5 year ICT Strategy by 2020	2018/2019 ICT Strategy	Reviewed ICT Strategy by June 2020	-	-	-	Submit the final 5 year ICT Strategy to Council by June 2020	Council Resolution and copy of Strategy
3	Good Governance and administration	Good Governance in Mohokare	Ensure 100% development of ICT Strategy	SO 4	Reviewed ICT Policies June 2020	14 reviewed ICT Policies adopted by May 2020 1.IT Security policy 2.IT Assets Control & Disposal Policy 3.Internet & Email Usage Policy 4.Change management policy 5.Password policy 6.IT Backup Policy 7 Disaster Recovery policy 8 Telephone Policy 9 Mobile and Gadgets Policy 10. Patch Manageme	14 reviewed and adopted Policies 2018/19	14 Policies Reviewed by June 2020	-	-*	-	Submit the 14 Final ICT Policies to Council by June 2020	Council Resolution and copies of the adopted Policies

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No.	Key performance indicator(s)	Annual Target	Baseline	Unit of Measurement	Q1	Q2	Q3	Q4	POE
						nt Policy 11. End User Access Management Policy 12. ICT Operating System Security Controls Policy 14. Printing Policy							
3	Good Governance and administration	Good Governance in Mohokare	Ensure 100% development of ICT Strategy	SO 4	Review of the Disaster recovery and Business Continuity Plan by June 2020	Reviewed Disaster Recovery and Business Continuity Plan for the 2019/2020 financial year.	2018/2019 Reviewed Disaster Recovery and Business Continuity Plan	Approved plan	-	-	-	Disaster Recovery and Business Plan to Council by June 2020 for approval.	Council resolution and copy of the approved plan

**COMMUNITY SERVICES DEPARTMENT**

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No.	Key performance indicator(s)	Annual Target	Baseline	Unit of Measurement	Q1	Q2	Q3	Q4	POE
6	Environmental Management	Keep Mohokare Safe & Clean	Provision of sustainable Human Settlements in all the three towns by 30 June 2021.	SO 5	Reviewed Human Settlement Sector Plan by June 2021	Review of Human Settlement Sector Plan by June 2021	Human Settlement Sector Plan 2019/20	Council adopted policy	-	-	-	Submit the final reviewed Plan to Council by May 2021	Council resolution and Copy of the Plan
					Reviewed Land Disposal Policy by June 2021	Land Disposal Policy developed by June 2021	19/20 policy	Council adopted policy	-	-	-	Submission of final policy to Council for approval by June 2021	Council resolution copy of the plan
					Reviewed of Municipal Housing Rental Policy by June 2021	Reviewed of Municipal Housing Rental Policy by June 2021	Municipal rental housing policy in place by 2019/20	Council adopted policy	-	-	-	Submission of final policy to Council for approval by June 2021	Council resolution copy of the plan
					Reviewed Municipal sites allocation Policy by June 2021	Reviewed Municipal sites allocation Policy by June 2021	2019/2020 Policy	Council adopted policy	-	-	-	Submission of final Policy to Council for approval by June 2021	Council resolution Copy of the Policy

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No.	Key performance indicator(s)	Annual Target	Baseline	Unit of Measurement	Q1	Q2	Q3	Q4	POE
			<b>Management of Local Disaster as per incident</b>		Reviewed and implemented of local disaster management plan by June 2021	Reviewed Disaster Management Plan by June 2021	Local Disaster Management Plan in place 2019/20	Council adopted policy	-	-	-	Submit the final reviewed Plan to Council by May 2021	Council resolution and Copy of the Plan
1	<b>Basic Service Delivery</b>	<b>Keep Mohokare Safe &amp; Clean</b>	<b>Management of Extended Public Works</b>	<b>SO 5</b>	Reviewed Extended Public Works Policy by June 2021	Reviewed Extended Public Works Policy by June 2021	2019/2020 EPWP	Council adopted policy		-	-	Reviewed Extended Public Works Policy submitted to Council by May 2021	Council resolution and Copy of the Policy
6	<b>Environmental Management</b>	<b>Keep Mohokare Safe &amp; Clean</b>	<b>Provision of sustainable Commonage Management</b>	<b>SO 5</b>	Reviewed Commonage Management plan by June 2021	Reviewed Commonage Management Plan by June 2021	Commonage management plan in place	Council adopted policy	-	-	-	Submit final plan to Council by May 2021	Council resolution and Copy of the Plan
			<b>Management of Sports and Facilities</b>	<b>SO 5</b>	Reviewed Sports and Facilities Management policy by June 2021	Reviewed Sports and Facilities Management policy by June 2021	19/20 Sports facility Management	Council adopted policy	-	-	-	Submit final draft to Council by May 2021	Council resolution and Copy of the Policy

KPA No	Key Performance Area	Municipal Strategic Objective (SOs)	Municipal Strategic Objective (Departmental)	SO No.	Key performance indicator(s)	Annual Target	Baseline	Unit of Measurement	Q1	Q2	Q3	Q4	POE
			<b>Management of Municipal Amenities</b>	SO 5	Reviewed Cemetery Management Policy by June 2021	Review of Cemetery Management Policy by June 2021	Cemetery Management policy in place	Council adopted policy	-	-	-	Submission of final policy to Council for approval by June 2021	Council resolution copy of the plan
6	<b>Environmental Management</b>	<b>Keep Mohokare Safe &amp; Clean</b>	<b>Operations and maintenance</b>		Develop the operations and maintenance Plan for Council Properties by August 2020	Developed draft operations and maintenance Plan by Council Properties by August 2020	New KPI	Approved Plan	Develop Operations and Maintenance Plan approved by Council by August 2020	-	-	-	Management resolution & Approved draft plan
6	<b>Environmental Management</b>	<b>Keep Mohokare Safe &amp; Clean</b>	<b>Environmental Health Management</b>	SO 5	Reviewed IWMP Intergrated Waste Management Plan by August 2020	Reviewed IWMP Intergrated Waste Management Plan by August 2020	19/20 Adopted IWMP	Approved Plan	Reviewed IWMP Intergrated Waste Management Plan by August 2020	-	-	-	Approved plan Council Resolution