

FINAL 2019/2020 SERVICE DELIVERY BUDGET IMPLEMETATION PLAN – SDBIP

INTRODUCTION

The Reviewed Service Delivery and Budget Implementation Plan (SDBIP) is a key management, implementation and monitoring tool which provides operational content to the end-of-year service delivery targets as set out in the budget and IDP. It determines the performance agreements for the Municipal Manager and all Top Managers whose performance is monitored through Section 71 monthly reports and evaluated through the annual process. . .

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LEGISLATIVE FRAMEWORK

The SDBIP Adjustment process is guided by the Municipal Finance Management Act (MFMA), Act 56 of 2003. Section 72 (1) of the MFMA states:

(1) The accounting officer of a municipality must by 25 January of each year-

(a) Assess the performance of the municipality during the first half of the financial year, taking into account

- i. The monthly statements referred to in section 71 for the first half of the financial year;
- ii. The municipality's 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;
- iv. The performance of every municipal entity under the sole or shared control of the municipality taking into account in terms of section 88 from any such entities

(b) Submit a report on such assessment to -

- i. The Mayor of the municipality;
- ii. The National Treasury; and
- iii. The relevant provincial treasury

Section 54 (1) (c) states:

On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must-

(c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;

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.

MUNICIPAL MANAGER' S QUALITY CERTIFICATE

I, <u>S. M. Sciepe</u>, in my capacity as the Municipal Manager of the Mohokare Local Municipality submit the **FINAL** Service Delivery and Budget Implementation Plan (SDBIP) for the 2019/20 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.

SUBMITTED BY : ______ Accounting Officer 27th June 2019

MAYOR'S APPROVAL

As the Mayor of Mohokare Local Municipality, I hereby approve this document as the Service Delivery and Budget Implementation Plan (SDBIP) of the Municipality for the financial year 2019/20 in accordance with s 53(1) (c) (ii) of Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA).

I am pleased to present the 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 2019/20 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.

In terms of MFMA circular 13, the SDBIP is a one-year detailed plan, and should include a three-year capital plan. Municipalities are encouraged to also include three-year (by quarter) service delivery targets, to the extent this is possible and feasible. I am certain that this SDBIP provides a vital link between the Mayor, Council and the administration.

APPROVED BY:

27th June 2019

MONTHLY REPORTING

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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.

Total Revenue (excluding capital transfers and contributions)	Gains on disposal of PPE	Other revenue	Transfers and subsidies	Agency services	Licences and permits	Fines, penalties and forfeits	Dividends received	debtors	investments	Rental of facilities and equipment Interest earned - external		Service charges - refuse revenue	Service charges - sanitation revenue	Service charges - water revenue	Service charges - electricity revenue	Property rates	Revenue By Source	R thousand	Description
																	•		<u>e</u> 7
37 263		750	28 808			1 797	-	772	80	84	1	697	671	1 499	1 682	423		July	
11 791		833	2 881			996		772	80	84	1	697	745	363	868	470		Augus t	
16 887		500 -	ა			989 5		772	80	84	1	697	236	249 ,	\$38	410	<u>.</u>	Sept.	
29 860		5 000				11 978	<u>_</u>	772	80	84	1	697	4 473	1 153	2 803	2 820		Octob er	
30 676		882	20 886			2 114		772	80	84	I	697	789	1 071	2 803	498		Nove mber	
9 719		882				2 114	-	772	80	84	l.	697	789	666	803	498 2		Dece mber	Budget Y
023 ¹⁰		882	360			2 114	-	772	80	84	I.	697	789	943	803	498 2		Janua ry	Budget Year 2019/20
613 9		882				2 114	-	772	80	84	I	697	789	893	803	498 2		Febru ary	6
28 762		882	19 086			2 114		772	80	84	1	697	789	957	2 803	498		March	
454 8		500				1 198	<u></u>	772	80	84	1	697	447	030	363	282		April	
913 ⁸		500			2	198		772	80	84	i.	697	447	115	737	282		Мау	
9 603	I	505	I	I	I	210 1	ω	772	80	84		697	452	218	297	285		June	
211 563	1	15 000	72 021	I	I	35 934	10	9 269	954	1 013		8 362	13 418	13 490	33 632	8 460		Budget Year 2019/2 0	Mediu Expe
214 109	a (386	954	I	I	37 731	11	733	002	063	<u> </u>	780		164 1 1	314 5	883	10	Budget Year +1 2020/21	Medium Term Revenue and Expenditure Framework
225 796	1	255	233 10	ł	I	617 617	1	220	052 -	116	<u> </u>	219	793	872	079	327 37	D	Budget Year +2 2021/22	renue and mework

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FS163 Mohokare - Supporting Table SA25 Budgeted monthly

Surplusi(Deficit) after capital transfers & contributions Taxation	(monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions) Transfers and subsidies - capital (in- kind - all)	(monetary allocations) (National / Provincial and District) Transfers and subsidies - capital	Surplus/(Deficit) Transfors and subsidios - canital	Total Expenditure	Loss on disposal of PPE	Other expenditure	Transfers and subsidies	Contracted services	Other materials	Bulk purchases	Finance charges	Depreciation & asset impairment	Debt impairment	Remuneration of councillors	Employee related costs	Expenditure By Type
37 843	× 102	16 842	0 <u>0</u>	16 262		1 534		619	936	2 176	466	2 196	1 833	341	6 161	•
959) ⁽⁵			959) (5	17 750		674		676	022	376	509 ,	397 2	, 000 , 2	373	724	<i>b</i>
(879)	216	14	(879)	17 766		676		676	023	378	509 ,	399	002 2	373	730	5
33 749	1.00	21 655	12 094	17 766		1 676	3	676	1 023	2 378	509	2 399	2 002	373	6 730	l
20 129	199	7 218	12 911	17 766		1 676		676	1 023	2 378	509	2 399	2 002	373	6 730	
631) ⁽¹	-15	6 416	047) ⁽⁸	17 766		676		676	023	378 _	509	399 ²	002 2	373	730	b
931) (2	(z).	4 812	(7 743)	17 766		1 676		676	023	378	509 ,	399 ~	002 ²	373	730 0	a
153) ⁽⁸			(8 153)	17 766		676		676	023	378 2	509 ,	399 2	002 , 2	373	730	n
30 245		19 248	10 996	17 766		1 676		676	1 023	2 378	509	2 399	2 002	373	6 730	
312) ⁽⁹	÷.		(9 312)	17 766		1 676		676	023	378	509 ,	399 2	002 ²	373	730	a
843) (4	2	010 4	(8 853)	17 766		י 676		676	023	378	509 ,	399 2	002 ,	373	730 730	b
906) ⁽⁷	1 1	t	906) (7	17 508	a.	י 651	T	666	800	343 ²	502 ,	364 2	ا 973 م	368 ,	633	b
- 80 353	1 1	80 202	151	211 412	1	19 941	I	8 046	12 170	28 294	6 058	28 549	23 825	4 439	060 08	
- 600) (58	1 1	71 191	(129 791)	343 901	э	938	010) 3	954	191 <i>i</i> 1	709 7,	361 0	976 ²	016 20	661 4	094	2
231) -	I U	61 715	(124 946)	350 741	1	985	1	233	715 70	194 <u>3</u>	679	475	267 21	894 7 4	299	00

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References	Surplus/(Deficit)	Attributable to minorities Share of surplus/ (deficit) of associate	
	37 843		
	yg.		
	959) ⁽⁵		
	(879)		
	33 749		
	20 129	-	
	631) ⁽¹		
	931) (2		
	2 153)		
	60		
	30 245		
	(9 312)		
	843) ⁽⁴		
	906) ⁽⁷	()	
	80 353	1 1	
	600) (58	1 1	
	(63 231)	1	

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development Road transport	Economic and environmental services Planning and	Health	Public safety	recreation	Community and social services	Community and public safety	r marice and administration Internal audit	Executive	Governance and administration	<u>Capital</u> Expenditure - Functional	R thousands		Description	
					3.82								Re	
8 791	798	根本		64	23	87	54		54		e	July		
10 1 038	1 047		T.A.	84	30	114	70		70		e	August		
6 593	599	見たい	100	48	17	65	40		40		e	Sept.		
5 494	499			40	15	ي	34	語い	34		e	October		
77741	748	1	1	60	22	82	50		у		Outcome	Novembe r		
11 186	197 1			96	35	130	8		8	1	Outcome	Decembe	Budget	
494	499			40	15	\$2	34		*		d Budget	January	Budget Year 2018/19	
7	869			56	20	76	47		47		d Budget	Februar y		
10	1 047			84	30	114	70		70		d Budget	March		
8 791	798			64	23	87	54	0.0	54		d d Budget	April		
7 741	748			60	22	82	50		50		d d Budget	May		
12 1 285	1 297	1	1 1	104	38	141	87	i	87		Budget	June		
94 98 9	975 9	1	1 1	797	290	1 180	670	I	670		Budget	Budget Year 2018/19	and Expenditur e Framework	Medium Term Revenue
99 10	138 10	1	1	810	295	105 1	704	I	704		Budget	Budget Year +1 2019/20		
104 477 10	581 10	1	I I	845	308	153 1	739	I	739		Budget	Budget Year +2 2020/21		

FS163 Mohokare - Supporting Table SB17 Adjustments Budget - monthly capital

Total Capital Expenditure - Functional	Other	management	management Waste	management Waste water	Sources Water	Trading services	Environment al protection	2
7 728		268	194	6 280	47	6 789		
10 143		351	254	8 243	62	8911		
5 796		201	145	4 710	36	5 092		
4 830		167	121	3 925	30	4 243		
7 245		251	182	888	45	365 6		
592 11		401	291	421	71 9	184 10		
4 830		167	121	3 925	30	4 243		
6 762		234	170	5 495	42	5941		
10 143		351	254	8 243	62	8 911		
7 728		268	194	6 280	47	6 789		
7 245		251	182	5 888	45	6 365		
12 558	1	435	315	10 206	77	11 033	I	
599 96	1	344	423 - 3	506 , ;	593 78	866 84	1	
106 71	I	397	462 2	م م و م و م	295 J	160 <u>5</u> 9	1	
632 61	1		569 3 ♪		013 J		1	

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ce Areq	Good governanc e and	public participati	S.								
Strategic Objectiv e (SOs)	Good Governa nce and	public participat	Ō								
Objective (Departmental)					Maintaining and improving the Aunicipal	Audit Opinion					
0 Z (N 0 4										
e indicator(s)	Review Intemal Audit	Charter and Manual for	approval by July 2019	Reviewed 2019/2020 Internal Audit	Charter and Manual for approval by June 2020	Reviewed and	approved Audit	Committee Charter by	July 2019		
	Review 2019/20 Internal	Audit Charter	by July 2019	Review and 2020/202	1 Internal Audit Charter by June 2020	Reviewe d and	approve d Audit	Committee	Charter	by July 2019	
	Adopted and reviewed	2017/201 8 Internal	Audit charter	Adopted and reviewed 2018/201	9 Internal Audit charter	2017/201 8 Audit	Committ ee	Charter			
nt	Approved Internal Audit	Charter		Approved Internal Audit Charter		Approved Audit	Committee Charter				
	Review of Internal Charter	and Manual	by July 2019	,		Submissio n of the	reviewed Audit	Committee	Charter	to Council for	Approval by July 2019
	'					1					
	•			۱ ۱		,					
				Review of Internal Charter and	June 2020	Submission of the	reviewed Audit	Committee Charter to	Council for	Approval by June 2020	
	Approved Internal Audit	Charter, and Manual	Attendance register and minutes	Approved Internal Audit Charter,	Attendance register and minutes	Approved Audit	Committee Charter				

INTERNAL AUDIT

S > S	Key Performan ce Area	Municipa I Strategic Objectiv e (SOs)	Municipal Strategic Objective (Departmental	0 Z O 10	Key performanc e indicator(s)	Annual Target	Baseline	Unit of measureme nt	õ	ß	Q	2	
					Develop	Approve	Adopted	Approved	Approve	•	Review	Approvec	ved
					and submit	d Internal	2017/201	Internal	٩		the	2019/2020	2020
					Internal	Audit	8 Internal	Audit	2018/201		2018/2019	Internal	<u>u</u>
					Audit	Coverag	Audit	Coverage	9 Internal		Internal	Audit	
					Coverage	e Plan	Coverag	Plan	Audit		Audit	Coverage	age
					Plan		e Plan		Coverag		Coverage	Plan by	~
									e Plan by		Plan by	June 2	020
									August		March		
									2019		2020		

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Good governance & Administrati on	Good governance & Administrati on	Key Performanc e Area
Good governan ce in Mohokare	Good governan ce in Mohokare	Municipal Strategic Objective (SOs)
100% compliance to SPLUMA	100% compliance to SPLUMA	Municipal Strategic Objective (Departmenta I)
~ 0 4		οzou
Conduct 1 Municipal Planning Tribunal meeting bi- annually by June 2020	Review the 8 Town Policies by June 2020 Reviewed Spatial Developm ent Framework by June 2020	Key performan ce indicator(s)
1 Municipal Planning Tribunal conducted Bi-annually by June 2020	8 Policies reviewed approved by Council Reviewed SDF by June 2020	Annual Target
New KPI	4 Policies 2018/20 19 2018/20 19 SDF	Baseline
1 Tribunal held	Approved policies SDF	Unit of measureme nt
1 Municip al Planning Tribunal conduct ed by Septemb er 2019	· · ·	õ
1	т т -	8
1 Municipal Planning Tribunal conducted by March 2020	Draft policies submitted to Council by March 2020 Submit the draft updated project list in the SDF to Council by March 2020	8
,	Final reviewed policies submmited and by Council by June 2020 Submit the final updated project list in the SDF to Council by May 2020	ą
Attendace registers Minutes/re port	Approved policies Council Resolution and Copy of the updated project list	POE

TOWN PLANNING

	ယ	ω	ω	No No
ŝ	Good governance & Administrati	Good governance & Administrati on	Good governance & Administrati on	Key Performanc e Area
Mohokare	Good governan ce in	Good governan ce in Mohokare	Good governan ce in Mohokare	Municipat Strategic Objective (SOs)
	100% compliance to SPLUMA	100% compliance to SPLUMA	100% compliance to SPLUMA	Municipal Strategic Objective (Departmenta I)
	× 0 4	v 0 4	v 0 4	οzon
2019	Develop final Land Use Managem ent Scheme by October	Conduct public participati on for drafting Land Use Managem ent Scheme by October 2019	Attend 4 quarterly SPLUM Meetiings by June 2020	Key performan ce indicator(s)
	Final Land Use Manageme nt Scheme developed by October 2019	Public participatio n for drafting Land Use Manageme nt Scheme conducted by October 2019	4 SPLUM quarterly meetings attended by June 2020	Annual Target
	New Kpi	New KPI	New kpi	Baseline
	Final Copy of the Land Use Manageme nt Scheme	Public participatio n report Public comments	Meetings attended	Unit of measureme nt
	1	•	SPLUM meeting attende d by Sept 2019	Q
d to Council by October 2019	Final Draft Land Use Manage ment Scheme submitte	Participa tion for drafting Land Use Manage ment Scheme conduct ed by October 2019	SPLUM meeting attende d by Dec 2019	R
		4	SPLUM meeting attended by March 2020	ĝ
	1		SPLUM meeting attended by June 2020	Ą
	Lanad U se Managem ent Scheme copy	Public participatio n report Public comments	Attendace registers Minutes/re port	POE

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Local Economic Developm ent	Local Economic Developm ent	Key Performan ce Area
Local Economi c develop ment	Local Economi c develop ment	Municipa I Strategic Objectiv e (SOs)
Enhancement of the municipality's local economy	Enhancement of the municipality's local economy	Municipal Strategic Objective (Departmental)
N 0 V	N 0 N	0 Z O 0
12 Business expos conducted to assist cooperatives and SMMEs per town	5 year LED Strategy developed by December 2019	Key performance indicator(s)
12 Business expos conducte d to assist cooperativ es and SMMEs per town	5 year LED Strategy by December 2019	Annual Target
4 Business expos conduct ed	2017/18 LED Strategy	Baseline
Invites and attenda nce registers	Review ed LED Strategy	Unit of measur ement
Conduct 1 business expo per town by Sep 2019		Q
Condu ct 1 business expo per town by Dec 2019	5 year LED Strateg y develo ped and approv ed by Council by Decem ber 2019	92
Conduct 1 business expo per town by March 2020		8
Conduct 1 business expo per town by June 2020	,	Q
Invites and attendance registers	Council Resolution and copy of the adopted strategy	POE

LOCAL ECONOMIC DEVELOPMENT

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	5	ۍ 	No ×
Local Economic Developm ent		Local Economic Developm ent	Key Performan ce Area
Local Economi c develop ment		Local Economi c develop ment	Municipa I Strategic Objectiv e (SOs)
Enhancement of the municipality's local economy	1	Enhancement of the municipality's local economy	Municipal Strategic Objective (Departmental)
N 0 N		N 0 N	0 Z O v
approved Tourism Policy Policy by December 2019	Developed	Reviewed SMME support Policy by June 2020	Key performance indicator(s)
approved Tourism Policy by December 2019	Develope d and	Reviewed SMMES support Policy by June 2020	Annual Target
	New KPI	SMME Policy 2017/18 reviewed	Baseline
	Aprrove d Policy	Review adopte d Policy	Unit of measur ement
	ſ		ହ
and approv ed Tourism Policy by Decem ber 2019	Develo	1	R
	9	Submit the developed draft Policy to Council by March 2020	ୟ
	I	Submit the develope d final Policy to Council by May 2020	ę
Council Resolution	Approved	Council Resolution and copy of the Policy	POE

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Good governanc e and administrati on	Key Performanc e Area
Good governan ce in Mohokare	Municipal Strategic Objective (SOs)
To evaluate the effectivenes s of Risk manageme nt, control governance processes and develop actions to address key risks identified	Municipal Strategic Objective (Departmen tal)
N 0 4	0 Z O 10
Reviewed Enterprise Risk Manageme nt Policies (Risk Manageme nt Strategy Framework. Fraud and Anticorruptio n Strategy. Risk Manageme nt Committee Charter Implementat ion of the Reviewed 2019/2020 Risk Register by June 2020	Key indicator(s)
Reviewed Enterprise Risk Manageme nt Policies nt Policies Implementat ion of the Reviewed 2019/2020 Risk Register by June 2020	Annual Target
Reviewed Enterprise Risk Managem ent Policies 2018/19 Risk Register	Baseline
Reviewed and policies Quarterly reports	Unit of measurem ent
Submissi on of 2018/201 9 Policies to RMC & AC for approval by Septemb er 2019 er 2019 Assessm ent of levels of Municip al Risk Appetite and Risk Toleranc e by Septemb er 2019	Q
Quarterly Risk Assessmen ts held with departme nts	g
Quarterly Risk Assessmen ts held with departme nts	ୟ
- Quarterly Risk Assessmen ts held with departme nts	£
Attendan ce register and council resolution and AC Council resolution and copy of the adopted policies quarterly monitorin g reports Attendan ce registers	POE

RISK MANAGEMENT

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governanc e and public participatio n
Governan ce and public participati on
<u></u>
2019/2020 Risk Register by June 2020
and approved 2019/2020 risk register
2018/2019 risk register
Approved risk register
Approve d Risk register by Septemb er 2019
Quarterly Risk Assessmen ts held with departme nts to update the risk register
Quarterly Risk Assessmen ts held with departme nts
Quarterly Risk Assessmen ts held with departme nts
Assessme nt report, attendan ce registers (RMC and Assessme nts held); approved

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Good governance & Administration	Key Performance Area
Good governanc e in Mohokare	Municipal Strategic Objective (SOs)
To implement a ranking and system tor all new capital projects to support the strategic objectives and priorities of Council and Community	Municipal Strategic Objective (Department al)
so 4	N SO
Reviewed and approved IDP by May 2020	Key performance indicator(s)
Reviewed approved IDP	Annual Target
Approved 2018/19 IDP	Baseline
Approved IDP Plan	Unit of measurem ent
Approved IDP Process plan by August 2019	õ
Establishme nt of Rep Forum	ß
Submit draft IDP to Council by March 2020 for 2019/20 FY FY	8
Submit final IDP to Council for adoption by May 2020	Q4
Council resolution And electronic copy of the IDP.	POE

INTERGRATED DEVELOPMENT PLAN (IDP)

	ω	ω	ω	KPA No
	Good governance & Administratio n	governance & Administratio n	Good	Key Performance Area
	Good governanc e in Mohokare	governanc e in Mohokare		Municipal Strategic Objective (SOs)
evaluation of the municipality' s Performance	100% monitoring and	evaluation of the municipality' s Performance	100% monitoring and	Municipat Strategic Objective (Departmental)
	so 4	SO 4		S S
Developed Mid-year report submitted to Council by 25 January 2020	Developed 2020/2021 SDBIP by June 2020	Submission of the draft Annual report and the annual performance report for 2018/19 to the Auditor General by 31 August 2019	2018/2019 Organisational performance management system policy reviewed by May 2020	Key performance indicator(s)
Mid-year report submitted to Council by 25 January 2020	Developed 2020/2021 SDBIP by June 2020	Submitted draft Annual report, annual performanc e report by 31st of August 2019	Review PMS policy framework	Annuai Target
2018/2019 Mid-year report	2018/2019 SDBIP	Annual report. annual performan ce report submitted on the 31 August 2018	2018/2019 Approved PMS policy Framework	Baseline
Develope d and submitted Mid-year report	Develope d and approved SDBIP	Develope d AR and APR	Reviewed PMS Policy	Unit of measurem ent
T,		Submit draft Annual report, annual performa nce report on 31st of August 2019		Ð
		1	23	R
Mid-year report developed and submitted to Council by 25 Jan '2020	Draft 2020/2021 SDBIP submitted to Council by March 2020		Submit the draft 2020/2021 PMS Policy to Council by March 2020	8
the Budget	Submit developed 2020/2021 SDBIP to Mayor within 28 days after the		Submit the final 2020/2021 PMS Policy to Council by May 2020	Ŷ
Adopted Mid-year report	Approved SDBIP	Acknowle dgement of receipt	Council resolution and electronic copy of the reviewed policy	POE

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PERFORMANCE MANAGEMENT SYSTEMS DEPARTMENT

	No
	Key Performance Area
	Municipal Strategic Objective (SOs)
Ensuring 100% compliance to MFMA, MSA and Circular 63 & 32	Municipal Strategic Objective (Departmental)
	N S S
Developed and adopted adjustment SDBIP and submitted to Council by 28 Feb 2020 Tabled AR and APR to Councii by 25 January 2019	Key performance indicator(s)
Adjusted SDBIP and Council in Feb 2020 Tabled Annual Report and Annual Performanc e Report by the 25 January 2019	Annual Target
Adjusted SDBIP Annual report, annual performan ce Report tabled on the 29 January 2018	Baseline
Develope d and adjusted SDBIP Adopted Annual Report	Unit of measurem ent
· ·	ญ
1	8
Developed and approved 19/20 Adjusted SDBJP by Council by 28 Feb 2020 Table Annual Report and Annual Performanc e Report by the 25 January 2019	ୟୁ
, , ,	Q
Adjusted SDBIP Council resolution and electronic copy of AR & APR	POm

0 z ⊳ Ā ment Delivery Basic develop cture Infrastru and Service Performa Areq nce Key level RDP ble above that are sustaina services Strategi Deliver C KPA Municip <u>e</u> the Managem y 2019/20 Municipali services to ent of Project **Objective**(Provision Municipal Strategic SOS) to R amounting work 5 0 on WSIG to R Nork 2020. to R 0 on MIG by executive June 2020. amounting **BY** June Performanc 17 991 000.0 30 000 000.0 To execute 0 on RBIG 30 000 000.0 amounting work e Indicator To execute Key Municipal 000.00 done on the as work ve) certified (Accumulati R 17 991 2020 30 June e Grant Infrastrucutr Services Water done on the as work R 30 000 e Grant Bulk ve) certified 000.00 R 30 000 (Accumulati 000.00 2020 30 June Infrastrucutr Regional done on the as work (WSIG) by ve) certified (Accumulati (RBIG)) by Target Annual 10 933 4 53.17 13 241 6 39.33 29.68 70 Φ 70 70 Baselin 9 960 01 spreadshe et spreadshe et certificates certificates certificates spreadshe & list of Payment Φ payments & list of payments & list of payments Payment Payment measure Unit of complete certified as to be 000.00 work certified as complete certified as to be R 3 598 complete R 6 000 to be 000.00 work R 6 000 200.00 work ຼ to be certified as certified as complete to be to be complete certified as 040.00 work 000.00 work R 13 200 complete 000.00 work R 13 200 R 7 9 1 6 20 work to certified 520.00 certified 000.00 2019 2019 March ß 00 work to R 12 953 by end of be 000.00 ß 0 e R 21 600 complete March complete ß R 21 600 by end complete certified work to Qu complete by end R 30 000 000.00 work June 2019 complete by end to be certified as R 17 991 000.00 work to be certified as June 2019 complete by end be certified as R 30 000 000.00work to June 2019 Q ωŅ . .-7. 0 çu 4 ω N . payments Payment DORA List of Payment payments List of Allocation POE Tax Invoice Schedule Certificate letters Payment Tax Invoice Certificate Tax Invoice Allocation Certificate letters

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TECHNICAL SERVICES DEPARTMENT

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Basic Service Delivery and Infrastru	Basic Service Delivery and Infrastru cture develop ment	Key Performa nce Area
Deliver sustaina ble services that are	Deliver sustaina ble services that are above RDP level	Municip al Strategi c KPA
Provision of trafficable roads		Municipal Strategic Objective(SOs)
Phase 1: Upgrading of 1.7km access roads in	To executive work amounting to R 2 211 000.00 on INEP by June 2020 To executive work amounting to R 1 000 000.00 on EPWP by June 2020	Key Performanc e Indicator
Completion of the project by 30 March	e Grant (MIG) by 30 June 2020 R 2 211 000.00 (Accumulati ve) certified as work done on the Integrated National Electricificat ion Programme (INEP) by 30 June 2020 R 1 000 000.00 (Accumulati ve) expenditure of the Expended Public Works Programme (EPWP) by 30 June 2020	Annual Target
Physical progres s on site at 65%	R 500 000. KPI	Baselin e
Monthly progress reports Site visit	Payment certificates & list of payments spreadshe et payments spreadshe et	Unit of measure
75% physical progress on site	R 442 200 .00 work to be certified as complete on Salaries and related operations complete	Q
90% Physical progress on site	R 972 840.00 work to be certified as complete Expenditure on Salaries and related operations complete	Q2
Practical Completi on of the project by March	March 2019 R 1 591 920.00 work to be certified as complete by end of March 2019 R 720 000.00 Expenditu re on Salaries and related operation s complete	A Q3
Retention period	R 2 211 000.00 work to be certified as complete by end of June 2019 R 1 000 000.00 Expenditure on Salaries and related operations complete	Q4
1. Monthly progress report 2. Practical Completion		4 list of

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Basic Service Delivery and Infrastru		ment	cture develop ment Basic Service Delivery and Infrastru cture develop	Key Performa nce Area
Deliver sustaina ble services that are			on or RDP level	Municip al Strategi c KPA
Provision of dignified sanilation			Provision of trafficable roads	Municipal Strategic Objective(SOs)
Rouxville / Roleleathun ya: Upgrading of the	Road Maintenanc e and storm water maintenanc e plan	Upgrading of the 0.6km Zama access road in Matlakeng Matlakeng	Roleleathun ya	Key Performanc e indicator
Appointme nt of a contractor to establish site before	Re- gravelling of 4km of internal streets and access roads by 30 June 2020	Practical completion of the project by 30 December 2020	2020	Annual Target
Designs comple te	2019/20 Road Mainte nance plan approv ed by council	86% Physical s on site		Baselin e
Appointme nt letter & site hand- over meeting	Monthly maintenan ce reports	Monthly progress reports	reports	Unit of measure
I	Re- gravelling of 1km of internal streets and access roads	90% physical progress on site		Q
	Re- gravelling of 1km of internal streets and access roads	Practical Competion of the project		Q2
Commen cement with the procurem	Re- gravelling of 1km of internal streets and access roads	1	2019	ୟ
Appointment of a contractor and handing over of site	Re- gravelling of 1km of internal streets and access roads	Final completion by 30 June 2020		Ą
1. Tender advert 2. Appointment letter	 maintenanc e Program reports Monthly reports to managemen t 	 Monthly progress reports from consultant Practical completion certificate Hand over report including asbulid drawings 	Certificate 3. Releasing of retention 5 % , guarantees plus surety 4.Hand over report including asbulid drawings	POE

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develop	cture	Infrastru	and	Delivery	Service	Basic				ment	develop	cture	Infrastru	and	Delivery	Service	Basic		ment	develop	cture	Infrastru	and	Delivery	Service	Basic	cture develop ment	Key Performa nce Area
level	RDP	above	on or	that are	services	ble	sustaina	Deliver	revei	RDP	above	on or	that are	services	ble	sustaina	Deliver	Level	RDP	above	on or	that are	services	ble	sustaina	Deliver	on or above RDP Level	Municip al Strategi c KPA
																											services	Municipal Strategic Objective(SOs)
	June 2020	nt by 30	manageme	quality	water	Waste		stations	eni oi sewer	returbishem	and	sewerline	outfall	of the	Upgrading	Matlakeng:	Zastron /		0	Refengkhots	2.	House holds	units for 410	sanitation	of on- site	Installation	Waste Water Treatment Works (WWTW)	Key Performanc e Indicator
30 June	compliance	drop	meet green	sanitation to	dignified	Maintain							June 2020	site by 30	progress on	physical	35%		o by 30	Refengkhots	D.	House holds	units for 110	sanitation	of on- site	Installation	30 June 2020	Annual Target
abetm ent	ater risk	wastew	D	entatio	implem	100%								ed	appoint	ant	Consult						٩	installe	Units	300		Baselin e
			tsreports	/Assessmen	Φ	Complianc									reports	progress	Monthly							certificates	completion	Practical	minutes	Unit of measure
	results	quality	water	waste	e of tested	Complianc						designs	report &	design	preliminary	of	Completion			ive)	(Accumulat	House holds	units for 330	sanitation	of on- site	Installation		õ
			quality results	waste water	of tested	Compliance									contractor	ofa	Appointment			¢	(Accumulativ	House holds	units for 375	sanitation	on- site	Installation of		Q
results	quality	water	waste	tested	ce of	Complian								on site	progress	physical	10%							on	Completi	Practical	process for appointin g a contract or	Q
				results	waste water quality	Compliance of tested										on site	35% physical progress									I		9
				reports	results and	5. Water quality			report	progress	Monthly	4. Procumenets	Advert	3. Tender	-		1. Preliminary		beneficiaries	signed by	Happy letters	certificates	2. Completion	report	progress	1. Monthly	Minutes & attendance register of the site hand over meeting	POE

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Basic Service	Basic Service Delivery and Infrastru cture develop ment	ment Basic Service Delivery and Infrastru cture develop ment	Key Performa nce Area
Deliver sustaina	Deliver sustaina services that are above RDP Level Level	Deliver sustaina ble services that are above RDP Level Level	Municíp al Strategi c KPA
Provision of bulk	Provision of drinking water	Provision of drinking water	Municipal Strategic Objective(SOs)
Constructio n of an	Upgrading of the Rouxville Water Treatment Works (WTW) (WTW)	Upgrading of the Zastron Water Treatment Works (WTW)	Key Performanc e Indicator
40% physical	Practical completion of the project by 30 March 2020	2020 Practical completion of the project by 30 March 2020	Annual Target
Designs Compl	77% physica progres s on site	plans 45% physica s on site	Baselin e
Tender Advert,	Monthly progress reports & Practical completion certificate	Monthly progress reports & Practical completion certificate	Unit of measure
Tender	85% physical progress on site	65% physical progress on site	ହ
Appointment of a	95% physical progress on site	85% physical progress on site	R
15% physical	Practical Completi on	Practical Completi on	ନ୍ଥ
40% physical progress	Retention period	Retention period	Q
1. Procument	 Monthly progress reports Practical completion certificates Releasing of retention 5 % garantees plus surety Hand over report including asbulid drawings 	 Monthly progress reports Practical completion Releasing of retention 5 % garantees plus surety Hand over report including asbulid drawings 	POE

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Basic Service Delivery	Basic Service Delivery and Infrastru cture develop ment	Basic Service Delivery and Infrastru cture develop ment	Delivery and Infrastru cture develop ment	Key Performa nce Area
Deliver sustaina ble	Deliver sustaina ble services that are on or above RDP RDP level	Deliver sustaina ble services that are on or above RDP Level	ble services that are on or above RDP RDP Level Level	Municip al Strategi c KPA
Provision of sustainabl	Provide clean and portable drinking water water	Provision of bulk water supply	supply	Municipal Strategic Objective(SOs)
Review of the WSDP by 30 June	Provide 10793 of hosehold with water in MLM daily	Constructio n of a 27km long raw bulk water pipleline from the Orange River to Paisley dam in Rouxville	abstraction works on the Orange River and equipping of x2 raw water pump stations with M&E	Key Performanc e Indicator
Approved reviewed WSDP by 30	2080.5 MI of purified water	Practical completion of the project by 30 June 2020	progress on site by 30 June 2020	Annual Target
Draft WSDP	2349.5 m1 of purified water	11.8% physica progres s on site	ete	Baselin e
Council approved	MI of Inflow and outflow meters	Monthly progress reports & Practical completion certificate	Appointme nt letter, Site hand over minutes & Attendnac e register & Monthly progress reports	Unit of measure
1	Zastron 246.375 ml, Smithfield10 2.2 ml and Rouxville ml 118.625 Purified water	30% physical progress on site	advert	õ
Þ	Zastron 246.375 ml, Smithfield 102. 2 ml and Rouxville ml 1 18.625 Purified water	55% physical progress on site	contractor and site hand over	Ŗ
	Zastron 246.375 ml, Smithfield 102.2 ml and Rouxville ml 118.625 Purified water	75% physical progress on site	on site	ଛ
Submission of the reviewed final WSDP	Zastron 246.375 ml, Smithfield 102.2 ml and Rouxville ml 118.625 Purified water	Practical completion	on site	Q
1. Council Resolution	 Water mass Balance report Callibartion repors 	1. Monthly progress reports Practical Completion certificate	 Appointment letter Site hand over minutes Attendnace register Monthly progress reports 	POE

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Basic Service Delivery	Basic Service Delivery and Infrastru cture develop ment	Basic Service Delivery and Infrastru cture develop ment	and Infrastru cture develop ment	Key Performa nce Area
Deliver sustaina ble	Deliver sustaina ble services that are above RDP Level Level	Deliver sustaina services that are above RDP level	services that are above RDP level	Municip al Strategi c KPA
Electricity provision	Electricity provision	Provide clean and portable drinking water water	e portable water in all 3 towns	Municipal Strategic Objective(SOs)
Constructio n of the primary	Rouxville Electrificatio n of house holds	Drinking water quality manageme nt by June 2020	2020	Key Performanc e Indicator
Practical completion of the Ou	Electrificatio n of 134 House Holds in Roleleathun ya Ext. 6 by 30 June 2020	Maintain and supply water to meet blue drop comlplianc e by 30 June 2020	June 2020	Annual Target
57% physica	KP Vev	100% compli ance of physica I, chemic al and biologi cal biologi cal water quality		Baselin e
Practial Completio n	Certificates of Complianc e (COC)	Complianc e/Assessme nt reports	Draft	Unit of measure
65% physical progress on	,	Complianc e of tested water quality results		ନ୍ଦ୍ର
90% physicat progress on site	34 House holds to be electrified	Compliance of tested water quality results		Q
Practical Completi on of	84 House holds to electrified	Complian ce of tested water quality results		ଛ
1	134 House holds to be electrified	Compliance of tested water quality results	to council	QA
 Monthly progress reports Practical 	 Certificates of Compliance (COC) Pratical Completion Happy letters signed by beneficiaries 	2. Water quality results and reports	Approved WSDP	POE

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and Infrastru cture develop ment	Key Performa nce Area
services that are on or above RDP RDP Level	Municip al Strategi c KPA
	Municipal Strategic Objective(SOs)
substation building next to Ou Kragstasie Substation by March 2020	Key Performanc e Indicator
Kragstasie by March 2020	Annual Target
s on site	Baselin e
certificate	Unit of measure
site	õ
	ß
project	Q
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completion certificate	POE

FINANCE DEPARTMENT

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						4	0 Z > 7
					Manage ment	Financial	Key Performa nce Area
					Viability	Financial	Municipal Strategic Objective (SOs)
				departmenta I policies	implement all relevant	Review, and	Municipal Strategic Objective (Department al)
						SO 3	SO Numb er
Expendit ure}	nt, Crealit Control and	bank and investme	2020(Asse ts, SCM,	reviewed by June	policies	6 budget	Key performa nce indicator(s)
and Expendit ure	nt, Credit Control	Revenue, bank and	2020 (Assets,	reviewed by June	related policies	6 budget	Annuai Target
				related policies	Reviewed budget	2018/19	Baseline
					Policies	Approved	Unit of measurem ent
							ย
						I	ß
			by March 2020	for adoption	draft policies to Section 79	To submit 6	£
			May 2020	Council tor adoption by	Final policies to Section 79 and	To submit 6	Q
				register	resolutions	Policies	POE

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Financial Manage ment	Financial Manage ment	Financial Manage ment	Financial Manage ment	Key Performa nce Area
Financial Viability	Financial Viability	Financial Viability	Financial Viability	Municipal Strategic Objective (SOs)
Implementati on of the Procurement Plan	Implementati on of the Procurement Plan	Implementati on of Mohokare Financial Managemen t Plan	Implementati on of Mohokare Financial Managemen t Plan t Plan	Municipal Strategic Objective (Department al)
	so a	SO 3	S S S	SO er
Annual impleme ntated MFMA Intemship program me by Sept 2019	Develop ment of Procurem ent Manage Manage Plan by August 2019	Develop ed adjustme nt budget by Feb 2020	Develop ed Complia nt MSCOA budget by June 2020	Key performa nce indicator(s)
Implente d MFMA Intemship program by Sept 2019	Develop ed and adopted Procurem ent Manage ment Plan by August 2019	Adopted adjustme nt budget by Feb 2020	Develop ed Complia nt MSCOA budget by June 2020	Annual Target
New kpi	2017/18 approved plan	Adopted adjustment budget in by Feb 2019 2019	2018/19 adopted budget	Baseline
Appointed MFMA Interns	Developed and adopted Procureme nt Managem ent Plan by August 2019	Adopted 2017/18 adjustment budget	Adopted Compliant MSCoA Budget by May 2020	Unit of measurem ent
Advertise and appoint MFMA Interns by Sept 2019	Submit developed Plan to Council by August 2018 for adoption			Q
		Ca.		Q2
	•	Submit the adjusted budget to Budget Steering Committee and Council for Adoption by Feb 2020	Submit the draft compliant budget to Budget Steering Committee and Council by March 2020	Q3
,	•	х.	Submit the Final budget to Budget Steering Committee and Council for adoption by May 2020	Q4
Adverts Appointment letter	Council Resolution and adopted copy	Attendance register- steering resolution Adjusted Budget Council Resolution	Compliant budget	POE

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Financial Manage ment	Financial Manage ment	Financial Manage ment	Financial Manage ment	Key Performa nce Area
Financial Viability	Financial Viability	Financial Viability	Financial Viability	Municipal Strategic Objective (SOs)
Promotion and maintenanc e SCM	Developmen t of operationaliz ation of SCM Plans Plans	Implementati on of Mohokare Financial Managemen t Plan t Plan	Developmen t of Mohokare Financial Managemen t Plan t Plan	Municipal Strategic Objective (Department al)
				SO Numb er
Irregular, fruitless and wastetul expendit	Impleme ntation and monitor of the procure procure plan by June 2020	Review of 3 year cash flow manage ment model by May 2020	Review of the Financial Manage ment Plan by May 2020	Key performa nce indicator(s)
Irregular, fruitless and wasteful expendit	Procurem ent Plan impleme nted by June 2020	Reviewe d and adopted 3 Year Cash Flow Manage Manage Manage Manage Manage	Reviewe d and financial Manage ment by May 2020	Annual Target
2018/19 quarterly plans	2018/19 quarterly plans	New KPI	2019/2020 Financial Managem ent plan	Baseline
Progress report	Progress report	Adopted 3 Year Cash Flow Managem ent Model -	Reviewed and adopted Financial Managem ent Plan	Unit of measurem ent
Quarterty MPAC meetings on irregular,	Monthly Progress report on the procureme nt plan			Q
Quarterly MPAC meetings on irregular, fruitless and	Monthly Progress report on the procurement plan	·		R
Quarterly MPAC meetings on irregular, fruitless and	Monthly Progress report on the procurement plan	t		ୟୁ
Quarterly MPAC meetings on irregular, fruitless and	Monthly Progress report on the procurement plan	Submit the reviewed 3 Year Cash Flow Management Model to Council tor adoption by May 2020	Submit the reviewed Financial Management Plan to Council for adoption by May 2020	Q4
Monthly Financial Progress reports	Adverts, Bid Committees meetings minutes Attendance register	Council Resolution adopted E= E=	Council Resolution adopted copy	POE

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Key Performa nce Area		Financial viability	local Economi	c Develop ment	Municipal Financial Viability	
Municipal Strategic Objective (SOs)		Become financially viable	Local Economic	ent ent	Become financially viable	
Municipal Strategic Objective (Department al)			Grow Mohokare		Grow Mohokare	
so Numb er						
Key performa nce indicator(s)	ure reduced by June 2020	Quarterly SCM reports submitte d to the Mayor and Accounti ng Officer	12 local businesse	s awarded by June 2020	50 % creditors paid	within 30 days
Annual Target	ure reduced by June 2020	Quarterly SCM reports submitte d to the d to the Mayor and Accounti ng Officer	12 local businesse	s awarded by June 2020	50 % creditors paid	within 30 days
Baseline		New KPI	12 business reports	awarded	% Creditors paid	
Unit of measurem ent		Quarterly report	Report		Invoices and expenditur	e forms
õ	fruitless and wasteful expenditur e	Quarterly SCM report	3 local businesses	awarded	12.5 % of creditors paid within	30 days
R	wasteful expenditure	Quarterly SCM report	3 local businesses	awarded	12.5 % of creditors paid within	30 days
ຄູ	wasteful expenditure	Quarterly SCM report	3 local businesses	awarded	12.5 % of creditors paid within 30 days	
ę	wasteful expenditure	Quarterly SCM report	3 local businesses	awarded	12.5 % of creditors paid within 30 days	
POE		Quarterly SCM report	Report on LED		Quarterly Financial reports	Invoices and expenditure forms

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nce Area	Municipal Financial Viability		Municipal Financial Viablity	Municipal Financial Viability
Strategic Objective (SOs)	Becoming financially viable		l Become financially viable	i Become financially viable
Attaincipus Strategic Objective (Department al)	To ensure compliance with MFMA and Treasury regulations and implement internal controls	To ensure compliance with MFMA and Treasury regulations and implement internal controls	Grow Mohokare	Provide free basic water to indigent households
er				
performa nce indicator(s)	Payment vouchers of Third Parties done by the 7th of each month	Complia nce with SARS directive on VAT issues.	30% of debt collected by June 2020	Registrati on of indigent househol ds
Target	Third Party paid bythe 7 th of each month	Submissio n of 12 VAT 201 returns	30% of debt collected by June 2020	1200 indigent househol ds registere d by June 2019
busching	New KPI	New KP	% debt collected	New KPI
measurem ent	Payment reconciliati ons	VAT Returns	Quarterly report	Indigent register
<u>4</u>	Payment of current third party deductions by the 7 th	Completed 3 VAT returns submitted	7.5 % of debt collected	300 HH registered Quarterly indigent session per registered
1	Payment of current third party deductions by the 7 th	Completed 3 VAT returns submitted	7.5 % of debt collected	300 HH registered Quarterly indigent session per town registered
	Payment of current third party deductions by the 7 th	Completed 3 VAT returns submitted	7.5 % of debt collected	300 HH registered Quarterly indigent session per town registered
1	Payment of current third party deductions by the 7 th	Completed 3 VAT returns submitted	7.5% of debt collected	300 HH registered Quarterly indigent session per town registered
	Proof of payment Quarterly 3rd party reconciliatio ns register	VAT returns	Quarterly revenue report	Report on status on indigency

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Key Performa nce Area	Municipal Financial Viability	Municipal Financial Viability
Municipal Strategic Objective (SOs)	To ensure that assets are adequatel y managed and monitored	To ensure sound financial managem ent, complianc e and regular reporting
Municipal Strategic Objective (Department al)	Fully effective asset t unit	Implementin g effective internal controls and monitoring compliance
so Numb er		
Key performa nce indicator(s)	Quarterly updating of moveable e assets against assets register and preparati fixed and fixed and infrasturer ucassets register by June 2020	Timely submissio n of complian ce reports to Council. NT and PT (Section 71, 52, and 72)
Annual Target	Quarterly updating of moveable e assets against against assets register and preparatii on of fixed and Infrasturer ucassets register by June 2020	Complia nce reports as per MFMA
Baseline	2018/19 quarterly reports	2017/18 quarterly complianc e reports
Unit of measurem ent	Quarterly reports	Quarterly reports
ହ	Quarterly Updatting moveable assets	Quarterly budget statement (Section 52 & 71)
R	Quarterly Updating of assets assets	Quarterly budget statement (Section 52 & 71)
Q	Quarterly Updating of assets assets	Quarterly budget statement (Section 52 & 71)
R	Quarterly Updating of moveable assets Preparation of fixed and infrastructure assets register	Quarterly budget statement (Section 52 & 71)
POE	GRAP compliant assets Register Detailed quarterlyrep ort on updating of asset register	Quarterly reports

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Financial Manage ment	Financial Manage ment	Key Performa nce Area
Financial Vlability	Financial Viability	Municipal Strategic Objective (SOs)
Submission of Compliant AFS	Compilation of compliant AFS	Municipal Strategic Objective (Department al)
S S S		SO Numb er
Submissio n of Final complian f Financial Statemen ts to Council, NT and PT by 25 January 2020	Submissio n of Dratt Complia nt Financial Statemen ts to AG, National and Provincial Treasury by 31 st August 2019	Key performa nce indicator(s)
Submitte d finat AFS to Council by 25 January 2020	Submitte d AFS by 31" August 2019 2019	Annual Target
AFS submitted to Council by 25 Jan 2020	Submitted AFS by Aug 2017	Baseline
Submitted final AFS	Compliant AFS to AG, 31 Aug 2019 2019	Unit of measurem ent
1	Submission of Draft Financial Statements to AG and National Provincial Treasury by 31st August 2019	ō
1	•	8
Submission of Final compliant Financial Statements to Council, NT and PT by 25 January 2020	1	8
	1	ę
Proof of AG, NI and PT	Proof of submission to AG, NT and PT	POE

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	Good governanc e & Administrat ion		Key Performan ce Area
	Good governan ce in Mohokare		Municipal Strategic Objective (SOs)
strategic support to Municipality	governance in all Municipal operations, ensure public participatio n and provide critical		Municipal Strategic Objective (Departmen tal)
Reviewed and Employment Equity Policy by December 2019	1 monthly notice of Local Labour Forum distributed by June 2020	4 Ordinary Councill sittings held annually as legislated (1 per quarter)	Key performanc e indicator(s)
Reviewed and adopted EE Policy	12 LLF notices and agenda distribute d	4 Ordinary Council meeting held by June 2020	Annual Target
16/17 EE Policy	12 LLF notices and agenda distributed	4 distributed notices and agenda for 4 ordinary meetings	Baseline
Approved policy	Signed distributed acknowledg ement of receipt	Signed distributed acknowledg ement of receipt	Unit of measuremen t
ſ	Distributio n of 3 and agendas	Distributio n of 1 notice and agenda by Aug 2019	ຄຼ
Reviewed and Employme nt Equity Policy by December 2019	Distribution of 3 and agendas	Distribution of 1 notice and agenda by Dec 2019	ß
1	Distribution of 3 notices and agendas	Distribution of 1 notice and agenda by March 2020	8
	Distribution of 3 notices and agendas	Distribution of 1 notice and agenda by May 2020	Q
Council resolution adopted policy	Copy of notices and agendas distributed and acknowled gement of receipts	Copy of notices and agendas distributed and acknowled gement of receipts	POE

CORPORATE SERVICES DEPARTMENT

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Good Governanc e and public participatio n	Good governanc e & Administrat íon	Key Performan ce Area
Good Governan public participati on	Good governan ce in Mohokare	Municipal Strategic Objective (SOs)
To instil good governance in all Municipal operations, ensure public participatio n and provide critical strategic support to the Municipality	To instil governance in all Municipal operations, ensure public participatio n and provide critical strategic support to the Municipality	Municipal Strategic Objective (Departmen tal)
Agenda and notices of section 79 committees distributed quarterly	Submitted EE Plan Report to Dept. of Labour by 15 January 2020	Key performanc e indicator(s)
20 notices and agenda of Section 79 distribute d quarterly	Submitte d EE Plan Report to Dept. of Labour by 15 January 2020	Annual Target
17/18 Sec 79 -notices and agenda	New kpi	Baseline
agendas	Proof of submission	Unit of measuremen t
5 notices and distributed by July 2019		Q
59notices and distributed by Dec 2019		ß
5 notices and aistributed by Feb 2020	Submitted EE Plan Report to Dept. of Labour by 15 January 2020	Q3
5 notices and distributed by May 2020		Q
agenda	Proof of submission to Dept of Labour	POE

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Good governanc e & Administrati on	Good governanc e & Administrati on	Key Performanc e Area
Good governanc e in Mohokare	Good governanc e in Mohokare	Municipal Strategic Objective (SOs)
Annual Review and impleme ntation of the Human Resource s Stratergy	Annual Review and impleme ntation of the Human Resource s Stratergy	Municipal Strategic Objective (Departm ental)
4	0 4 00	· 8 8
tmplementat ion of the HRD Strategy by June 2020	Reviewed HRD Strategy by June 2020	Key performance indicator(s)
reports submitted to Manageme nt (Recruitmen t and selection report aligned to Employmen t equity plan, leave manageme nt, benefits and claims, vacancy rate and Overtime	Reviewed HRD Strategy by June 2020	Annual Target
Quarterly reports	Adopted 2017/2018 HRD Strategy 2018/2019	Baseline
reports	Reviewed Strategy	Unit of Measure ment
reports	Quarterity	ହ
reports	Quarterly	ß
reports	Quarterly	ଥ
reports	Final reviewed 2018/2019 HRD Strategy submitted to Council by June 2020	Q
reports	Reviewed HRD Strategy by June 2019	POE

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Good governanc e & Administrati on	Good governanc e & Administrati on	Good governanc e & Administrati on	Key Performanc e Area
Good governanc e in Mohokare	Good governanc e in Mohokare	Good governanc e in Mohokare	Municipal Strategic Objective (SOs)
To instil good governan ce in all Municipal operation s. ensure public participat ion and provide critical strategic support to the Municipal ity	Annual Review and impleme ntation of ntation of the Human Resource s	Annual Review and impleme ntation of the the Human Resource s Stratergy	Municipal Strategic Objective (Departm ental)
0 4 0	4 SO	00 4	· No So
10 Human Resources Policies reviewed and Council by June 2020	3 unskilled labours vacant post filled by June June 2020	4 Vacant posts of Sec 56 managets filled by June 2020	Key performance indicator(s)
10 Human Resources reviewed and by Council by June 2020	3 Unskilled vacant posts filled by June 2020	4 Vacant posts of Sec 56 managers filled by June 2020	Annual Target
10 policies reviewed and by Council by Council	New KPI	4 sec 56 filled	Baseline
Aprroved Policies	3 unskilled e Appointe d	Appointm ent letters	Unit of Measure ment
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1	Advertise posts and hold invterviews of the 5 vacant posts	Advert, Interviews of Sec 56 positions held	Q
Submit draft reviewed HR Policies to Council by June 2020	Appointment of the 5 unskilled employees	Appointment letters and Contracts signed	Q
Council Resolution and electronic policies policies	Advert, Interview report, signed appointment letters/contrac ts	Advert, Interview report, signed Contracts	POE

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Good Governanc e and administrati on	Good Governanc e and administrati on	Good governanc e & Administrati on	Key Performanc e Area
Good Governanc e in Mohokare	Good Governanc e in Mohokare	Good governanc e in Mohokare	Municipal Strategic Objective (SOs)
Ensure 100% develop ment of ICT Strategy	Ensure 100% develop ment of ICT Strategy		Municipal Strategic Objective (Departm ental)
0 4 0	o 🎝	4 SO	· No o o o
Reviewed ICT Policies 2020	Develop the 5 year ICT Strategy by 2020	Reviewed Organogram by June 2020	Key performance indicator(s)
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 manageme nt policy 5.Password policy 5.Password policy 7 Disaster Recovery 8 Telephone	Develop the 5 year ICT Strategy by 2020	Reviewed Organogra m by June 2020	Annual Target
14 reviewed adopted Policies 2018/19	2018/2019 ICT Strategy	2018/2019 reviewed organogra m	Baseline
14 Policies Reviewed by June 2020	Reviewed ICT Strategy by June 2020	Reviewed organogr am	Unit of Measure ment
			ହା
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Submit the 14 Final ICT Policies to Council by June 2020	Submit the findi 5 year ICT Strategy to Council by June 2020	Submit the final Organogram to Council by June 2020	Q
Council Resolution and adopted Policies	Council Resolution and copy of Strategy	Council Resolution and a copy of the organogram	POE

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Municipal Transformat ion and Developme nt	Good Governanc e and administrati on		Key Performanc e Area
Municipal Transformat ion and Developme nt	Good Governanc e in Mohokare		Municipal Strategic Objective (SOs)
Review, and impleme nt all relevant departme ntal policies	Ensure 100% develop ment of ICT Strategy		Municipat Strategic Objective (Departm ental)
	° 4		· 8 8
5 reviewed policies by June 2018 (Public participation Communica tion .HR and Training,	Review of the Disaster recovery and Business Continuity Plan by June 2020		Key performance indicator(s)
5 reviewed policies by June 2019 (Public participatio n, Communic ation ,HR and Training,	Reviewed Disaster Recovery and Business Continuity Plan for the 2019/2020 financial year.	 9 Mobile and Gadgets Policy 10. Patch Manageme nt Policy 11. End User Access Manageme nt Policy 12. ICT Operating System Security Controls Policy 14. Printing 	Annual Target
5 reviewed policies	2018/2019 Reviewed Disaster Recovery and Business Continuity Plan		Baseline
5 approve d policies	Approve d plan		Unit of Measure ment
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			Q3
5 reviewed policies by June 2020	Disaster Recovery Plan to Council by June 2020 for approval.		Q4
Policies Council resolution	Council resolution and approved plan		POE

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	Municipal Transformat ion and Developme nt	Developme nt	Municipal Transformat	Municipal Transformat ion and Developme nt		Key Performanc e Area	
-	Municipal Transformat ion and Developme nt	utilization of capital	To build capacity and maximise utilization of human capital			Municipal Strategic Objective (SOs)	
	Enhance institution al develop ment and good governan ce	Councillo r develop ment	Organizat ional develop ment	Strategies develope d and reviewed		Municipal Strategic Objective (Departm ental)	
	- · · · ·					· No	
	Developmen t and submission of the (19/20) workplace skills plan by 30 April 2020 to LCSTA	5 councillors capacitated in terms of skillsb by June 2020	6 officials capacitated in terms of the workplace skills	Annual Reviewed delegation system adopted by Council by June 2020	Social media policies)	Key performance indicator(s)	
	19/20 WSP submitted by April 18	5 councillors capacitate d by June 2020	6 officials capacitate d by June 2020	Annual Reviewed delegation system adopted by Council by June 2020	Social media policies)	Annual Target	
	18/19 submitted WSP	Zew KPI	New KPI	2018/2019 reviewed delegation system		Baseline	
	Develope d and submitted WSP BY 30 April 2020	2 councillor s	6 Officials capacita ted	Reviewed delegate d system by June 2020		Unit of Measure ment	
	,	Quarterly skills developm ent reports	Quarterly skills developm ent reports			õ	
	,	Quarterly skills developme nt reports	Quarterly skills developme nt reports	1		Q	
	,	Quarterly skills development reports	Quarterly skills development reports	20 s		Q	
	Developed and submitted WSP to LGSETA by April 2020	Quarterly skills development reports	Quarterly skills development reports	Reviewed and adopted Delegation System by June 2020		Q	
	Acknowledge ment of receipt from LGSETA and WSP Document	Quarterly Skills development Report	Quarterly Skills development report	Council Resolution and Adopted Delegation System		POE	

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Municipal Transformat ion and Developme nt	Municipal Transformat ion and Developme nt	Municipal Transformat ion and Developme nt	Key Performanc e Area
Municipal Transformat ion and Developme nt	Municipal Transformat ion and Developme nt	Municipal Transformat ion and Developme nt	Municipal Strategic Objective (SOs)
To ensure provision of secretarie s support to council	Enhance institution al develop ment and good governan ce	Enhance institution al develop ment and good governan ce	Municipal Strategic Objective (Departm ental)
			· No So
Quarterly updated resolution register	3% of budget actually spent on implementin g WSP bi- annually	Adoption of the WSP by LLF by June 30 th April 2020	Key performance indicator(s)
Updated resolution register by June 2020	3% of budget actually spent on implementi ng WSP	Adoption of the WSP by LLF by June 30 th April 2020	Annual Target
Register updated	New KPI	New KPI	Baseline
Register updated	Actual budget spent	Adopted WSP by LLF	Unit of Measure ment
Resolution register updated by Sept 2019			ñ
Resolution register updated Dec 2019	1% of budget actually spent on implementi ng WSP		Q
Resolution register updated by March 2020	h		Q
Resolution register updated by June 2020	2% of budget actually spent on implementin g WSP	Adoption of the WSP by LLF by June 30 th April 2020	2
Updated register	Proof of amounts spent	Adopted and signed	POE

COMMUNITY SERVICES DEPARTMENT

►	NO
Environmen tal Manageme nt	Key Performanc e Area
Keep Safe & Clean	Municipal Strategic Objective (SOs)
Provision of sustainable Human Settlements in all the three towns by 30 June 2020.	Municipal Strategic Objective (Departmen tal)
^{сн} . О	No.
Reviewed Human Settlement Sector Plan by June 2020 Reviewed Disposal Policy by June 2020 Reviewed of Municipal Housing Rental Policy by June 2020	Key performanc e indicator(s)
Review of Human Settlement Sector Plan by June 2020 Land Disposal Policy developed by June 2020 Reviewed of Municipal Housing Rental Policy by June 2020	Annual Target
Human Settlement Sector Plan 2018/19 17/18 policy I17/18 policy rental housing policy in place by 2018/19	Baseline
Council adopted policy Council adopted policy policy	Unit of Measurem ent
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Submit the final reviewed Plan to Council by May 2020 Submission of final policy to Council for approval by June 2020 Submission of final policy to Council for approval by June 2020	Q4
Council resolution and Copy of the Plan copy of the plan copy of the plan	POE

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Basic Service Delivery		Key Performanc e Area
Keep Mohokare Safe & Clean		Municipal Strategic Objective (SOs)
Manageme nt of Extended Public Works	Manageme nt of Local Disaster as per incident	Municipal Strategic Objective (Departmen tal)
SO		No. SO
Reviewed Extended Policy by June 2020	Reviewed Municipal sites allocation Policy by June 2020 Reviewed and implemente d of local disaster manageme nt plan by June 2020	Key performanc e indicator(s)
Reviewed Extended Public Works June 2020	Reviewed Municipal sites allocation Policy by June 2020 Reviewed Disaster Managemen t Plan by June 2020	Annual Target
2017/2018 EPWP	2018/2019 Policy Local Disaster Manageme nt Plan in place 2018/19	Baseline
Council policy	Council adopted policy council adopted policy	Unit of Measurem ent
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Reviewed Extended Public Works submitted to Council by March 2020		ୟୁ
Reviewed Extended Public Works Submitted to Council by May 2020	Submission of final Policy to Council for approval by June 2020 Submit the final reviewed Plan to Council by May 2020	Q4
Council resolution and Copy of the Policy	Council resolution Copy of the Policy Council resolution and Copy of the Plan	POE

		0		KPA No
		Environmen tal Manageme nt		Key Performanc e Area
		Keep Mohokare Safe & Clean		Municipal Strategic Objective (SOs)
Manageme nt of Municipal Amenities	Managemen t of Sports and Facilities	Provision of sustainable Commonag e Manageme nt		Municipal Strategic Objective (Departmen tal)
ο _σ	5 SO	5 SO	(J	No.
Reviewed Cemetery Manageme nt Policy by June 2020	Reviewed Sports and Facilities Manageme nt policy by June 2020	Reviewed Commona ge Manageme nt plan by June 2020		Key performanc e indicator(s)
Review of Cemetery managemen t Policy by June 2020	Reviewed Sports and Facilities Managemen t policy by June 2020	Reviewed Commonag e Managemen t Plan by June 2020		Annual Target
Cemetery Manageme nt policy in place	18/19 Sports facility Manageme nt	Commona ge manageme nt plan in place		Baseline
Council adopted policy	Council adopted policy	Council adopted policy		Unit of Measurem ent
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Submission of final policy to Council for approval by June 2020	Submit final draft to Council by May 2020	Submit final plan to Council by May 2020		£
Council resolution copy of the plan	Council resolution and Copy of the Policy	Council resolution and Copy of the Plan		POE

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Environmen tal Manageme nt	Environmen tal Manageme nt	Key Performanc e Area
Keep Mohokare Safe & Clean	Keep Mohokare Safe & Clean	Municipal Strategic Objective (SOs)
Environmen tal Health Manageme nt	Operations maintenanc e	Municipal Strategic Objective (Departmen tal)
5 SO		SO No.
Reviewed IWMP Intergrated Waste Manageme nt Plan by August 2019	Develop the operations and maintenan ce Plan for Council Properties by August 2019	Key performanc e indicator(s)
Reviewed IWMP Intergrated Waste Managemen t Plan by August 2019	Developed draft operations and maintenanc e Plan by Council Properties by August 2019	Annual Target
16/17 Adopted IWMP	New KPI	Baseline
Plan	Approved Plan	Unit of Measurem ent
Reviewed IWMP Intergrate d Waste Manage ment Plan by August 2019	Develop Operatio ns and Maintena nce Plan approve d by Council by August 2019	ନ୍
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1		Q4
Aprroved plan Council Resolution	Managemen t resolution & Approved draft plan	POE