1st QUARTER SDBIP performance report

Dr. Beyers Naudé Local Municipality 1st Quarter Performance Report 2017-2018

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***DR BEYERS NAUDÉ LOCAL MUNICIPALITY***

***SDBIP ANALYSIS REPORT – FIRST QUARTER***

***01 JULY 2017 – 30 SEPTEMBER 2017***

**INTRODUCTION**

The purpose of this report is to inform Council, Relevant stakeholders and the Community regarding the progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Service Delivery Budget Implementation Plan (SDBIP) for the First Quarter, 01 July 2017 to 30 September 2017.

1. **LEGISLATIVE REQUIREMENT**

(a) The SDBIP is defined in terms of Section 1 of the Municipal Finance Management Act (MFMA), no. 56 of 2003, and the format of the SDBIP is prescribed by MFMA Circular 13.

(b) Section 41(1)(e) of the Municipal Systems Act (MSA), no 32 of 2000, prescribes that a process must be established of regular reporting to Council. This process is detailed Performance Management Policy of the Municipality.

(c) The Audit Committee also emphasized that Quarterly Performance Reports should be submitted for review and tabled before Council to note.

**2. BACKGROUND TO THE FORMAT AND MONITORING OF THE SDBIP**

**2.1 Format**

(a) The SDBIP consists of a Top Layer and Departmental Performance Plan will be developed for each individual department.

(b) The Top Layer SDBIP measure the achievement of performance indicators with regard to the provision of basic services as prescribed in Section 10 of the Local Government: Municipal Planning and Performance Regulations of 2001, National Key Performance Areas and strategic objectives as detailed in the Integrated Development Plan (IDP). The SDBIP has been noted by the Mayor and Council and any adjustments required to the targets will be submitted to Council for the necessary approval.

(c) The Departmental Performance Plans will measure the achievement of performance indicators that have been determined with regard to operational service delivery within each department and will be aligned with the SDBIP. The Departmental Performance Plans has to be approved by the Municipal Manager and any adjustments required will be approved by the Municipal Manager.

**3.2 Monitoring**

(a) The Municipality utilizes a manual process, whereby actual performance is monitored on a monthly basis.

(b) On the 10th day of every month, monthly reports from budget driving officials are received, for updates of the previous month’s actual performance as a control measure to ensure that performance is updated and monitored on a monthly basis.

(c) The process requires key performance indicator owners to update **performance output** for each key performance indicator, which provides a clear indication of the actual status and serves as part of the portfolio of evidence for audit purposes.

(e) In terms of Section 46(1) (a) (iii) of the Municipal Systems Act the Municipality must reflect annually in the Annual Performance Report on measures taken to improve performance, in other words targets not achieved. The process utilized requires **corrective actions/Plan of actions** to be captured for targets not achieved.

**ACTUAL PERFORMANCE FOR THE FIRST QUARTER, 01 JULY TO 30 SEPTEMBER 2017**

The administration embarked on a process to develop a Service Delivery and Budget Implementation Plan (SDBIP) for the Dr. Beyers Naudé local Municipality. The adopted budget was used to determine allocated funds for Capital Budget Projects for the 2017/2018 financial year and that was included in the SDBIP. On the 1st September 2017, the Municipal Manager, Chief financial officer and Director community services was appointed and draft performance agreements and plans was developed. Once finalized, the SDBIP requires to be reviewed to include key performance indicators that has been included in the performance plans of the said officials. During the first quarter, the Municipal administration achieved a percentage of 70% overall for implementation of planned performance targets.

**SDBIP ANALYSIS REPORT (ACTUAL PERFORMANCE) – CAPITAL BUDGET PROJECTS - 2017/2018**

Infrastructure Development

Number of projects: 9

Number of projects completed/ on Target: 8

Number of projects Not on Target: 1

Percentage on Target: 89%

Total Budget per focus area versus expenditure:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Objective | Strategy | KPI | Wards | Responsible Person | Funding Source | Budget | Expenditure | Expenditure % | ***PERFORMANCE FOR QUARTER 1*** | | | | |
|  | | | | | | | | | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| To adequately increase bulk water storage, upgrade reticulation systems, secure permanent water supply and properly maintain all infrastructure | Upgrade reticulation system by systematically replacing old installations. | Supply and installation of 1 borehole pump, installation of 1 water meter, installation of 1 package water treatment plant. Installation of 1 MCC panel for the package plant in Jansenville by 30th June 2018. | 10,11 | Technical Department | External MIG | 2,131,800.00 | 0 | 0% | 4 | Appointment of Consultant | On Target | Consultant appointed | n/a |
| To adequately increase bulk water storage, upgrade reticulation systems, secure permanent water supply and properly maintain all infrastructure | Upgrade reticulation system by systematically replacing old installations. | Construction of uPVC 2100m pipeline in Willowmore by 31 March 2018. | 8,9,13 | Technical Department | External MIG | 3,015,610.00 | 1,646,605 |  | 2100m pipeline | Planning and development of construction plan. | On Target | Contractor on site | n/a |
| To adequately increase bulk water storage, upgrade reticulation systems, secure permanent water supply and properly maintain all infrastructure | Upgrade reticulation system by systematically replacing old installations. | Drilling and equipping of 2 boreholes and 1 Hydrological report in Aberdeen by 30th June 2018. | 8,9,13 | Technical Department | External MIG | 6,158,209.00 | 0  Prior year expenditure during 1st quarter R973,326,279 Willomore bulk Water Wilgerkloof | 0% | 2 boreholes. | n/a | On Target | Boreholes have been drilled and are being tested. | n/a |
| To adequately increase bulk water storage, upgrade reticulation systems, secure permanent water supply and properly maintain all infrastructure | Upgrade reticulation system by systematically replacing old installations. | Construction of 1 steel reservoir and installation of 315mm bulk rising main in Graaff-Reinet by 30th June 2018. | 2,3,4,5,6,7,14 | Technical Department | External RBIG | 25,000,000. | 8,665,724.54 | 35% | 1 Steel Reservoir, 1 rising main | Construction of reservoir and rising main. | On Target | Reservoir as well as 2015m of rising main constructed. | n/a |
| Solid Waste Disposal Sites (Landfills), that are compliant, have adequate capacity and are properly managed and maintained | Systematically upgrade existing infrastructure; replace and rehabilitate where applicable. | Number of cells constructed in Graaff-Reinet Solid Waste Disposal Facility by 30th June 2018. | 2,3,4,5,6,7,14 | Technical Department | External MIG | 3,491,257.62 | 0  Prior year expenditure during 1st quarter R116, 253.44 Thembalisizwe sewerage system. | 0% | 2 cells | n/a | On Target | No output planned for this quarter | n/a |
| To adequately upgrade the electrical supply and install the necessary electrical infrastructure, as well as regular maintenance thereof | Conduct an audit of electrification needs and infrastructure in the Dr Beyers Naudé LM. | Installation of 4KM overhead powerlines in Graaff-Reinet  AND  Electrification of 64 RDP Houses in Willowmore by 30th June 2018. | 8,9,12,13 | Electrical Department | External DOE | 7,000,000.00 | 27,672  Previous year expenditure during 1st quarter  R579,993.952 INEP Electricity Baviaans | 0,4% | 4km powerline  AND  64 RDP houses electrified | Tender process and appointment of Consultant | On Target | Consultant appointed and draft tender document received. | n/a |
| To adequately upgrade the electrical supply and install the necessary electrical infrastructure, as well as regular maintenance thereof | Conduct an audit of electrification needs and infrastructure in the Dr Beyers Naudé LM. | Number of Standby Transformers Purchased by 30th June 2018. | 1-14 | Electrical Department | Internal | 300,000 | 0 | 0% | 1 | n/a | On Target | Tender evaluated. | n/a |
| To adequately construct, upgrade or install Streets & Stormwater networks and to maintain them on a regular basis | Systematically upgrade existing infrastructure; replace and rehabilitate where applicable | Construction of 1500m2 roads in Jansenville and 1500m2 roads in Klipplaat by 30th June 2018. | 10,11 | Technical Department | External  MIG | 2,000,000.00 | 0  Previous year expenditure during 1st quarter R499,167 | 0% | 3000m2 | Construction Of 1000m2 | Not On Target | Contractor on site. Project will be completed during 2nd quarter | Contractor construction programme indicates completion date of project December 2017.  Local labour problems encountered at start of project. |
| To adequately construct, upgrade or install Streets & Stormwater networks and to maintain them on a regular basis | Systematically upgrade existing infrastructure; replace and rehabilitate where applicable | Upgrade 500m of cut - off drain and progress report by 30th June 2018. | 5,6 | Technical Department | External MIG | 2,739,277.53 | 0 | 0% | Rehabilitation of 500m cut-off drain and 1 progress report. | Tender Processes and appointment of consultant | On Target | Consultant appointed | n/a |

Community Development

Number of projects: 1

Number of projects completed/ On Target: 0

Number of projects Not on Target: 1

Percentage On Target: 0%

Total budget per focus area versus expenditure:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Objective | Strategy | KPI | Wards | Responsible Person | Funding Source | Budget | Expenditure | Expenditure % | ***PERFORMANCE FOR QUARTER 1*** | | | | |
|  | | | | | | | | | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| To significantly reduce and mitigate the negative impact of disasters and to upgrade road traffic and pedestrian safety, with regular maintenance on installations and infrastructure as an ongoing concern. | Source funding to upgrade the Fire-fighting service | Number of Audits conducted to determine how many Fire Hydrants to be installed by 30th June 2018 | 2,3,4,5,7,14 | Protection Service Department | External SBDM Fire Grant | 90,200.00 | 0 | 0% | 1 | Audit to be conducted to investigate what is still outstanding for conversion to pillar post. | Not On Target | Audit has been completed. Just waiting for signing of SLA and over-payment of grant funding from SBDM. | n/a |

Institutional Development

Number of projects: 15

Number of projects completed/ On Target: 8

Number of projects Not on Target: 7

Percentage On Target: 53%

Total budget per focus area versus expenditure:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Objective | Strategy | KPI | Wards | Responsible Person | Funding Source | Budget | Expenditure | Expenditure % | ***PERFORMANCE FOR QUARTER 1*** | | | | |
|  | | | | | | | | | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant | Equip offices and areas of service delivery with adequate resources | Upgrade 1 Fire Station in Graaff-Reinet by 30th June 2018. | 2 | Protection Service Department | External | 3,675,500.00 | 0 | 0% | 1 | Tender process | Not On Target | 0 | Waiting for outcome whether SBDM will fund the project this financial year. |
| To improve service delivery by replacing the current fleet with more reliable vehicles. | Purchase vehicles or plant required for delivering the necessary services. | Number of 4X4 LDV’s purchased by 31 December 2018. | Institutional | Protection Service Department | External | 250,000.00 | 0 | 0% | 1 | Signed SLA and Resolution | Not On Target | No Output | Waiting for signing of SLA and over-payment of grant funding from SBDM. |
| To improve service delivery by replacing the current fleet with more reliable vehicles. | Purchase vehicles or plant required for delivering the necessary services. | Number of DC Bakkies purchased by 31 December 2017. | Institutional | Supply chain/Assets Department | External FMG | 400,000.00 | 0 | 0% | 1 | Formal Tender and award. | Not On Target | No Output | KPI to be taken out during the SDBIP review– no capital acquisition. Vehicles will be leased. |
| To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant | Equip offices and areas of service delivery with adequate resources. | Number of Air conditioners purchased by 30 September 2017. | Institutional | Supply Chain/Assets Department | External FMG | 20,000.00 | 0 | 0% | 2 | Quotations sourced. Purchased, delivery and Installation of Air conditioner. | Not On Target | No Quotes received | Quotes will be requested in 2nd quarter |
| To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant | Equip offices and areas of service delivery with adequate resources. | Purchase 4 Cabinets, 3 Shelves, 14 Tables, and 21  Chairs by 31 December 2017. | Institutional | Finance Department | External FMG | 150,000.00 | 0 | 0% | 42 | Source Quotations | Not On Target | No quotes received | Quotes will be obtained in 2nd quarter. |
| To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant | Equip offices and areas of service delivery with adequate resources. | Number of Polishers and Vacuum cleaners to be purchased by 30th September 2017. | Institutional | Finance Department | External FMG | 30,000.00 | 0 | 0% | 43 | Source quotations. Purchase and delivery of cleaning appliances. | Not On Target | Quotes received for polishers | In progress of obtaining quotes for vacuum cleaners. |
| To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant | Equip offices and areas of service delivery with adequate resources. | Number of Specialised Occupational Health and Safety (Fire) equipment purchased by 31 December 2017. | Institutional | Protection Service Department | Internal/ External | 78,700.00 | 0 | 0% | 14 | Source Quotations | Not On Target | No Output | No funding received yet from SBDM and SLA was discussed at Municipal Managers Forum. To be signed within November 2017. |
| To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Equip offices and areas of service delivery with adequate resources. | Number of Specialised Occupational Health and Safety (VTS) Equipment Purchased By 31 December 2017. | Institutional | Protection Service Department | External/ Urban Transport | 25,000.00 | 0 | 0% | 5 | Source Quotations | Not On Target | No output | No funding for the project. Council to be informed, and need to resolve whether to ringfence Transport projects with collected agency fees for DLTC & Motor Reg. |
| To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant | Equip offices and areas of service delivery with adequate resources. | Number of Hand – Held devices purchased for meter reading throughout the Dr. Beyer’s Naude Local Muncipality 31 December 2017. | Institutional | Finance Department | External FMG | 70,000.00 | 2758 | 4% | 4 | n/a | On Target | No output planned for this quarter | n/a |
| To improve overall efficiency of ICT ~ administration, billing, record keeping, information sharing and communication; to ensure optimal, cost-effective production and quality service delivery | Conduct a comprehensive ICT audit. | Number of Exchange Hosted mailboxes purchased By 30 September 2017. | Institutional | Finance Department | External FMG | 70,000.00 | 0 | 0% | 10 | 10 Exchanged Hosted Mailboxes purchased. | On Target | 10 Exchanged Hosted Mailboxes purchased | n/a |
| To improve overall efficiency of ICT ~ administration, billing, record keeping, information sharing and communication; to ensure optimal, cost-effective production and quality service delivery | Conduct a comprehensive ICT audit. | Number of Windows pro licenses purchased by 30 September 2017. | Institutional | Finance Department | External FMG | 40,000.00 | 0 | 0% | 10 | 10 Windows pro licenses purchased | On Target | 10 Windows pro licenses purchased | n/a |
| To improve overall efficiency of ICT ~ administration, billing, record keeping, information sharing and communication; to ensure optimal, cost-effective production and quality service delivery | Conduct a comprehensive ICT audit. | Number of Microsoft Office H&B Licences purchased by 30 September 2017. | Institutional | Finance Department | External FMG | 50,000.00 | 0 | 0% | 10 | 10 Microsoft Office H&B Licences purchased. | On Target | 10 Microsoft Office H&B Licences purchased | n/a |
| To improve overall efficiency of ICT ~ administration, billing, record keeping, information sharing and communication; to ensure optimal, cost-effective production and quality service delivery | Conduct a comprehensive ICT audit. | Purchased 1 drill, 2 step ladder, 1 glue gun, 1 crimping tool, 1 network tester) by 31 December 2017. | Institutional | Finance Department | External FMG | 10,000.00 | 1031.50 | 10% | 6 | Source quotations | On Target | Quotations sourced | n/a |
| To improve overall efficiency of ICT ~ administration, billing, record keeping, information sharing and communication; to ensure optimal, cost-effective production and quality service delivery | Conduct a comprehensive ICT audit. | Number of PC/Laptops purchased by the 31st December 2017. | Institutional | Finance Department | External FMG | 250,000.00 | 1975 | 1% | 10 | Source quotations | On Target | SCM-BEY-79  Supply and Deliver of 10 Laptops | n/a |
| To improve overall efficiency of ICT ~ administration, billing, record keeping, information sharing and communication; to ensure optimal, cost-effective production and quality service delivery | Identify areas in need of systems upgrade and formulate appropriate ICT Plan & Policies (including IT Disaster Recovery). | Upgrade Servers and Networks in Dr.Beyers Naude Municipality by 30th June 2018. | Institutional | Finance Department | External FMG | 200,000 | 0 | 0% | 1 | Plan and tender process, Technical building Network upgrade | On Target | Awaiting site survey to complete on Due Diligence tender. Site survey will be done by 10/11/2017 then tech building and others will be upgraded accordingly. | n/a |
| To improve overall efficiency of ICT ~ administration, billing, record keeping, information sharing and communication; to ensure optimal, cost-effective production and quality service delivery | Conduct a comprehensive ICT audit. | Number of Vending Machines purchased by 31 December 2017. | Institutional | Finance Department | External FMG | 220,000.00 | 5573 | 3% | 4 | Ward councillors to identify suitable areas | On Target | Needs analysis done | n/a |

**SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS**

**Development Priority: Infrastructure Development**

Number of Indicators: 10

Number of indicators on Target: 9

Number of indicators Not on Target: 1

Percentage on Target: 90%

**Development Priority: Community Development**

Number of Indicators: 5

Number of indicators on Target: 3

Number of indicators Not on Target: 2

Percentage on Target: 67%

**Development Priority: Institutional Development**

Number of Indicators: 20

Number of indicators on Target: 13

Number of indicators Not on Target:

Percentage on Target: 65%

**Development Priority: Local Economic Development**

Number of Indicators: 9

Number of indicators on Target: 6

Number of indicators Not on Target: 2

Percentage on Target: 67%

**Development Priority: Back to Basics – Good Governance**

Number of Indicators: 13

Number of indicators on Target: 10

Number of indicators Not on Target:

Percentage on Target: 77%

**Development Priority: Back to Basics – Sound Financial Management**

Number of Indicators: 11

Number of indicators on Target: 8

Number of indicators Not on Target: 3

Percentage on Target: 73%

***OVERALL***

Total Number of Key Performance Indicators per KPA = 93

Number of Key Performance Indicators on Target/Completed = 65

Number of Key Performance Indicators Not on Target = 28

Percentage on Target = 70%

**Service Delivery Key performance indicators and targets**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| INFRASTRUCTURE DEVELOPMENT - KPA – Infrastructure and Service Delivery | | | | | | | | ***PERFORMANCE MILESTONES*** | | | | |
| KPA | Objective | Strategy | Department | KPI | Budget | Expenditure | Expenditure % | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| Infrastructure and Service Delivery | To adequately increase bulk water storage, upgrade reticulation systems, secure permanent water supply and properly maintain all infrastructure. | Identify and implement suitable Projects. | Engineering and Planning | Clean 6 reservoirs to reduce turbidity by 30 June 2018. | 274, 943 | 0 | 0% | 6 | 0 | On Target | No output planned for this quarter, however appointment of consultant has commenced. | n/a |
| Infrastructure and Service Delivery | For all households to have uninterrupted access to good quality, potable water. | Implement Action Plans contained in WSDP and ensure that proper controls and monitoring measures are in place | Engineering and Planning | Monitor water quality through taking 13 Samples per month. | 285,783 | 0 | 0% | 156 | 39 Samples | On Target | 46 samples taken | More samples taken this quarter to ensure quality water.  Committed payment – R163,711.98 |
| Infrastructure and Service Delivery | For all households to have uninterrupted access to good quality, potable water | Implement Action Plans contained in WSDP and ensure that proper controls and monitoring measures are in place | Community Services | Monitor water quality and report to Department of Engineering and Planning and caution community or Department if there is any findings on water samples tested.  Re-test if there is findings | 70,400 | 0 | 0% | 24 | 6 Samples | On Target | 4 water samples taken  2 resampling done | Testing is done in conjunction with Technical Services |
| Infrastructure and Service Delivery | For all households to have uninterrupted access to good quality, potable water. | Implement Action Plans contained in WSDP and ensure that proper controls and monitoring measures are in place | Engineering and Planning | Percentage compliance with drinking water quality standards (micro-bacterialogical) quarterly. | n/a | n/a | n/a | 80% | 80% | On Target | 99.9% | n/a |
| Infrastructure and Service Delivery | To adequately upgrade the electrical supply and install the necessary electrical infrastructure, as well as regular maintenance thereof. | Identify and implement suitable Electrification Projects | Engineering and Planning (Electrical Services) | Number of oil test sample reports for a Transformer by 30 June. 2018. | 60,000 | 48,465 | 81% | 1 | 0 | On Target | No output planned for this quarter, however oil test samples have been performed on Transformers from 07/09/2017 – 10/09/2017. | n/a |
| Infrastructure and Service Delivery | Effective recycling programmes that will reduce waste volumes at landfill site and create economic opportunities for the Community | Step up educational campaigns to encourage all citizens to take pride in their areas and keep them clean; to recycle at source | Community Services | Number of Waste management Campaigns held at ward meetings, schools and other institutions by 30th June 2018. | 25, 000 | 0 | 0% | 12 | 3 waste management campaigns per quarter | On Target | Waste pickers in Jansenville. Willowmore, Graaff-Reinet  Ward Cllr held awareness campaigns in their wards  Cleaning Campaigns held in Rietbron, Graaff Reinet | Waste pickers and campaigns must be establish in the other towns |
| Infrastructure and Service Delivery | The eradication of illegal dumping and littering and creation of clean and healthy urban areas and surrounding environment | Provide adequate waste disposal facilities and containers, as well as regular waste removal service | Community Services | Number of quarterly reports on Cleaning of all illegal dumping sites and waste skips by 30h June 2018. | 75,000 | 0 | 0% | 4 | Quarterly report on cleaning of all wards | On Target | Quarterly report prepared and a Tender for skips included in the Fleet tender that is now at adjudication process | Requested additional skips for other towns |
| Infrastructure and Service Delivery | The eradication of illegal dumping and littering and creation of clean and healthy urban areas and surrounding environment | Provide adequate waste disposal facilities and containers, as well as regular waste removal service | Community Services | Number of skips placed in all wards prone to illegal dumping, monitor it regularly and remove dumping | 130,000 | 0 | 0% | 20 | All wards prone to illegal dumping (5 skips) | Not On Target | No output | Budget must be made available in the adjustment budget in order to cater for all towns. |
| Infrastructure and Service Delivery | The eradication of illegal dumping and littering and creation of clean and healthy urban areas and surrounding environment | Provide adequate waste disposal facilities and containers, as well as regular waste removal service | Community Services | Number of reports on cleaning parks and all recreational areas by 30th June 2018. | 75, 000 | 0 | 0% | 4 | Quarterly report on cleaning of all wards | On Target | Quarterly report | n/a |
| **COMMUNITY DEVELOPMENT –KPA – Good Governance** | | | | | | | | | ***PERFORMANCE MILESTONES*** | | | |
| KPA | Objective | Strategy | Department | KPI | Budget | Expenditure | Expenditure % | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| Good Governance | To significantly reduce and mitigate the negative impact of disasters and to upgrade road traffic and pedestrian safety, with regular maintenance on installations and infrastructure as an ongoing concern. | Regularly review and update the Municipality’s Disaster Management Plan and ensure that it incorporates threats identified throughout the region | Protection Services | Number of reviews and update of Disaster Management Plan as approved by Council. | n/a | n/a | n/a | 1 | Review current Disaster Management Plan, refer to management meeting for input into any amendments | Not On Target | Aurecon still busy with Risk Assessment, draft document submitted to LA’s for comments In October 2017. | n/a |
| Good Governance | To fully involve, capacitate and empower the SPU Sector, with special focus on the Disabled, Youth and Women. | Design programmes and arrange events that will encourage the participation of the SPU sector, especially the Disabled, Youth and Women. | Municipal Manager/ SPU unit | Monitor 9 Sports & Cultural events Organized for the Community through reports submitted by SPU Officer to the Office of the Municipal Manager by 30th June 2018. | 150,000 | 30,365.90 | 20% | 9 | Women’s Day and Heritage Day commemorations | On Target | 9th August women caucus  28th August women In Business in collaboration with Economic Development, SEDA, ECDC, SEFA, NYDA and other stakeholders.  Heritage day - Clash of the choirs in Aberdeen, 30th September 2017  EXTRA:  Humans rights commission roadshow –Steytlerville 19-21 September  MEC handover of mobile ECD Centre In Baviaans kloof, Rietbron area.  Boxing trails in Somerset East 23-25 September 2017.  26th-28th September first aid training with GTZ in collaboration with SBDM in Willomore. | n/a |
| Good Governance | To fully involve, capacitate and empower the SPU Sector, with special focus on the Disabled, Youth and Women. | Design programmes and arrange events that will encourage the participation of the SPU sector, especially the Disabled, Youth and Women. | Municipal Manager/ SPU Unit | Number of SPU Consultative Forums established, namely: Youth Council, Local Sports Council, Local Aids Council, Women’s Forum and Disabled Forum by 30 September 2017. | 50,000. | 0 | 0% | 4 | MRM Forum, Youth Forum | Not On Target | MRM Forum established on 19th July. Youth Forum postponed till all ward committees are established. | n/a |
| Good Governance | To fully involve, capacitate and empower the SPU Sector, with special focus on the Disabled, Youth | Design programmes and arrange events that will encourage the participation of the SPU sector, especially the Disabled, Youth and Women. | Municipal Manager/ SPU Unit | Monitor effectiveness of SPU consultative councils/ Forums by providing quarterly reports to the office of the Municipal Manager. | n/a | n/a | n/a | 4 | Quarterly report on all councils/ forums | On Target | Quarterly report submitted. | n/a |
| Good Governance | To fully involve, capacitate and empower the SPU Sector, with special focus on the Disabled, Youth | Design programmes and arrange events that will encourage the participation of the SPU sector, especially the Disabled, Youth and Women. | Municipal Manager/ SPU Unit | Number of training programmes for vulnerable groups especially youth and disabled citizens by 30th June 2018. | 100,000. | 0 | 0% | 8 | Job Readiness training in Graaff-Reinet and Jansenville.  AET Training in Graaff – Reinet and Jansenville  ABET Training from 24 July 2017.  Computer training in Willomore/ Steytlervile/  Rietbron through the year | On Target | Job readiness training 4th – 8th September in Graaff-Reinet 2017  AET training – 1st August -30th August 2017  ABET – 1st August -30th August 2017  Computer training in Willomore Steytlerville ongoing  Rietbron computer training ongoing. | n/a |
| **INSTITUTIONAL DEVELOPMENT - KPA – Organisational Transformation & Institutional Development** | | | | | | | | ***PERFORMANCE MILESTONES*** | | | | |
| KPA | Objective | Strategy | Department | KPI | Budget | Expenditure | Expenditure % | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| Organisational Transformation & Institutional Development | To recruit staff with adequate qualifications, skills, training and experience. | Finalise the review of the Staff Establishment as a matter of urgency | Corporate Services (HR) | Develop an organizational structure by 30 December 2017. | 200,000 | 200,000 | 100% | 1 | Consultant to workshop proposed Organogram with Council and table before Council for adoption. | On Target | Consultant appointed.  Workshop held.  Tabled to council for adoption. | n/a |
| Organisational Transformation & Institutional Development | To recruit staff with adequate qualifications, skills, training and experience. | Finalise the review of the Staff Establishment as a matter of urgency. | Corporate Services (HR) | 100% Implementation of placement policy through placement of staff based on approved Staff establishment by 31 March 2018 | n/a | n/a | n/a | 100% | Establishment of a placement committee. | Not on Target | Placement committee will be established by 31 March 2018 | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Corporate Services (HR) | Number of Delegation registers developed by 31 December 2017. | n/a | n/a | n/a | 1 | Develop delegation register. | Not On Target | Delegation register will be developed by 31 December 2017 | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as legally compliant | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Corporate Services (HR) | Number of employment equity plans developed by 31 December 2017. | n/a | n/a | n/a | 1 | Develop an employment equity plan | Not on Target | Task team appointed for compiling of Employment Equity Plan. Plan can only be developed after placement is finalised. | n/a |
| Organisational Transformation & Institutional Development | To improve service delivery by replacing the current fleet with more reliable vehicles. | Make adequate provision on the annual Budget to address these areas as an ongoing concern. | Finance  Supply Chain/ Assets Department | Develop an action plan for the maintenance and service of all municipal vehicles by 30 June 2018. | n/a | n/a | n/a | 1 | Develop Action Plan | Not On Target | No plan developed | Fleet management procedures to be developed. |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Corporate Services (HR) | Develop a workplace skills plan with an annual training report by 30th April 2018. | n/a | n/a | n/a | 1 | Collect information from departments to develop plans. | On Target | Task team appointed for compiling of Work Skills Plan. Plan can only be developed after placement is finalised. | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Finance | Review 13 Financial Policies and table before Council for approval by 30 June 2018. | n/a | n/a | n/a | 13 | n/a | On Target | No output required for this quarter | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Municipal Manager/ PMS/ Communications | Develop or Review 2 plans/strategies/policies and table before Council for approval by 30 June 2018. | n/a | n/a | n/a | 2 | n/a | On Target | No output required for this quarter. | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Corporate Services (HR) | Number of HR policies reviewed by 31st  December 2017 | n/a | n/a | n/a | 10 | Review 6 policies | On Target | 8 policies reviewed.  i. Induction & Orientation  ii. Learning  &  Development  iii. Leave  iv. Mitigration & placement  v. overtime  vi. Recruitment & Selection  vii. Relocation  viii.Trav & Substance allowance | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as legally compliant | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Engineering and Planning (Town Planning) | Number of SPAZA Shop policies reviewed by 31 December 2017 | n/a | n/a | n/a | 1 | n/a | On Target | No output required for this quarter. | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Finance (Supply Chain) | Prepare Supply Chain Management Implementation Compliance through 4 quarterly reports by 30 June 2018. | n/a | n/a | n/a | 4 | 1 Quarterly SCM Report | On Target | 2016/17 Q4 report tabled to BTO standing committee under resolution FIN-043/1 on 28 August 2017 | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Finance (Supply Chain/ Asset) | Conduct quarterly Assets reconciliation between AR and GL. 4 quarterly reports by 30 June 2018. | n/a | n/a | n/a | 4 | Recon assets register with GL and provide a report | On Target | Asset register reconciled to General ledger | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Finance (Supply Chain) | Develop and Monitor Contract register for all service providers and provide quarterly reports. | n/a | n/a | n/a | 4 | Contract register Report | Not On Target | Contract register updated but no report submitted | Register had to be updated before report tabled. Report to be submitted in 2nd quarter |
| Organisational Transformation & Institutional Development | Improved performance through effective PMS | Quarterly institutional performance reports to Council. | Municipal Manager/ PMS unit | 4 quarterly SDBIP Performance reports submitted to Council by 30 June 2018, to inform Council of Institutional Performance | n/a | n/a | n/a | 4 | 1 SDBIP Performance report submitted to Council. | On Target | SDBIP analysis performance report for quarter 1. | n/a |
| Organisational Transformation & Institutional Development | To develop a performance management culture within the Municipality | Develop performance plans for Managers | Municipal Manager/ PMS unit | Number of performance plans developed by Cascading performance management to management level by 31 March 2018. | n/a | n/a | n/a | 20 | n/a | On Target | No output required for this quarter. | n/a |
| Organisational Transformation & Institutional Development | Improved performance through effective PMS | Train staff for operation of institutional PMS | Municipal Manager/ PMS unit | Number of staff trained on the performance management system by 31 March 2017. | n/a | n/a | n/a | 100% | n/a | On Target | No output required for this quarter. | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly | Corporate Services/ Administration | Monitor Council resolutions by providing 4 quarterly reports on the implementation of council resolutions. | n/a | n/a | n/a | 4 | 1 | Not on Target | No report for 1st Q | Report will be available at next council meeting on 9 November 2017 |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Finance/ Supply Chain | Compile a Lease Register with a list of all signed lease agreements by 30 June 2017. | n/a | n/a | n/a | 1 | Update register with all signed lease agreements | On Target | Lease register updated | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Corporate Services (HR) | Report on all disciplinary hearings on a quarterly basis to EXCO. | n/a | n/a | n/a | 4 | Report on all disciplinary hearing | On Target | Reports tabled to EXCO. | n/a |
| Organisational Transformation & Institutional Development | To provide sufficient operational requirements, furnish and equip the relevant offices and venues, in order to improve efficiency of all departments, their staff and the Municipality’s levels of service delivery, as well as be legally compliant. | Implement Plan & Policies and upgrade systems accordingly; provide suitable training to enable staff to utilize these systems optimally and correctly. | Municipal Manager/ Finance | Number of officials trained on MFMA online training by 31 June 2018 | Salary/ IT Budget | 0 | 0% | 50 | Install Online training for 25 officials | Not On Target | No output | KPI to be removed during the review of the SDBIP. |
| **LOCAL ECONOMIC DEVELOPMENT** | | | | | | | | ***PERFORMANCE MILESTONES*** | | | | |
| KPA | Objective | Strategy | Department | KPI | Budget | Expenditure | Expenditure % | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| Local Economic Development | Job Creation, BEE & Partnerships, SMME, Industrial and Sector Development, Skills Development, Mainstreaming of 2nd Economy, Youth and Women | Support, encourage and facilitate value-adding initiatives, programmes and projects. | Municipal Manager/ LED Officer | Profiling and building capacity in SMMEs – 4 new SMMEs trained in (Export and Business Training) by 30 June 2017. | 84,217 | 5364.38 | 6% | 4 | Train 1 SMME | On Target | 20 SMME’s trained | Allocated budget could train more. |
| Local Economic Development | Job Creation,BEE& Partnerships, SMME, Industrial and Sector Development, Skills Development, Mainstreaming of 2nd Economy, Youth and Women | Support, encourage and facilitate value-adding initiatives, programmes and projects | Municipal Manager | Number of people employed through the EPWP Labour intensive programme to address high unemployment rate by 30 June 2017. | 1,233,000 | 286,294.80 | 23% | 200 | Quarterly reports to Council - with 25 people employed | On Target | 151 people employed through EPWP (inclusive of MIG project employment) | n/a |
| Local Economic Development | SUSTAINABLE JOB CREATION ⬩ BEE & PARTNERSHIPS ⬩ SMME, INDUSTRIAL AND SECTOR DEVELOPMENT ⬩ SKILLS DEVELOP-MENT ⬩ MAINSTREAMING OF 2ND ECONOMY, YOUTH, DISABLED & WOMEN | Support, encourage and facilitate value-adding initiatives, programmes and projects | Municipal Manager/ LED Unit | Number of labourers employed for the project: Reconstruction of Lincom and Asherville schools In Graaff-Reinet by 30 June 2018. | n/a | n/a | n/a | 100 | n/a | On Target | No output required for this quarter. | n/a |
| Local Economic Development | SUSTAINABLE JOB CREATION ⬩ BEE & PARTNERSHIPS ⬩ SMME, INDUSTRIAL AND SECTOR DEVELOPMENT ⬩ SKILLS DEVELOP-MENT ⬩ MAINSTREAMING OF 2ND ECONOMY, YOUTH, DISABLED & WOMEN | Support, encourage and facilitate value-adding initiatives, programmes and projects | Municipal Manager/ LED Unit | Number of SMME’s employed for the project: Reconstruction of Lincom and Asherville schools In Graaff-Reinet by 30 June 2018 | n/a | n/a | n/a | 16 | n/a | On Target | No output required for this quarter. | n/a |
| Local Economic Development | SUSTAINABLE JOB CREATION ⬩ BEE & PARTNERSHIPS ⬩ SMME, INDUSTRIAL AND SECTOR DEVELOPMENT ⬩ SKILLS DEVELOP-MENT ⬩ MAINSTREAMING OF 2ND ECONOMY, YOUTH, DISABLED & WOMEN | Develop LED Strategic Plan with an economic Vision for the Municipality. | Municipal Manager/ LED Unit | Number of commonage plans developed by the 30th June 2018. | n/a | n/a | n/a | 1 | n/a | On Target | No output required for this quarter. | n/a |
| Local Economic Development | SUSTAINABLE JOB CREATION ⬩ BEE & PARTNERSHIPS ⬩ SMME, INDUSTRIAL AND SECTOR DEVELOPMENT ⬩ SKILLS DEVELOP-MENT ⬩ MAINSTREAMING OF 2ND ECONOMY, YOUTH, DISABLED & WOMEN | Support, encourage and facilitate value-adding initiatives, programmes and projects | Municipal Manager/ LED Unit | Assistance and development of SMME’s by 30 June 2016 | 36,728. | 0 | 0% | 5 | Identify 5 potential SMME’s to be supported. | On Target | 6 potential SMME’s identified to be supported based on proposals received. | n/a |
| Local Economic Development | SUSTAINABLE JOB CREATION ⬩ BEE & PARTNERSHIPS ⬩ SMME, INDUSTRIAL AND SECTOR DEVELOPMENT ⬩ SKILLS DEVELOP-MENT ⬩ MAINSTREAMING OF 2ND ECONOMY, YOUTH, DISABLED & WOMEN | Develop LED Strategic Plan with an economic Vision for the Municipality. | Municipal Manager /LED Unit | Develop a Tourism strategy by 31st December 2017 | n/a | n/a | n/a | 1 | Develop Tourism strategy | Not on Target | Meeting scheduled with COGTA to provide assistance was postponed. | New date to be finalized, and other options for development of a strategy to be considered. |
| Local Economic Development | SUSTAINABLE JOB CREATION ⬩ BEE & PARTNERSHIPS ⬩ SMME, INDUSTRIAL AND SECTOR DEVELOPMENT ⬩ SKILLS DEVELOP-MENT ⬩ MAINSTREAMING OF 2ND ECONOMY, YOUTH, DISABLED & WOMEN | Develop LED Strategic Plan with an economic Vision for the Municipality. | Municipal Manager /LED Unit | Develop LED Strategy by 31st December 2017 | n/a | n/a | n/a | 1 | Develop LED strategy | Not on Target | Meeting scheduled with COGTA to provide assistance was postponed. | New date to be finalized, and other options for development of a strategy to be considered. |
| Local Economic Development | Creating and enabling environment to attract investment that generates economic growth and job creation | Implement strategic LED Action and Interventions with the aim of creating networks, linkages, referral & support systems, appropriate policies, by-laws, incentives, services and infrastructure that will stimulate and facilitate LED, attract investment, encourage establishment and growth of business and industry in the Dr. Beyers Naude LM. | Municipal Manager /LED Unit | Implement 2 initiatives identified by the Mohair summit by 30th June 2018. | 400,000 | 0 | 0% | 2 | 1. Planning and Marketing for SMME Imbizo to be held in March 2018.  2. Planning for Mohair empowerment trust. | On Target | Planning commenced. MOU has been drafted to be signed in the 2nd quarter by the Mayor, Cogta and Mohair South Africa. | n/a |
| **BACK TO BASICS – KPA – Good Governance & Public Participation** | | | | | | | | ***PERFORMANCE MILESTONES*** | | | | |
| KPA | Objective | Strategy | Department | KPI | Budget | Expenditure | Expenditure % | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Developing a credible Integrated Development Plan that will address the developmental needs of our Community. | Municipal Manager/ IDP Unit | A reviewed and credible IDP for 2018/19 | n/a | n/a | n/a | 1 | (a) Prepare 2018/19 IDP & Budget Process Plan,  (b) 14 x Ward Committee consultation meetings,  (c) 1 x IDP RF meeting (launch),  (d) Adopted IDP & Budget Process Plan. | (a) On Target  (b) Not on Target  (c) On Target  (d) On Target | (a) 2018/19 Process Plan was prepared by end of July 2017.  (b) 14 Ward Cllrs were consulted, but only 11 Ward Councillors consulted with their Committees  (c) 1st IDP RF meeting was held on 06/09/2017.  (d) Process Plan was adopted on 10/08/2017 (Resolution SCOUNCIL-073/17). | (b) Ward 12 Councillor was unable to consult with his Committee due to logistical challenges. Two Wards (5 & 7) have not yet had their Committees established.  Referred to MM and IDP SC for attention. |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Having a fully functional Council, with Standing Committees, Fora and other structures. | Corporate Services (Administration) | Number of Meetings held in terms of year planner by 30 June 2017.  (4 Ordinary Council Meetings and 4 Standing Committee meetings) | n/a | n/a | n/a | 8 | Ensure that Standing Committee meetings are held, one Ordinary Council Meeting and a Special Council meeting in terms of the year planner. Monthly. | On Target | Standing committee meetings, council meeting held. | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Ensuring that Ward Committees have been established and are functioning properly, and that a CDW has been appointed in each Ward | Municipal Manager | CDW’s deployed at ward level with monthly report submission. | n/a | n/a | n/a | 12 | 3 monthly reports from each CDW. | Not on Target | No report submitted monthly and all wards do not have CDW’s. | Cogta to deploy CDW’s. |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Having a fully functional Council, with Standing Committees, Fora and other structures. | Corporate Services (Administration) | Number of MPAC meetings to assist with oversight function until 30 June 2018. | n/a | n/a | n/a | 4 | Organise MPAC meeting | On Target | One MPAC meeting held | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Having a fully functional Council, with Standing Committees, Fora and other structures. | Corporate Services (Administration) | Number of Audit Committee meetings to assist with oversight function until 30 June 2018. | n/a | n/a | n/a | 4 | Organise Audit Committee meeting | On Target | Audit Committee held on the 18 September 2017. | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects | Installing and maintaining effective and efficient communications and other systems that will improve information-sharing, enhance public participation and promote socio-economic development. | Corporate Services (HR) | Ensure that the LLF is functioning properly and fulfilling its mandate by having 6 Meetings annually | n/a | n/a | n/a | 6 | 2 Meetings | On Target | 5 July 17, 14 Jul 17 (Spec LLF) and 18 September 2017 | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Installing and maintaining effective and efficient communications and other systems that will improve information-sharing, enhance public participation and promote socio-economic development. | Municipal Manager /Communications | Implement Communication Action Plans by providing quarterly progress reports by 30th June 2018. | n/a | n/a | n/a | 4 | Improve internal communication by executing communication action plan and report progress to the Municipal Manager | On Target | Quarterly report provided to municipal manager on action plan implementation progress. | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects | Installing and maintaining effective and efficient communications and other systems that will improve information-sharing, enhance public participation and promote socio-economic development. | Municipal Manager /Communications | Number of quarterly External Newsletters distributed to stakeholders by 30th June 2018 | 19,500 | 15,600 | 82% | 60 000 | 15000 Quarterly External Newsletters distributed. | On Target | 20 0000 newsletters distributed | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Installing and maintaining effective and efficient communications and other systems that will improve information-sharing, enhance public participation and promote socio-economic development. | Municipal Manager /Communications | Number of Interviews Held with the Mayor and submitted to the local Newspaper (The advertiser) by 30th June 2018. | n/a | n/a | n/a | 4 | Quarterly interview with the Mayor and submit to the Local Newspaper (The advertiser) | On Target | Interview conducted by the Advertiser with the Mayor during August in Aberdeen. | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Installing and maintaining effective and efficient communications and other systems that will improve information-sharing, enhance public participation and promote socio-economic development. | Corporate services | Maintain updated housing beneficiary list and submit to Department of Human settlement on a quarterly basis by 30th June 2018 | n/a | n/a | n/a | 4 | Updated beneficiary list and quarterly submission to the Department of Human Settlement | On Target | Beneficiary list submitted to Human Settlement. | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects. | Ensuring that Ward Committees have been established and are functioning properly, and that a CDW has been appointed in each Ward. | Municipal Manager/ Ward Co-ordinator | Quarterly Ward Committee meetings until 30 June 2018 | n/a | n/a | n/a | 4 | Ensure quarterly ward committee meetings | Not On Target | 12 ward committee’s established, 2 outstanding and only ward 6 submitted report. | To ensure that 2 outstanding ward committees are established, and that all wards have quarterly meetings. |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects | Providing Free Basic Services and Indigent Support. | Finance | Extend the Indigent Register by registering 120 Houses by 30th June 2018. | n/a | n/a | n/a | 120 | Register 30 houses | On Target | 164 new registrations | n/a |
| Good Governance & Public Participation | To become the best performing Municipality, in all respects | Providing Free Basic Services and Indigent Support. | Finance | Implement an exit strategy from Indigent Register quarterly. | n/a | n/a | n/a | 4 | Verification of IGG register and report | Not on Target | Annual verification and awareness done, but report not submitted | KPI to be redefined during review of SDBIP. |
| **BACK TO BASICS – KPA – Sound Financial Management** | | | | | | | | ***PERFORMANCE MILESTONES*** | | | | |
| KPA | Objective | Strategy | Department | KPI | Budget | Expenditure | Expenditure % | Annual Target | Quarter 1 Target | On Target/Not on Target | Actual Output | Reason for Variance and Plan of Action |
| Sound Financial Management | To become a financially viable and sustainable Municipality. | The development and implementation of a Funding Strategy. | Finance | 100% expenditure of Municipal Grants by 30th June 2018. | 64,460,430 | 13,618,236 | 21% | 100% | 15% | On Target | 21% | The majority of FMG is set aside for upgrade of financial systems which will only commence in 2nd quarter. Meeting was held with COGTA to express our views that the business plan for Audit Improvement grant needs to be revised. Revised plan will be submitted to them during 2nd quarter |
| Sound Financial Management | To receive a Clean Audit Opinion from the Auditor-General. | Implementation and execution of an Audit Action Plan. | Finance | 100% Financial compliance by 30th June 2018. | n/a | n/a | n/a | 100% | 100% compliance to Financial Planner Deadlines | Not On Target | 14.6% | Delay in financial year end procedures resulted in backlog of 3 months – thus reporting was delayed. Backlog being dealt with and all reporting will be submitted by end Oct 2017 |
| Sound Financial Management | To receive a Clean Audit Opinion from the Auditor-General. | Implementation and execution of an Audit Action Plan. | Finance | Improve Outcome of the AG report: Execute action plan to address previous findings by 30 June 2018. | n/a | n/a | n/a | 1 | n/a | On Target | No output required for this quarter. Awaiting AG Report.  Revised audit improvement plan prepared for 15/16 to deal with take on balances | n/a |
| Sound Financial Management | To receive a Clean Audit Opinion from the Auditor-General. | Implementation and execution of an Audit Action Plan. | Finance (Assets) | Verification of the completeness of the Asset Register (Asset Register compliant to GRAP standards) | n/a | n/a | n/a | 100% | All purchases captured and updated on Asset Register | On Target | All purchases captured and updated on asset register. | n/a |
| Sound Financial Management | To become a financially viable and sustainable Municipality. | Alignment of the Budget to the IDP’s Development Priorities. | Municipal Manager | Percentage CAPEX of budget spend by 30th June 2018. | 64,760,430 | 13,618,236 | 21% | 100% | 15% spent | On Target | 21% | n/a |
| Sound Financial Management | To become a financially viable and sustainable Municipality. | Alignment of the Budget to the IDP’s Development Priorities. | Municipal Manager | Percentage OPEX of budget spend by 30th June 2018. | 397,933,595 | 85,655,114 | 21.5% | 80% | 30% spent | Not on Target | 21.5% | Depreciation and debt impairment not calculated on monthly basis thus not included in expenditure. Procedures to be developed to do these calculations monthly/quarterly |
| Sound Financial Management | To adopt a realistic, credible and funded Annual Budget | Alignment of the Budget to the IDP’s Development Priorities. | Municipal Manager | 2018//2019 Budget approved by Council by 31 May 2018. | n/a | n/a | n/a | 1 | Process Plan adopted by Council. | On Target | Process plan approved | n/a |
| Sound Financial Management | To become a financially viable and sustainable Municipality. | Implementation and execution of the Financial Recovery Plan – robust plans for the repayment of debt and/or maintain a healthy level of cash reserves and assets in order to meet unexpected costs. | Finance | Improve collection rate on service debtors to address cash flow constraints by 30th June 2018  (Service debtors/service debt collected) | n/a | n/a | n/a | 80% | 25% | On Target | 67.57% | n/a |
| Sound Financial Management | To become a financially viable and sustainable Municipality. | Implementation and execution of the Financial Recovery Plan – robust plans for the repayment of debt and/or maintain a healthy level of cash reserves and assets in order to meet unexpected costs. | Finance | Number of financial recovery plans implemented and monitored quarterly by submissions to EXCO by 30th June 2018. | n/a | n/a | n/a | 1 | Ensure compliance with Financial recovery plan deadlines and report to EXCO. | On Target | Report to Exco 8 Aug 2017 | n/a |
| Sound Financial Management | To become a financially viable and sustainable Municipality. | Stringent implementation and execution of the Municipality’s Credit Control & Debt Collection Policy. | Finance | Effective control over collection of property rates by 30 June 2018. | n/a | n/a | n/a | Ensure average 80% recovery rate of property rates billed by 30 June 2018. | Ensure effective recovery of property rates | On Target | 46.5% | n/a |
| Sound Financial Management | To become the best performing Municipality, in all respects. | Implementation and execution of the Financial Recovery Plan – robust plans for the repayment of debt and/or maintain a healthy level of cash reserves and assets in order to meet unexpected costs | Finance | Number of interns appointed in Finance Department by 30 June 2018. | n/a | n/a | n/a | 7 | Appoint interns | On Target | 7 Interns appointed | n/a |

**OVERALL PERFORMANCE ACHIEVEMENT FOR THE 1ST QUARTER**

**CONCLUSION**

The report has outlined the performance of the municipality in the period under review as indicated in the Service Delivery and Budget Implementation Plan. Key Performance Indicator owners need to use the SDBIP as there guideline in achieving desired annual targets set. KPI’ owners must utilize the **“performance output”** and **“corrective measures/plan of action for target not met”** column as it is the guiding instrument on how targets were achieved and what actions will be undertaken when targets are not achieved. It becomes essential that these two columns be utilized for the purpose and purport of effective and efficient organizational performance management. KPI owners should also ensure that evidence is retained in portfolio of evidence files, to ensure reliability of reported performance outputs. The performance shown above is a reflection on how administration implemented what was planned for the first quarter of the financial year.