



# **SECOND QUARTERLY REPORT 2017/2018 FINANCIAL YEAR**



## **1. SECTION 1: INTRODUCTION**

### **1.1. Background**

This report has been compiled by the accounting officer of Kgetlengrivier Local Municipality in partnership with the Senior Managers and staff to enable the Mayor to comply with Section 52, of the Municipal Finance Management Act (MFMA) 56 of 2003.

Section 52 of the MFMA requires that the Mayor of a municipality must, “within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality”.

The financial year of a municipality begins in July and ends in June of the following year. In order to ensure continuous monitoring of performance and accountability, the financial year is divided into four quarters as follows:

<b>Quarter</b>	<b>Months</b>
1	July, August and September
2	October, November and December
3	January, February and March
4	April, May and June

This report is for the period October, November and December which is the Second Quarter of the 2017/2018 Financial Year.

### **1.2. Format**

The report follows the same format of the approved Service Delivery and Budget Implementation Plan.

Section 2 is a report on the performance targets and indicators as contained in the municipality’s approved Top Layer Service Delivery and Budget Implementation Plan.

The second section of the report contains the Monthly Budget Statements for the three months of October, November and December, 2017 as required by section 71 of the MFMA.

### **1.3. Publication**

In compliance with Section 75 (1) k, this report will be made public in the municipal website as soon as it has been tabled in council.



## 2. PERFORMANCE INFORMATION

### 2.1. BASIC SERVICE DELIVERY AND INFRASTRUCTURE

KPA 1	BASIC SERVICE DELIVERY AND INFRASTRUCTURE											
STRATEGIC GOAL	TO PROVIDE SUSTAINABLE SERVICES TO THE COMMUNITIES											
STRATEGIC OBJECTIVE	BASELINE	WARD	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS				ACTUAL PERFORMANCE	REASON FOR UNDER PERFORMANCE	CORRECTIVE MEASURES
						Q 1	Q 2	Q 3	Q 4			
Access to water	No water internal reticulation	Ward 8 [Ratsegae]	No of Household connected to water internal reticulation by end June 2018.	250 household connected to water internal reticulation installed by 30 June 2018.	R3.9 M	Appointment of service Provider Site Establishment	75 household must be connected to the water internal reticulation by end December 2017.	100 household must be connected to the water internal reticulation by end March 2018	75 household must be connected to the water internal reticulation by end June 2018.	Achieved	None	None



	No water supply	Ward 8 [Ratsegae]	Number of water meters and Taps installed by end June 2018.	200 water meters and Taps installed by June 2018.				100 water meters and Taps installed by March 2018.	100 water meters and Taps installed by June 2018.	Not Due	None	None
	1 borehole in place	Ward 8 [Ratsegae]	Number of boreholes drilled and equipped by June 2018	2 Boreholes drilled and equipped by June 2018.					2 Boreholes drilled and equipped	Not Due	None	None
	Pipeline in place	Ward 3,4,5 & 7 [Koster and Reagile]	Number of Km of bulk water supply pipeline refurbished.	20 km of bulk water supply pipeline refurbished by end June 2018	R20 000 000	Appointment of service Provider	5 km of bulk water supply pipeline refurbished	5 km of bulk water supply pipeline refurbished	10 km of bulk water supply pipeline refurbished	Achieved	None	None
	Water Treatment	Ward 3,4,5 & 7	% of water treatment	100% Water treatment			50% of refurbishment		50% of refurbishment	Not Due	None	None



	Plant in place	[Koster and Reagile]	Plant refurbished.	Plant refurbished by end June 2018			Completed		Completed			
Access to Roads infrastructure	Main Roads paved in the wards	Ward 1&2 [Boroletso]	Number of Km of internal roads paved by end June 2018.	1.5 km of roads paved by end June 2018	R5.900 000	Appointment of Service Provider/ site establishment	500m of roads paved	1km of roads paved		Achieved	None	None
	All roads Gravel	Ward 8 Mazista	Number of Km of internal roads paved by end June 2018.	2 km of roads paved by end June 2018	R7.500 000	Appointment of Service Provider/ site establishment	1km of roads paved	1km of roads paved		Achieved	None	None
	Tarred roads	Ward 3 Koster	Number of Km of roads rehabilitated by	1km of roads rehabilitated by end	R1.200 000	Appointment of Service Provider	500m roads rehabilitated	500m roads rehabilitated		Not Achieved	Delay in procurement process	Speed up appointment of Service Provider



			end June 2018.	June 2018.								
Tarred roads	Ward 2 Swartruggens	Number of Km of roads rehabilitated by end June 2018.	1,5km of roads rehabilitated by end June 2018.	R1.800 000	Appointment of Service Provider	800m roads rehabilitated	1Km roads rehabilitated		Not Achieved	Delay in procurement process	Speed up appointment of Service Provider	
Tarred Roads	Whole Municipality	Number of m <sup>2</sup> of potholes patched by end march 2018	12 000 00 m <sup>2</sup> of potholes patched by end march 2018.	R503 824,30	Purchase of Material	3 000 00 m <sup>2</sup> of potholes patched	6 000 00 m <sup>2</sup> of potholes patched	3 00 000 m <sup>2</sup> of potholes patched	Not Achieved	Delay in procurement process	Speed up appointment of Service Provider	
Over 200 roads signs in place	Whole Municipality	Number of roads signs replaced by end march 2018.	70 roads signs replaced by end march 2018.	R65 499,84	Purchase of Material	35 roads signs replaced	35roads signs replaced		Not Achieved	Delay in procurement process	Speed up appointment of Service Provider	
Over 50 streets marked	Whole Municipality	Number of streets marked by end march 2018	30 streets marked by End March 2018	R98 289,13	Purchase of Material	15 streets marked	15 streets marked		Not Achieved	Delay in procurement process	Speed up appointment of Service Provider	



Access to Electricity	Over 250 street lights	Whole Municipality	Number of street lights refurbished by end March 2018	70 street lights refurbished by end March 2018	R547 071,56	Purchase of Material	35 street lights refurbished	35 street lights refurbished		Not Achieved	Delay in procurement process	Speed up appointment of Service Provider
	Over 50 Transformers	Ward 2 and 3 [Swartruggens and Koster]	Number of Transformers refurbished by end March 2018	15 Transformers refurbished by end March 2018.	R750 000,00	Purchase of Material	8 Transformers refurbished	7 Transformers refurbished		Not Achieved	Delay in procurement process	Speed up appointment of Service Provider
Access to solid waste	Over 14 000 Households	Whole Municipality	Number of refuse bins allocated to households by end June 2018.	2000 refuse bins allocated to households by end June 2018.	R1 000 000	Purchase of 450 refuse bins allocated to households  50 wheel bins allocated	Purchase of 450 refuse bins allocated to households  50 wheel bins allocated	Purchase of 450 refuse bins allocated to households  50 wheel bins allocated to business	Purchase of 450 refuse bins allocated to households  50 wheel bins allocated to business	Not Achieved	Delay in procurement process	Speed up appointment of Service Provider





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	3 Landfill sites in place	Ward 3 Koster	Number of landfill site rehabilitated by end June 2018	3 Landfill site rehabilitated by end June 2018	R1 500 000	Acquiring Survey or through Intergovernmental relations	Fencing all landfill sites	Maintenance	maintenance	Not Achieved	Lack of Capacity	Engage department for assistance
Access to parks and cemeteries	6 cemeteries in place	Whole Municipality	Number of regional cemetery constructed by end June 2018.	1 Regional cemetery constructed by end June 2018.	R2 000 000	Advertisement to identify suitable land between Koster and Swartruggens	Conduct Environmental studies and Geotech	completed Conduct Environmental studies and Geotech	Construction	Not Achieved	Delay in procurement process	Speed up appointment of Service Provider
	1 park in place	Ward 3 Koster	% of Koster park fenced by	100% of Koster park fenced	R175 000 000	Purchase of palisade and	50% of work completed	50% of work completed	Cleaning and maintenance	Not Achieved	Delay in procurement process	Speed up appointment





			end march 2018.	by end march 2018.		fencing of Koster park						t of Service Provider
	Cemeteri es in place	Whole munici pality	Number grave plate number purchase d in the financial year 2017/201 8	3000 grave plate number purchase d in the financial year 2017/20 18	1 000 000	1500 grave plate numbe r purchase d		1500 grave plate number purchased		Not Due	None	None



## 2.2. FINANCIAL VIABILITY AND MANAGEMENT

KPA	FINANCIAL VIABILITY AND MANAGEMENT											
STRATEGIC GOAL	TO ENSURE SOUND FINANCIAL MANAGEMENT AND VIABILITY											
STRATEGIC OBJECTIVE	BASELINE	WARD	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS				ACTUAL PERFORMANCE	REASON FOR UNDER PERFORMANCE	CORRECTIVE MEASURES
						Q 1	Q 2	Q 3	Q 4			
Legal Compliance and Reporting	12 Budget statements submitted	Head office	Number of monthly budget statements produced and submitted in the financial year 2017/2018	12 monthly budget statements produced and Submitted in the financial year 2017/2018	Own funds	3 monthly budget statements produced and Submitted	3 monthly budget statements produced and Submitted	3 monthly budget statements produced and Submitted	3 monthly budget statements produced and Submitted	Not Achieved	New MSCOA system implemented from 1 July 2017 failed to shutdown month of August 2017 to December 2017 as results monthly statement could not be produced.	Management is currently engaging with System provider to address the challenge. E mails have been sent to service provider Interventions have been requested from the province. To date the service provider is coming on board to assist We are meeting them on



												Wednesday the 10/01/2018 regarding the challenges. Once the system is back online all the monthly reconciliations, reports, registers will be completed and submitted to all relevant stakeholders.
	12 Bank reconciliation produced	Head office	Number of bank reconciliation produced and signed off in the financial year 2017/2018	12 Bank reconciliation produced in the financial year 2017/2018		3 Bank reconciliation produced	3 Bank reconciliation produced	3 Bank reconciliation produced	3 Bank reconciliation produced	Not Achieved	New MSCOA system implemented from 1 July 2017 failed to shutdown month of August 2017 to December 2017 as results no monthly GL is available to	Management is currently engaging with System provider to address the challenge. E mails have been sent to service provider Interventions have been requested from the province.



											perform Bank reconciliation	To date the service provider is coming on board to assist We are meeting them on Wednesday the 10/01/2018 regarding the challenges. Once the system is back online all the monthly reconciliations, reports, registers will be completed and submitted to all relevant stakeholders.
	12 VAT reconciliation produced	Head office	Number of VAT reconciliation produced in the financial year 2017/2018	12 VAT reconciliation produced in the financial year 2017/2018		3 VAT reconciliation produced	3 VAT reconciliation produced	3 VAT reconciliation produced	3 VAT reconciliation produced	Not Achieved	New MSCOA system implemented from 1 July 2017 failed to shut down month of August 2017 to December	Management is currently engaging with System provider to address the challenge. E mails have been sent to service provider



											2017 as results no monthly GL is available to perform reconciliation however VAT 201 is completed monthly and submitted to SARS.	Interventions have been requested from the province. To date the service provider is coming on board to assist We are meeting them on Wednesday the 10/01/2018 regarding the challenges. Once the system is back online all the monthly reconciliations, reports, registers will be completed and submitted to all relevant stakeholders.
	12 monthly salary reconciliation's	Head office	Number of monthly salary reconciliation's	12 monthly salary reconciliation's performed		3 monthly salary reconciliation's	3 monthly salary reconciliation's	3 monthly salary reconciliation's performed	3 monthly salary reconciliation's	Not Achieved	New MSCOA system implemented from 1 July 2017 failed	Management is currently engaging with System provider to



	performed		performed in the financial year 2017/2018	d in the financial year 2017/2018		performed	performed		performed		to shut down month of August 2017 to December 2017 as results no monthly GL is available to perform reconciliation however VAT 201 is completed monthly and submitted to SARS.	address the challenge. E mails have been sent to service provider Interventions have been requested from the province. To date the service provider is coming on board to assist We are meeting them on Wednesday the 10/01/2018 regarding the challenges. Once the system is back online all the monthly reconciliations, reports, registers will be completed and submitted to all relevant stakeholders.
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	12 Monthly Payroll reports submitted	Head office	Number of Monthly Payroll reports submitted to Finance committee in the financial year 2017/2018	12 Monthly Payroll reports submitted to Finance committee in the financial year 2017/2018		3Monthly Payroll reports submitted to Finance committee	3Monthly Payroll reports submitted to Finance committee	3Monthly Payroll reports submitted to Finance committee	3Monthly Payroll reports submitted to Finance committee	Not Achieved	New MSCOA system implemented from 1 July 2017 failed to shut down month of August 2017 to December 2017 as results no monthly GL is available to perform reconciliation however VAT 201 is completed monthly and submitted to SARS.	Management is currently engaging with System provider to address the challenge. E mails have been sent to service provider Interventions have been requested from the province. To date the service provider is coming on board to assist We are meeting them on Wednesday the 10/01/2018 regarding the challenges. Once the system is back online all the monthly





												reconciliations, reports, registers will be completed and submitted to all relevant stakeholders.
	2 assets verification performed	Head office	Number of assets verification performed in the financial year 2017/2018	2 assets verification performed in the financial year 2017/2018		1 assets verification performed		1 assets verification performed		Achieved	None	None
Revenue collection	40% collection rate	Head office	% of debt collected in the financial year 2017/2018	50% of debt collected in the financial year 2017/2018	Own funds	Rescavitation of revenue enhancement committee 10% of debt collected	10% of debt collected	10% of debt collected	20% of debt collected	Not Achieved	No monthly billing was performed as a result of failing of New MSCOA Financial system introduced from 1 <sup>st</sup> July therefore no accounts	Management is currently addressing system with service providers. Once done billing from August 2017 to December 2017 will be update and all accounts will be sending to consumers.



											were sending to consumers.	Meeting will be arranged will Government departments and business to ensure that they pay their accounts. Disconnection process will be implemented for long outstanding debts to ensure payments are done.
	Revenue Enhancement Strategy in place	Head Office	Approved Revenue enhancement strategy	Developed Revenue enhancement strategy implementation Plan		Development of Revenue Enhancement Implementation plan				Not Achieved	Committee not in place	Management will ensure that committee is established, meet regularly, developed and implement the strategy. Committee to held meeting by Thursday 11/01/2018



												Committee to take council through the revenue enhancement strategy before end of January 2018
	Revenue Enhancement Strategy in place	Head Office	Number of Revenue collection report submitted to Portfolio committee in 2017/2018 financial year.	11 Revenue collection report submitted to Portfolio committee		2 Revenue collection report submitted Portfolio Committee	3 Revenue collection report submitted Portfolio Committee	3 Revenue collection report submitted Portfolio Committee	3 Revenue collection report submitted Portfolio Committee	Not Achieved	No monthly billing and updating of the accounts was performed as a result of New MSCOA Financial system not able shut down month August to December 2017.	Management is currently addressing system with service providers. Once done billing from August 2017 to December 2017 will be update and all accounts will be sending to consumers. Meeting will be arranged will Government departments and business to ensure that they pay their accounts.



												Payments are done. All monthly collection reports will be prepared and submitted to all stakeholders.
	Roadshows conducted	All wards	Number of roadshows conducted in the financial year 2017/2018	4 roadshows conducted in the financial year 2017/2018		1 roadshows conducted in the financial year 2017/2018	1 roadshows conducted in the financial year 2017/2018	1 roadshows conducted in the financial year 2017/2018	1 roadshows conducted in the financial year 2017/2018	Achieved	None	None
	Unknown	Whole Municipality	% of revenue base increased in the financial year 2017/2018	20% increase of revenue base in the financial year 2017/2018		5% increase of revenue base	5% increase of revenue base	5% increase of revenue base	5% increase of revenue base	Not Achieved	No monthly billing and updating of the accounts was performed as a result of New MSCOA Financial system not able shut	Management is currently addressing system with service providers. Once done billing from August 2017 to December 2017 will be update and all accounts will be



											down month August to December 2017.	sending to consumers. Meeting will be arranged will Government departments and business to ensure that they pay their accounts. Payments are done. All monthly collection reports will be prepared and submitted to all stakeholders.
Provision of free basic services	3200 Indigent in place	Whole Municipality	Number of households registered on the indigent register in the financial year	6500 indigent households registered indigent register in the financial year 2017/2018	Own funds	2000 indigent households registered	1500 indigent households registered	1500 indigent households registered	1500 indigent households registered	Not Achieved	Slow progress due to submission of incomplete information, no sufficient resources to register on the ground e.g. printers,	Capacitation of the team with all necessary resources i.e. human capacity, printers, awareness, engagement sector departments to assist verification



			2017/2018								unavailability of sector department to verify e.g. affidavit , sassa statements etc.	of address and monthly income i.e. sassa, saps etc.
	3200 Indigent in place	Whole Municipality	Number of households provided with access with free basic water by end June 2018	6500 indigent household provide with free water by end June 2018		2000 indigent household provide with free water	1500 indigent household provide with free water	1500 indigent household provide with free water	1500 indigent household provide with free water	Not Achieved	Slow progress due to submission of incomplete information, no sufficient resources to register on the ground e.g. printers, unavailability of sector department to verify e.g. affidavit , sassa statements etc.	Capacitation of the team with all necessary resources i.e. human capacity, printers, awareness, engagement sector departments to assist verification of address and monthly income i.e. sassa, saps etc.



	3200 Indigent in place	Whole Municipality	Number of households provided with access with free basic sanitation by end June 2018	6500 with access to free basic sanitation by end June 2018		2000 with access to free basic sanitation	1500 with access to free basic sanitation	1500 with access to free basic sanitation	1500 with access to free basic sanitation	Not Achieved	Slow progress due to submission of incomplete information, no sufficient resources to register on the ground e.g. printers, unavailability of sector department to verify e.g. affidavit, sassa statements etc.	Capacitation of the team with all necessary resources i.e. human capacity, printers, awareness, engagement sector departments to assist verification of address and monthly income i.e. sassa, saps etc.
	3200 Indigent in place	Whole Municipality	Number of households provided with access with free basic	6500 with access to free basic electricity by end June 2018		2000 with access to free basic electricity	1500 with access to free basic electricity	1500 with access to free basic electricity	1500 with access to free basic electricity	Not Achieved	Slow progress due to submission of incomplete information, no sufficient resources to	Capacitation of the team with all necessary resources i.e. human capacity, printers, awareness, engagement





			electricity by end June 2018								register on the ground e.g. printers, unavailability of sector department to verify e.g. affidavit , sassa statements etc.	sector departments to assist verification of address and monthly income i.e. sassa, saps etc.
	3200 Indigent in place	Whole Municipality	Number of households provided with access with free refuse removal by end June 2018	6500 with access to free refuse removal by end June 2018		2000 with access to free refuse removal	1500 with access to free refuse removal	1500 with access to free refuse removal	1500 with access to free refuse removal	Not Achieved	Slow progress due to submission of incomplete information, no sufficient resources to register on the ground e.g. printers, unavailability of sector department to verify e.g. affidavit ,	Capacitation of the team with all necessary resources i.e. human capacity, printers, awareness, engagement sector departments to assist verification of address and monthly income i.e. sassa, saps etc.



											sassa statements etc.	
Functional supply chain management	Database in place	Head office	Number of supplier database updated in the financial year 2017/2018	2 supplier database updated in the financial year 2017/2018	Own funds	1supplier database updated		1supplier database updated		Achieved	None	None
	Reports submitted	Head office	Number of SCM awards reports [over R100 000] submitted to National Treasury and Finance	4 SCM awards produced and submitted		1SCM awards produced and submitted	1 SCM awards produced and submitted	1 SCM awards produced and submitted	1SCM awards produced and submitted	Achieved	None	None



			Committee									
	SCM policy and procedure manual in place	Head office	Number of SCM policy and procedure manual reviewed by end June 2018	SCM Policy and procedure manual Reviewed by end June 2018					SCM Policy and procedure manual reviewed	Not Due	None	None



### 2.3. INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

KPA												
INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION												
STRATEGIC GOAL												
TO PROVIDE PRUDENT MANAGEMENT AND EFFECTIVE ADMINISTRATION												
STRATEGIC OBJECTIVE	BASELINE	WARD	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS				ACTUAL PERFORMANCE	REASON FOR UNDER PERFORMANCE	CORRECTIVE MEASURES
						Q 1	Q 2	Q 3	Q 4			
Resource Development	45 Employees appointed	Head office	Number of Posts filled as per the approved funded structure by end March 2018.	15 posts filled by end March 2018.	Own Funds	Advertisement and Shortlisting	Interview	Appointments		Achieved, Senior Management positions advertised and shortlisted	None	None
	45 Employees appointed	Head office	Number of Employees appointed in	10 Employees appointed in accordance	Own Funds	Advertisement and Shortlisting	Interview	Appointments		Achieved, Senior Management positions	None	None



			accordanc e with the Employment Equity Plan by end March 2018	e with the Employment Equity Plan by end March 2018						ns adverti sed and shortlis ted		
10 Officials trained	Head office	Number of officials capacitat ed in terms of the workplac e skills plan by end march 2018.	20 officials capacitat ed in terms of the workplac e skills by end march 2018.	R5 0 00 000	10 officials capacitat ed in terms of the workplac e skills		10 officials capacitated in terms of the workplace skills		Not Achieve d	WSP Not submitted to LG Seta for funding	Engage LG seta	
None	Head office	Number of Councillor s capacitat ed in terms of the workplac	15 Councillor s capacitat ed in terms of the workplac e skills by		15 Council lors capacit ated in terms of the workpl				Not Achieve d	WSP Not submitted to LG Seta for funding	Engage LG seta	



			e skills plan by end march 2018.	end march 2018.			ace skills					
	WSP not submitted	Head Office	WSP developed and submitted by 30 April 2018.	WSP developed and submitted by 30 April 2018	Own funds				WSP developed and submitted	Not Due	None	None
	None	Head office	Number of Local Labour Forum reports submitted to Council in financial year 2017/2018	12 Reports of Local Labour Forum submitted to Council in financial year 2017/2018	Own funds	3 Report on Local Labour Forum submitted to Council	3 Report on Local Labour Forum submitted to Council	3 Report on Local Labour Forum submitted to Council	3 Report on Local Labour Forum submitted to Council	Not Achieved	No Director Corporate Services	Appointment of Director Corporate Services
	Policy in place	Head office	% implementation of Occupational Health and	100% implementation of Occupational Health and	R445 199	Review of OHS Policy. Revival of OHS	Training of Employees on OHS	Awareness campaign conducted	Awareness campaign conducted	Not Achieved	No Director Corporate Services	Appointment of Director Corporate Services



			Safety Policy by end June 2018	Safety Policy		Committee						
	43 Employees medical surveillance conducted	Head office	Number of employees to whom medical surveillance conducted on by end June 2018	50 employees to whom medical surveillance conducted by end June 2018	R50 000	Conduct medical surveillance on 15 employees	Conduct medical surveillance on 15 employees		Conduct medical surveillance on 20 employees	Not Achieved	Lack of Capacity	Improve capacity
	Policy in place	Head office	% of protective clothing and equipment procured by December 2017.	100% Of protective clothing and equipment procured by December 2017	R607 519		100% Of protective clothing and equipment procured by December 2017			Not Achieved	Cash flow challenges	Improve cashflow





Legislative compliance	Old Policies in place	Head Office	Number of Human Resources related policies reviewed in the financial year 2017/2018.	26 Human Resources related policies reviewed in the financial year 2017/2018.	Own funds	Review of 26 Human Resources related policies	Consultation on Reviewed Human Resources policies	Approval of Human resources policies	Number of Human Resources related policies reviewed in the financial year 2017/2018.	Not Achieved	No Director Corporate Services	Appointment of Director Corporate Services
Maintenance of Municipal Buildings	None	Head office	Number of Municipal Buildings refurbished by end march 2018.	3 of Municipal Buildings refurbished by end march 2018	R900 000	Conduct status quo audit of municipal buildings	Refurbish municipal buildings	Refurbish municipal buildings	Number of Municipal Buildings refurbished by end march 2018.	Not Achieved	No Director Corporate Services	Appointment of Director Corporate Services
	None	Whole Municipality	Number of Guard houses constructed by end June 2018.	6 Guard houses constructed by end June 2018.	R180 000	Construction of 2 Guard houses	Construction of 2 Guard houses	Construction of 1 Guard houses	Construction of 1 Guard houses	Not Achieved	No Director Corporate Services	Appointment of Director Corporate Services
	None	Whole Municipality	Number of Municipal buildings installed	5 of Municipal buildings installed	R200 000		Appointment of Service	5 Municipal Buildings installed CCTV &		Not Achieved	No Director Corporate Services	Appointment of Director



			installed CCTV & alarm System by end March 2018.	CCTV & alarm System by end March 2018.			Provide r	alarm System				Corporate Services
None	Whole Municipality	Number of Municipal buildings installed access control and Biometrics system by end March 2018	5 of Municipal buildings installed access control and Biometrics system by end March 2018	R500 000			Appoin tment of Service Provide r	5 of Municipal buildings installed access control and Biometrics system		Not Achieve d	No Director Corporate Services	Appointme nt of Director Corporate Services
All offices have air conditioners	Head office	% of office air conditioners maintained by end March 2018	100% of office air conditioners maintained by end March 2018	R100 000	Conduct Audit of all none functional air conditioner		Appoin tment of Service Provide r	100% of office air conditioner s maintained by end March 2018		Not Achieve d	No Director Corporate Services	Appointme nt of Director Corporate Services



Library services	3 Libraries in place	Ward 2&3	% branding and signage in municipal libraries installed by march 2018.	100% branding and signage in municipal libraries installed by march 2018.	R180 000		Appoin tment of Service Provide r	100% branding and signage in municipal libraries installed by march 2018.		Not Achieve d	No Director Corporate Services	Appointme nt of Director Corporate Services
	20 library programmes conducted	Whole municipality	Number of library programmes conducted by end June 2018	16 library programmes conducted by end June 2018	R160 000	4 library programmes conducted	4 library programmes conducted	4 library programmes conducted	4 library programmes conducted	Achieve d	None	None
	New project	2&3	Number of book detectors machine installed in financial year 2017/2018.	2 book detectors machine installed in financial year 2017/2018.	R130 000 00	Appoint ment of service provider	Installa tion of book detectors machine			Not Achieve d	Slow supply chain process	Improve supply chain process
	Newspaper provided	Whole municipality	% Provision of newspaper	100% Provision of newspaper	R80 000	100% Provision of newspaper	100% Provisi on of newspa	100% Provision of newspaper on daily	100% Provision of newspaper	Not Achieve d	Slow supply chain process	Improve supply



	on daily basis		r on daily basis in all libraries by end June 2018	r on daily basis in all libraries		er on daily basis in all libraries	per on daily basis in all libraries	basis in all libraries	r on daily basis in all libraries			chain process
Public Safety	7 Traffic officers in place	Head Office	Law enforcement strategy developed by end Dec 2017.	Development of Law enforcement strategy by end Dec 2017.	Own funds	Development of Law enforcement strategy	Approval			Not Achieved	Lack of Capacity	Improve capacity
	24 Roadblocks conducted	Whole municipality	Number of Road blocks conducted by end June 2018	168 days Road blocks conducted by end June 2018	Own funds	42 days Road blocks conducted	42 days Road blocks conducted	42 days Road blocks conducted	42 days Road blocks conducted	Achieved	None	None
Drivers Licence Testing Stations	9 Testing officers in place	Head Office	Number of testing officers appointed in the financial year 2017/2018	5 testing officers appointed in the financial year 2017/2018	Own funds	Advertisement/shortlisting	Interview /Appointment			Not Achieved	Cash flow problem	Improve cash flow



Vehicle Testing Stations	2 unused VTS	2&3	Number of VTS refurbished and functional in the financial year 2017/2018.	2 of VTS refurbished and functional in the financial year 2017/2018.	R500 000	Appointment of Service Provider	Refurbishment and Appointment of personnel	Conclude recruitment process	Functional VTS	Not Achieved	Cash flow problem	Improve cash flow
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#### 2.4. LOCAL ECONOMIC DEVELOPMENT

KPA LOCAL ECONOMIC DEVELOPMENT												
STRATEGIC GOAL TO CREATE ECONOMIC OPPORTUNITIES WITHIN THE MUNICIPALITY												
STRATEGIC OBJECTIVE	BASELINE	WARD	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS				ACTUAL PERFORMANCE	REASON FOR UNDER PERFORMANCE	CORRECTIVE MEASURES
						Q 1	Q 2	Q 3	Q 4			
Increase LED Capacity	LED strategy in place	Whole municipality	LED Strategy reviewed by end March 2018	Approved LED strategy by end March 2018.	R350 000	Appointment of Service Provider	Review of LED strategy	Approval of LED strategy		Not Achieved	Cash flow problem	Improve cash flow



	None	Whole municipality	LED Forum established by end March 2018	Functional LED Forum established by end March 2018.	Own funds	Development and approval of terms of references	Establishment of Sector forums	LED Forum established by end March 2018.		Not Achieved	Lack of Capacity	Appointment of director LED
Support for SMME's	None	Whole Municipality	% of SMME;s database established by end December 2017	100% SMME;s database established by end December 2017	Own funds	Advertisement	Approval of final database			Not Achieved	Lack of Capacity	Appointment of director LED
	None	Whole Municipality	Develop a support plan for SMME's by end September 2017	Develop a support plan for SMME's	Own funds	Develop a support plan for SMME's				Not Achieved	Lack of Capacity	Appointment of director LED
	None	Whole Municipality	Number of SMME's trained on business management by	30 SMME's trained on business management by	R100 000	Engage SEDA for additional funding		Training of 15SMME's on business management	Training of 15 SMME's on business management	Not Achieved	Lack of Capacity	Appointment of director LED



			end June 2018	end June 2018								
	Undeterminable	Whole Municipality	% of procurement awarded to SMME's by end June 2018	Awarding 30% of procurement to SMME's by end June 2018	Own funds	Awarding 7% of procurement to SMME's	Awarding 8% of procurement to SMME's	Awarding 8% of procurement to SMME's	Awarding 8% of procurement to SMME's	Not Achieved	Lack of Capacity	Appointment of director LED
Provision of Sustainable jobs	1000 CWP appointed	Whole Municipality	Number of work opportunities created through CWP By end June 2018	500 work opportunities created through CWP By end June 2018	Own Funds	100 work opportunities created through CWP	100 work opportunities created through CWP	200 work opportunities created through CWP	100 work opportunities created through CWP	Achieved	None	None
	200 EPWP appointed	Whole Municipality	Number of work opportunities created through EPWP By end June 2018	400 work opportunities created through EPWP By end June 2018.	Own Funds	100 work opportunities created through EPWP	100 work opportunities created through EPWP	100 work opportunities created through EPWP	100 work opportunities created through EPWP	Achieved	None	None





Increase economic opportunities	None	Ward 2	feasibility study conducted on N4 nodal area by end March 2018	feasibility study conducted on N4 nodal area by end March 2018	R500 000	Appointment of Service Provider	Conduct feasibility study on N4 nodal area	Finalization and approval of Study		Not Achieved	Lack of Capacity	Appointment of director LED
	None	Whole municipality	feasibility study conducted on agro processing by end march 2018	feasibility study conducted on agro processing by end march 2018	R500 000	Appointment of Service Provider	Conduct feasibility study on agro processing	Finalization and approval of Study		Not Achieved	Lack of Capacity	Appointment of director LED



## 2.5. SPATIAL PLANNING

KPA	SPATIAL PLANNING											
STRATEGIC GOAL	TO CREATE ECONOMIC OPPORTUNITIES WITHIN THE MUNICIPALITY											
STRATEGIC OBJECTIVE	BASELINE	WARD	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS				ACTUAL PERFORMANCE	REASON FOR UNDER PERFORMANCE	CORRECTIVE MEASURES
						Q 1	Q 2	Q 3	Q 4			
Town Planning	Land available	Ward 3	number of residential site for middle income group developed by end June 2018	700 residential site for middle income group developed by end June 2018	R2 000 000	Appointment of Service Provider	Town planning Process	Pegging of sites	Lodge with surveyor general	Not achieved	Cash flow problem	Improve cash flow
	Land available	Ward 8 & 1	Number of hectares of land purchased for human settlement	50 hectares of land purchased for human settlement	Own funds	Identification of possible land	Meeting with Land affairs			Achieved	None	None



			ts by end June 2018	ts by end June 2018								
JMPT in place	Head office	Number of Joint Municipal Planning Tribunal meetings in the financial year 2017/2018.	4 meetings of Joint Municipal Planning Tribunal in the financial year 2017/2018.	Own funds	1 meetings of Joint Municipal Planning Tribunal	1 meetings of Joint Municipal Planning Tribunal	1 meetings of Joint Municipal Planning Tribunal	1 meetings of Joint Municipal Planning Tribunal	Achieved	None	None	None
SDF in place	Whole Municipality	Review of SDF by end march 2018.	Review of SDF	R300 000	Appointment of service provider	Review of SDF	Approval of SDF		Not achieved	Lack of capacity	Engage BPDM and DHLG for funding	



## 2.6. GOOD GORVERNANCE AND PUBLIC PARTICIPATION

KPA													
GOOD GORVERNANCE AND PUBLIC PARTICIPATION													
STRATEGIC GOAL													
TO PROVIDE SOUND GOOD GORVERNANCE TO THE LOCAL COMMUNITIES													
STRATEGIC OBJECTIVE	BASELINE	WARD	KEY PERFORM ANCE INDICATO R	ANNUAL TARGET	BUD GET	QUARTERLY TARGETS				ACTUAL PERFOR MANCE	REASON FOR UNDER PERFORMANC E	CORRECTIVE MEASURES	
						Q 1	Q 2	Q 3	Q 4				
Legislative complianc e	5 year IDP in place	Head office	IDP and Budget Process plan approved.	IDP and Budget Process plan approved by end August 2017.	Own fund s	Develop ment and approval of IDP and Budget Process plan					Achieve d	None	None
	5 year IDP and MTREF Budget in place	Head office	Revised IDP and Budget approved.	Revised IDP and Budget approved by end May 2018.	Own fund s			Adoption of Draft IDP and Budget by Council.	Approval of IDP and Budget		Not due	None	None



	MTREF Budget in place	Head office	Budget Adjustments approved.	Budget Adjustments approved by end January 2018.	Own funds			Approval of Budget Adjustments		Not due	None	None
Enhance Performance Management	performance management framework place	Head Office	2017/2018 PMS policy framework approved.	2017/2018 PMS policy framework approved by end August 2017.	Own funds	Municipality approved performance management framework				Achieved	None	None
	Annual report in place	Head office	2016/17 Annual report approved.	2016/17 Annual report approved by end January 2018.	Own funds	Draft Annual report submitted to AG		Submission of Audited Annual report to council		Achieved	None	None
	MPAC in place	Head office	Municipal oversight report approved.	Municipal oversight report approved by 31	Own funds			Submission of Oversight report to Council		Not due	None	None



				march 2018.								
	MPAC in place	Head office	Municipal oversight report submitted to MEC.	Municipal oversight report submitted to MEC by 31 march 2018	Own funds			Municipal oversight report submitted to MEC by 31 march 2018		Not due	None	None
	Senior managers appointed and others acting	Head office	Number of senior managers with performance agreements signed.	5 senior managers signed performance agreements by August 2017.	Own funds	All senior managers signed performance agreements				Not Achieved	Late signing of SDBIP	Sign PA "s
	Signed PA's	Head office	Number quarterly performance reports and reviews produced	4 quarterly performance reports and reviews produced by end June 2018	Own funds	1 quarterly performance reports and reviews produced	1 quarterly performance reports and reviews produced	1 quarterly performance reports and reviews produced	1 quarterly performance reports and reviews produced	Achieved	None	None



	Approved SDBIP	Head office	Mid-term assessment report developed and submitted to the Mayor.	Development of mid-term assessment developed and submitted to the mayor by end January 2018.	Own funds			Development of mid-term assessment		Not due	None	None
Improve Audit	Audit charter and methodology in place	Head office	2017/2018 internal Audit charter and methodology developed.	Development of 2017/2018 internal Audit charter and methodology by Dec 2017	Own funds	Development of 2017/2018 internal Audit charter and methodology	Approval of 2017/2018 internal Audit charter and methodology by Audit committee			Not Achieved	No internal Audit	Appointment of internal Audit



	Audit report in place	Head office	% of audit queries raised by AG addressed.	100% of Audit queries addressed.	Own funds	Address 25% audit queries raised by auditor general	25% audit queries raised by auditor general	25% audit queries raised by auditor general	25% audit queries raised by auditor general	Achieved	None	None
Strengthening accountability	Corporate Calendar in place	Head office	Corporate calendar developed and approved.	Development and approval of corporate calendar by August 2017.	Own funds	Development and approval of corporate calendar				Achieved	None	None
	4 ordinary council meetings held	Head office	Number of Council meetings held.	4 Council meetings held by June 2018.	Own funds	1 Council meetings held	1 Council meetings held	1 Council meetings held	1 Council meetings held	Achieved	None	None
	All section 79 committees in place	Head office	Number of section 79 committees meetings held.	20 meetings of section 79 committees held by end June 2018.	Own funds	4 meetings of section 79 committees	4 meetings of section 79 committees	4 meetings of section 79 committees	4 meetings of section 79 committees	Achieved	None	None





Deepening democracy	All ward committees established	Head Office	Skills Audit conducted on ward committee members.	Conduct skills Audit on established ward committees by end December 2017.	Own funds		Conduct skills Audit on established ward committees			Not Achieved	SDF suspended	Finalize SDF case
	All ward committees established	Head Office	Number of ward committee members trained.	80 ward committee members trained by 31 March 2018.	R300 000			Training of Ward committee members		Not due	None	None
	Regular meetings held	Whole municipality	Number of community meetings held	80 community meeting held by end June 2018.	Own funds	20 community meeting held	20 community meeting held	20 community meeting held	20 community meeting held	Achieved	None	None
Customer Care	Customer Care policy in place	Head Office	Revised and approved customer care policy by end	Revised and approved customer care policy by end	Own Funds	Revised and approved customer care policy				Not Achieved	Lack of capacity	Improve capacity



			September 2017	September 2017								
Manual System in place	Head Office	Investigation and Development of best Customer care model by December 2017	Investigation and Development of best Customer care model by December 2017	Own Funds	Visit Municipalities with Best customer care Model	Development of best Customer care model				Not Achieved	Lack of capacity	Improve capacity
Officials appointed	Head Office	number of Frontline desk officials trained by December 2017	10 of Frontline desk officials trained by December 2017	Own funds		10 of Frontline desk officials trained				Not Achieved	Labour issues	Finalize labour disputes with unions
Reports generated	Head Office	Number of Customer Care reports submitted to Council by June 2018.	4 Number of Customer Care reports submitted to Council by June 2018	Own Funds	1 of Customer Care reports submitted to Council by June 2018	1 of Customer Care reports submitted to Council by June 2018	1 of Customer Care reports submitted to Council by June 2018	1 of Customer Care reports submitted to Council by June 2018	1 of Customer Care reports submitted to Council by June 2018	Not Achieved	Lack of capacity	Improve capacity



Effective Communication	Communication Strategy in place	Head Office	Review and approved communication strategy by end September 2017	Review and approved communication strategy by end September 2017	Own funds	Review and approved communication strategy				Not Achieved	Late approval of framework	Speed the development of strategy
	Policy not in place	Head Office	Development and approved communication policy by end December 2017	Development and approved communication policy by end December 2017	Own funds	Development and approved communication policy				Not Achieved	Late approval of framework	Speed the development of strategy
	Corporate identity manual not in place	Head office	Development and approved corporate Identity manual by end December 2017	Development and approved corporate Identity manual by end December 2017	Own funds	Development and approved corporate Identity manual				Not Achieved	Lack of capacity	Engage BPDM for assistance
	Website in place	Head Office	Revamp of municipal	Revamp of municipal	R200 000	Revamp of				Not Achieved	Lack of capacity	Engage BPDM for assistance



			website by end September 2017	website by end September 2017		municipal website							
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