LAINGSBURG MUNICIPALITY SECTION 52 REPORT

QUARTERLY PERFORMANCE

ASSESSMENT REPORT - Q 2

01 October - 31 December 2016



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QUALITY CERTIFICATE

I, Pedro Allan Williams the municipal manager of Laingsburg Local Municipality, here certify that quarterly report on the implementation of the budget and financial state affairs

For the period of 1 October 2016 until 31 December 2016 has been prepared in accordance of the Municipal Finance Management Act and regulations made under the Act.

PA WILLIAMS

MUNICIPAL MANAGER

17 JANUARY 2017

1 Purpose

The purpose of this report is to inform Council regarding the progress made with the implementation of Key Performance Indicators (KPI's) in the realisation of the developmental priorities and strategic objectives as determined in the Municipality's Integrated Development Plan (IDP) as well as in the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2nd quarter (01 October 2016 – 31 October 2016) of the 2016/2017 financial year.

2 Non-Financial Performance Report

2.1 Legislative Requirements

The Municipal Systems Act (MSA), 2000 requires municipalities to establish a performance management system. Further, the MSA and the Municipal Finance Management Act (MFMA) requires the Integrated Development Plan (IDP) to be aligned to the municipal budget and to be monitored for the performance of the budget against the IDP via the Service Delivery and the Budget Implementation Plan (SDBIP).

In addition, Regulation 7 (1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players." Performance management is not only relevant to the organisation as a whole, but also to the individuals employed in the organization as well as the external service providers and the Municipal Entities. This framework, inter alia, reflects the linkage between the IDP, Budget, SDBIP and individual and service provider performance.

Definition of Performance Management

Performance management is a process which measures the implementation of the organisation's strategy. It is also a management tool to plan, monitor, measure and review performance indicators to ensure efficiency, effectiveness and the impact of service delivery by the municipality.

Institutionalising Performance Management

At local government level performance management is institutionalized through the

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legislative requirements on the performance management process for Local Government. Performance management provides the mechanism to measure whether the strategic goals, set by the organisation and its employees, are met.

The constitution of S.A (1996), section 152, dealing with the objectives of local government paves the way for performance management with the requirements for an "accountable government". The democratic values and principles in terms of section 195 (1) are also linked with the concept of performance management, with reference to the principles of inter alia:

- the promotion of efficient, economic and effective use of resources,
- accountable public administration
- to be transparent by providing information,
- to be responsive to the needs of the community,
- and to facilitate a culture of public service and accountability amongst staff.

Strategic Performance

This report highlight the strategic performance in terms of the municipality's Top Layer Service Delivery Budget Implementation Plan (SDBIP), high level performance in terms of the IDP Strategic objectives, performance on the National Key Performance Indicators prescribed in terms of Regulation 796. Details regarding specific basic service delivery targets, achievements and challenges will be included in the Annual Report of the municipality.

Definition of Service Delivery Budget Implementation Plan

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.

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. The Report is a requirement in terms of section 52 of the Local Government: Municipal Financial Management Act, no. 56 of 2003 which provide for:

- a) The Executive Mayor, to submit to council within 30 days of the end of each quarter, a report on the implementation of the budget and financial state of affairs of the municipality;
- b) The Accounting Officer, while conducting the above, must take into account:
 - Section 71 Reports;

• Performance in line with the Service Delivery & Budget Implementation Plans.

The IDP and the Budget

The reviewed IDP and the budget for 2016/17 were approved by Council on 26 May 2016. The IDP process and the performance management process are integrated. The IDP fulfils the planning stage of performance management. Performance management in turn, fulfils the implementation management, monitoring and evaluation of the IDP.

Municipal Scorecard

The municipal scorecard (Top Layer SDBIP) consolidate service delivery targets set by Council / senior management and provide an overall picture of performance for the municipality as a whole, reflecting performance on its strategic priorities. Components of the Top Layer SDBIP include:

- One-year detailed plan, but should include a three-year capital plan
- The 5 necessary components includes:
- Monthly projections of revenue to be collected for each source
- Expected revenue to be collected NOT billed
- Monthly projections of expenditure (operating and capital) and revenue for each vote
- Section 71 format (Monthly budget statements)
- Quarterly projections of service delivery targets and performance indicators for each vote
- Non-financial measurable performance objectives in the form of targets and indicators
- Output not input / internal management objectives
- Level and standard of service being provided to the community
- Ward information for expenditure and service delivery
- Detailed capital project plan broken down by ward over three years

2.2 Background to the format of SDBIP

The Municipality's SDBIP consists of a Top Layer (TL) as well as a Departmental Plan for each individual Department. For purposes of reporting, the TL SDBIP is used to report to Council and the Community on the organisational performance of the

Municipality. The TL SDBIP measure the achievement of performance indicators with regards 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) of the Laingsburg Local Municipality (LLM).

The Top Layer SDBIP was approved by the Mayor on the 6th of June 2016. The Departmental SDBIP's measure the achievement of performance indicators that have been determined with regard to operational service delivery within each department and have been aligned with the Top Layer SDBIP. The Departmental Plans have been approved by the Municipal Manager. This Quarterly Performance Assessment Report are based on the seven (7) Strategic Objectives of the municipality.

The overall assessment of actual performance against targets set for the key performance indicators as documented in the SDBIP is illustrated in terms of the following assessment methodology:

Colour	Category	Explanation
	KPI Not Yet Measured	KPI's with no targets or actual results for the selected period
	KPI Not Met	Actual vs. target less than 75%
	KPI Almost Met	Actual vs. target between 75% and 100%
	KPI Met	Actual vs. target 100% achieved
	KPI Well Met	Actual vs. target more than 100% and less than 150% achieved
	KPI Extremely Well Met	Actual vs. target more than 150% achieved

Table 3. 1: SDBIP Measurement Categories

The Performance Management System is an internet based system and it uses the Service Delivery Budget Implementation Plan (SDBIP) which is approved as its basis. The SDBIP is a layered plan comprising Top Layer SDBIP and Departmental SDBIPs. The performance reporting on the top layer SDBIP is done to Council on a quarterly, half

yearly (Mid-year Budget and Performance Assessment Report) and annual basis. Annual amendments to the Top Layer SDBIP must be approved by Council following the submission of the Mid-year Budget and Performance Assessment Report as well as the approved adjustment budget.

This non-financial part of the report is based on the Top Layer SDBIP and comprises the following;

- Summary of the quarterly performance of the Municipality in terms of the seven
 - (7) Municipal Strategic Objective; and
- A detailed performance review per Municipal directorate.

2.3 Monitoring and Evaluation

The performance is monitored and evaluated via the SDBIP system. The web based system sent automated e-mails to the users of the system as a reminder to all staff responsible for updating their actual performance against key performance indicator targets every month for the previous month's performance.

The system close every month between the 10th to the 15th day 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. No access is available to a month's performance indicators after closure of the system. This is to ensure that the level of performance is consistent for a particular period in the various levels at which reporting take place. Departments must motivate to the Municipal Manager should they require the system to be re-opened once the system is closed.

The system provides management information in tables and graphs, indicating actual performance against targets. The graphs provide a good indication of performance progress and where corrective action is required.

The system requires key performance indicator owners to update performance comment for each actual captured, which provides a clear indication of how the actual was calculated/ reached and serves as part of the portfolio of evidence for audit purposes.

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 system utilised requires corrective actions to be captured for targets not achieved.

3 Actual Performance for the 2nd Quarter

The purpose of strategic performance reporting is to report specifically on the implementation and achievement of IDP outcomes. This section provides an overview on the strategic achievement of the municipality in terms of the strategic intent and deliverables achieved as stated in the IDP. The Top Layer (strategic) SDBIP is the municipality's strategic plan and shows the strategic alignment between the different documents. (IDP, Budget and Performance Agreements)

The Top Layer SDBIP contains performance indicators per Municipal Key Performance Area and comments with corrective measures with regard to indicators not achieved. A detailed analysis of actual performance for the third quarter of the financial year 2016/2017 is provided for in section 6 of this report.

Overall performance (dashboard) per National and Municipal Key Performance Area will be provided for in section 6 of this report.

3.1 Overall Performance of the Municipality

The following graphs illustrate the overall performance of the LLM measured in terms of the Top Layer (strategic) SDBIP 2016/2017 (first quarter).

The performance is also measured and reported on; per National and Municipal Key Performance Area.

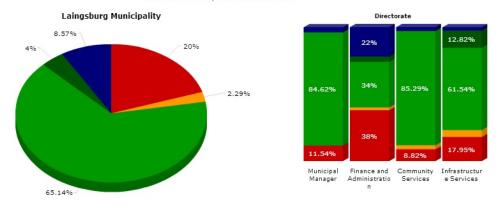
The following graphs and tables give an overview on performance per directorate for the term under review (01 October 2016 to 31 December 2016).

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Departmental SDBIP Report

Report drawn on 13 January 2017 at 14:47 for the months of July 2016 to December 2016.



		Directorate									
	Laingsburg Municipality	Municipal Manager	Finance and Administration	Community Services	Infrastructure Services						
KPI Not Met	35 (20%)	6 (11.5%)	19 (38%)	3 (8.8%)	7 (17.9%)						
KPI Almost Met	4 (2.3%)	2	1 (2%)	1 (2.9%)	2 (5.1%)						
KPI Met	114 (65.1%)	44 (84.6%)	17 (34%)	29 (85.3%)	24 (61.5%)						
KPI Well Met	7 (4%)	-	2 (4%)	-	5 (12.8%)						
KPI Extremely Well Met	15 (8.6%)	2 (3.8%)	11 (22%)	1 (2.9%)	1 (2.6%)						
Total:	175	52	50	34	39						

Diagram 3.1 Departmental KPI's Performance

The above diagram illustrates that 35 KPI's which counts for 20% of KPI's was not met falling in four (4) directorates of the municipality, and 4 KPI's was almost met counting for 2.3% of the 175 DL KPI's. The municipality further performed exceptional with regards to 22 KPI's (12.6%) that was well met and extremely well met.

During the recent audit there were no material findings on the report on predetermined objectives concerning the usefulness and reliability of the information. Laingsburg Municipality has once more received an unqualified audit opinion.

The next diagrams outline municipal performance in line with the seven (7) Pre-Determined Objectives of the municipality. Summarising institutional performance in achieving the municipal vision:

Laingsburg Municipality SDBIP Report in line with PDO's Achievements

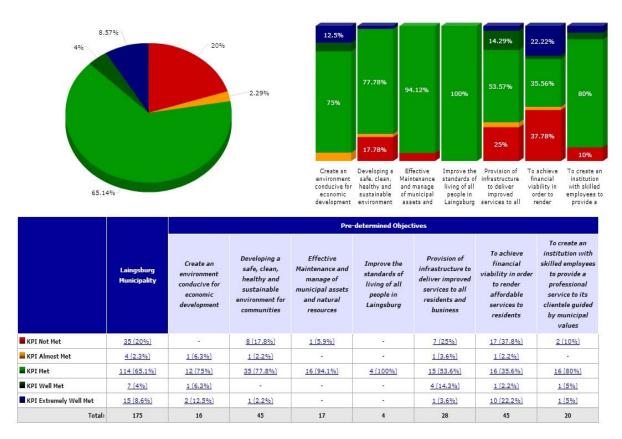


Diagram 3.2 KPI Performance vs Pre-determined Objectives

The above diagrams give a reflection on strategic performance in line with Pre-Determined Objectives (PDO's) set by council in the municipal strategic objectives.

Four (4) of the seven (7) PDO's reflects good reporting results but 3 of the PDO's require intervention, it is linked to the Finance and Corporate Services and Community Services.

4 Financial Performance Report

4.1 Legislative Framework

The Municipal Budget and Reporting Regulations (MBRR) are designed to achieve a range of objectives, including improving the local government sphere's ability to deliver basic services by facilitating improved financial

sustainability and better medium term planning and policy choices on services delivery.

This report has been prepared in terms of the following legislative framework:

- The Municipal Finance Management Act No. 56 of 2003, Sections 71 & 52,
- And The Municipal Budget and Reporting Regulations

The MBRR highlights the format of the monthly budget statements.

"28. the monthly budget statement of a Municipality must be in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act."

The objective of these Regulations is to secure sound and sustainable management of the budgeting and reporting practices of Municipalities by establishing uniform norms and standards and other requirements for ensuring transparency, accountability and appropriate lines of responsibility in the budgeting and reporting process and other relevant matters as required by the Act.

4.2 Legislative Requirements

In accordance with Section 52(d) of the Act, I submit a report to the Council within 30 days after the end of each quarter on the implementation of the budget and the financial state of affairs of the Laingsburg Municipality.

The submission of this report forms part of the general responsibilities of the Mayor of a Municipality, and is intended to inform and enable the Council to fulfil its oversight responsibility.

The section 52 report on the implementation of the budget and the financial affairs of the Municipality is prepared as required by the MFMA.

The quarterly financial information has already been presented in the section 71, monthly budget statement for December 2016. The monthly and quarterly reports for December 2016 should be read in conjunction with one another.

4.3 Financial problems or risks facing the Municipality

There are no serious financial problems facing the Municipality. Operating revenues and expenditures to date remain in line with the projected year to date budgets taking accruals and prior year trends into account.

The new financial year started on 1 July 2016, and no major spending has occurred during the financial year.

The availability of grants funding is limited and a large portion of the MIG is still unspent due to various reasons.

The cash flow of the municipality is currently under extreme pressure. Reasons for this are the growth in debtors, the new housing project that was completed and most of the new consumers are on the indigent lists but the equitable share grant did not increase in the same proportion.

It will be necessary to monitor spending very closely and more attention to the collection of outstanding amounts must be given.

4.4 Other relevant information

Year-to-date revenue raised is 104.8% of the projected year-to-date budget for the second quarter. Operating expenditure incurred amounts to 84.7% of year-to-date budget.

The Table below illustrates an overview of the Budget implementation of Laingsburg Municipality for the quarter ended December 2016.

R thousands	Original Budget	Adjusted Budget	YTD Actual	YTD %
Total Revenue (Incl. Capital transfers and contributions)	86 854	86 854	45 358	52.22
Total Expenditure	95 598	95 598	37 083	38.79
Depriciation	12 303	12 303	-0	-
Surplus (Deficit) (Exl Capital transfers)	-8 744	-8 744	8 274	(94.63)
Capital Expenditure				
Sources of Finance				
Transfers from Grants	13 160	13 160	4 833	36.72
Government	13 160	13 160	4 833	36.72
Transfers from Internal funds	1 543	1 543	56	3.63
Capital Expenditure	14 703	14 703	4 889	33.25

4.5 Operating Revenue

The Municipality has generated 51.5% or R40, 548 million of the Budgeted Revenue to date which exceeds the budgeted amounts. During the financial year operating grants totaling R8, 363 million were received. The largest part of the grants received forms part of the Equitable Share Allocation for the financial year.

4.6 Operating Expenditure

For the quarter ending December 2016, the Municipality managed to spend within the budgeted norms. An amount of R R37, 083 million or 38, 8% have been spent to date.

4.7 Capital Expenditure

The Municipality has incurred R56 157 or 3.6% of the internal funded Capital

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Budget to date. The external spending for the second quarter totals to R4, 889 million to date.

4.8 Cash Flow

The Municipality started off with a cash flow balance of R9, 964 million at the beginning of the year and increased it with R641 000. The closing balance for this quarter is R10, 605 million. The increase in cash flow is due to the receipt of the operational grants. The Municipal Cash flow is mainly from Operating Activities as no Borrowing or Investments are budgeted for the 2016/2017 financial year.

4.9 Debtors

The Outstanding Debtors of the Municipality amounts to R R6, 786 million for the quarter ending December 2016. The outstanding debt for more than 90 days amounts to 56.12%. The payment rate for 2015/2016 financial year was 105%. For the financial year to date the payment rate is 92.97%. This is a decrease since the previous financial year. The Municipality is fully implementing the Debt Collection and Credit Control Policy. It should be noted that the Municipal debt collection and credit control policy was last revised during August 2013.

4.10 Creditors

Total outstanding creditors amount to R7 853 for the quarter ending December 2016. All the outstanding amounts are within the 30 days outstanding categories which is compliant with Section 65 of the MFMA. Cases occur where suppliers issue their invoices more than 30 days after the date of the invoice, for payment, but in most cases the payments are made at presentation of the invoices.

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5 IN YEAR BUDGET STATEMENT TABLES

The following tables outline performance against the budget;

5.1 Table C1: Summary

WC051 Laingsburg - Table C1 Monthly Budget Statement Summary - Q2 Second Quarter

December 1	2015/16	0.1.1.1			Budget Yea		Vers	\/ T	F 11.11
Description	Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year
	Outcome	Budget	Budget	actual	actual	budget	variance	variance	Forecast
R thousands								%	
Financial Performance	2 120	4.004	4 004	11/	2.70/	2 202	1 500	(00/	4.00
Property rates	3 129	4 004	4 004	116	3 706	2 202	1 503	68%	4 00
Service charges	15 324	16 567	16 567	4 079	8 459	8 086	373	5%	16 56
Inv estment rev enue	1 429	1 119	1 119	234	402	560	(158)	-28%	1 11
Transfers recognised - operational	18 084	18 429	18 429	2 819	8 363	8 488	(125)	-1%	18 42
Other own revenue	23 063	38 575	38 575	6 706	19 619	19 329	290	2%	38 57
Total Revenue (excluding capital transfers and contributions)	61 030	78 695	78 695	13 954	40 548	38 665	1 883	5%	78 69
Employ ee costs	15 198	20.444	20.444	4 5 4 4	0 227	10 420	(1 102)	110/	20.44
1 2		20 664	20 664	4 546	9 327	10 430	(1 103)	-11%	20 66
Remuneration of Councillors	2 408	2 619	2 619	602	1 249	1 283	(34)	-3%	2 6
Depreciation & asset impairment	9 275	12 303	12 303	-	(0)	1 698	(1 698)	-100%	12 30
Finance charges	-	-	-	-	-	-			-
Materials and bulk purchases	7 487	8 713	8 713	2 225	4 107	4 687	(580)	-12%	8 71
Transfers and grants	35 659	4 559	4 559	643	1 290	2 440	(1 150)		4 55
Other ex penditure	32 010	46 740	46 740	9 773	21 110	23 244	(2 134)	-9%	46 74
Total Expenditure	102 038	95 598	95 598	17 790	37 083	43 782	(6 698)	-15%	95 59
Surplus/(Deficit)	(41 008)	(16 903)	(16 903)	(3 836)	3 465	(5 117)	8 582	-168%	(16 90
Transfers recognised - capital	29 323	8 159	8 159	4 809	4 809	4 658	151	3%	8 15
Contributions & Contributed assets	-	-	-	-	-	-	-		
Surplus/(Deficit) after capital transfers &	(11 685)	(8 744)	(8 744)	974	8 274	(459)	8 733	-1905%	(8 74
contributions									
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-		-
Surplus/ (Deficit) for the year	(11 685)	(8 744)	(8 744)	974	8 274	(459)	8 733	-1905%	(8 74
Capital expenditure & funds sources									
Capital expenditure	25 889	14 703	14 703	3 027	4 889	6 353	(1 464)	-23%	14 70
Capital transfers recognised	25 720	13 160	13 160	2 999	4 833	5 160	(327)	-6%	13 16
Public contributions & donations	_	-	_	_	_	_	'-		-
Borrowing	_	_	_	_	_	_	_		_
Internally generated funds	168	1 543	1 543	27	56	1 193	(1 137)	-95%	1 54
Total sources of capital funds	25 889	14 703	14 703	3 027	4 889	6 353	(1 464)	-23%	14 70
·							` 1		
Financial position	18 711	17 729	17 729		23 466				17 72
Total current assets									
Total non current assets	152 413	161 963	161 963		166 853				161 96
Total current liabilities	7 003	14 140	14 140		16 535				14 14
Total non current liabilities	6 872	3 429	3 429		3 421				3 42
Community wealth/Equity	157 249	162 123	162 123		170 362				162 12
Cash flows									
Net cash from (used) operating	25 325	3 247	3 247	1 553	6 396	1 527	4 868	319%	3 24
Net cash from (used) investing	(30 689)	(12 484)	(12 484)	(1 021)	(4 889)	(899)	(3 990)	444%	(12 48
Net cash from (used) financing	99	24	24	7	57	12	45	372%	2
Cash/cash equivalents at the month/year end	4 699	751	751	-	11 528	10 605	923	9%	75
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys- 1 Yr	Over 1Yr	Total
Debtors Age Analysis							1 11		
Total By Income Source	907	1 014	1 057	129	94	48	43	3 495	6 78
rotal by illcollic Joulec	707	1 014	1 03/	129	74	40	43	3 470	0 /0
Creditors Ane Analysis									
Creditors Age Analysis Total Creditors	8	_	_	_	_	_	_		

5.2 Table C2: Financial Performance (Standard Classification)

This table reflects the operating budget (Financial Performance) in the standard classifications which are the Government Financed Statistics Functions and Subfunctions. These are used by National Treasury to assist the compilation of national and international accounts for comparison purposes, regardless of the unique organisational structure used by the different institutions.

The main functions are Government and Administration, Community and Public Safety, Economic and Environmental Services, Trading Services and Other Services. It is for this reason that Financial Performance is reported in standard classification, Table C2, and by municipal vote, Table C3.

WC051 Laingsburg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

WC031 LaingSburg - Table C2 Monthly B	uuget S	2015/16	- Financial Performance (standard classification) - Q2 Second Quarter Budget Year 2016/17								
Description	Ref	Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year	
Description	I KCI	Outcome	Budget	Budget	actual	actual	budget	variance	variance	Forecast	
R thousands	1	Outcome	Buuget	Buuget	actual	actuai	buugei	variance	%	Forecast	
Revenue - Standard	<u> </u>										
Governance and administration		49 665	29 464	29 464	5 082	13 744	15 552	(1 809)	-12%	21 76	
Executive and council		20 302	14 647	14 647	3 797	8 409	7 823	586	7%	14 64	
Budget and treasury office		5 267	12 272	12 272	95	3 713	6 335	(2 622)	-41%	4 57	
Corporate services		24 097	2 545	2 545	1 190	1 622	1 395	227	16%	2 54	
Community and public safety		22 187	38 153	38 153	6 694	19 552	19 068	484	3%	38 15	
Community and social services		971	993	993	329	659	496	163	33%	99:	
Sport and recreation		4	3	3	14	14	1	13	1086%		
Public safety		21 201	37 145	37 145	6 349	18 873	18 565	309	2%	37 14!	
Housing		11	12	12	3	5	6	(1)	-11%	1:	
Health		l ''	0	0	(1)		_	''	1170	'	
Economic and environmental services		1 341	1 059	1 059	2 218	2 229	530	1 700	321%	1 059	
Planning and development		1 341	1 037	1 037	2 2 10	2 227	_	1,00	32170	1 03	
Road transport		1 341	1 059	1 059	2 218	2 229	530	1 700	321%	1 059	
Environmental protection		1 341	1 039	1 059	2 2 10	2 229	550	1 700	32170	1 03	
Trading services		17 158	18 178	18 178	4 770	9 833	8 173	1 660	20%	18 178	
· ·		11 108	11 367	11 367	2 881	6 195	5 300	895	17%	11 36	
Electricity Water		2 316	2 746	2 746	703	1 313	923	390	42%	2 740	
		1 998	2 117	2 117	625	1 248	1 020	228	22%	2 117	
Waste water management		1 736	1 948	1 948		1 078	931	147	16%	1 948	
Waste management Other	4	1 /30	1 940	1 940	561	1 0/6	931	147	10%	1 940	
Total Revenue - Standard	2	90 352	86 854	86 854	18 763	45 358	43 323	2 035	5%	79 156	
Expenditure - Standard Governance and administration		59 689	30 650	30 650	6 331	11 456	14 289	(2 833)	-20%	30 650	
Executive and council		38 675	11 773	11 773	1 969	4 161	4 608	(446)	-10%	11 773	
Budget and treasury office		13 864	9 971	9 971	2 771	4 546	5 850	(1 304)	-22%	9 97	
Corporate services		7 151	8 907	8 907	1 590	2 749	3 831	(1 082)	-22%	8 90	
Community and public safety		20 500	37 9 45	37 945	6 386	16 328	18 490	(2 162)	-12%	37 94!	
		2 030	2 041	2 041	377	688	775	(88)	-12%	2 04	
Community and social services		45	481	481	5	12		` '		48	
Sport and recreation							58	(46)	-80%		
Public safety		18 220	35 148	35 148	5 994 8	15 616	17 593	(1 978)	-11%	35 148	
Housing		187	190	190	"	13	21	(8)	-39%	190	
Health		19	85	85	1	1	43	(42)	-98%	8!	
Economic and environmental services		10 230	11 778	11 778	1 611	3 143	3 997	(854)	-21%	11 77	
Planning and development		1 063	1 043	1 043	240	457	521	(64)	-12%	1 04:	
Road transport		9 167	10 734	10 734	1 370	2 686	3 475	(790)	-23%	10 73	
Environmental protection		-									
Trading services		11 611	15 212	15 212	3 462	6 151	6 999	(848)	-12%	15 21	
Electricity		7 812	9 292	9 292	2 342	4 271	4 854	(583)	-12%	9 29:	
Water		1 211	2 454	2 454	701	936	913	23	3%	2 45	
Waste water management		1 858	2 013	2 013	189	410	626	(215)	-34%	2 01	
Waste management		730	1 454	1 454	230	533	607	(74)	-12%	1 45	
Other		6	13	13	1	5	6	(1)	-22%	1	
Total Expenditure - Standard	3	102 038	95 598	95 598	17 790	37 083	43 782	(6 698)	-15%	95 59	
Surplus/ (Deficit) for the year		(11 686)	(8 744)	(8 744)	974	8 275	(459)	8 734	-1905%	(16 442	

5.3 Table C3: Financial Performance (Revenue and Expenditure by Municipal Vote)

WC051 Laingsburg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q2 Second Quarter

Vote Description		2015/16	Budget Year 2016/17							
	Ref	Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year
	Rei	Outcome	Budget	Budget	actual	actual	budget	variance	variance	Forecast
R thousands									%	
Revenue by Vote	1									
Vote 1 - MAYORAL & COUNCIL		20 302	14 647	14 647	3 797	8 409	7 823	586	7.5%	14 647
Vote 2 - MUNICIPAL MANAGER		-	-	-	-	-	-	-		-
Vote 3 - CORPORATE SERVICES		24 096	2 545	2 545	1 190	1 622	1 395	227	16.3%	2 545
Vote 4 - BUDGET & TREASURY		5 267	12 272	12 272	95	3 713	6 335	(2 622)	-41.4%	12 272
Vote 5 - PLANNING AND DEVEOLPMENT		-	-	-	-	-	-	-		-
Vote 6 - COMMUNITY AND SOCIAL SERV		972	994	994	328	658	496	162	32.7%	994
Vote 7 - SPORTS AND RECREATION		4	3	3	14	14	1	13	1086.5%	3
Vote 8 - HOUSING		11	12	12	3	5	6	(1)	-11.2%	12
Vote 9 - PUBLIC SAFETY		21 201	37 145	37 145	6 349	18 873	18 565	309	1.7%	37 145
Vote 10 - ROAD TRANSPORT		1 341	1 059	1 059	2 218	2 229	530	1 700	320.8%	1 059
Vote 11 - WASTE MANAGEMENT		1 581	1 948	1 948	561	1 078	931	147	15.8%	1 948
Vote 12 - WASTE WATER MANAGEMENT		1 998	2 117	2 117	625	1 248	1 020	228	22.4%	2 117
Vote 13 - WATER		2 316	2 746	2 746	703	1 313	923	390	42.3%	2 746
Vote 14 - ELECTRICITY		11 108	11 367	11 367	2 881	6 195	5 300	895	16.9%	11 367
Vote 15 -		-	-	-	-	-	-	_		-
Total Revenue by Vote	2	90 197	86 854	86 854	18 763	45 358	43 323	2 034	4.7%	86 854
Expenditure by Vote	1									
Vote 1 - MAYORAL & COUNCIL		35 464	7 713	7 713	1 211	2 677	2 678	(1)	0.0%	7 713
Vote 2 - MUNICIPAL MANAGER		3 210	4 060	4 060	759	1 484	1 930	(446)	-23.1%	4 060
Vote 3 - CORPORATE SERVICES		7 150	8 907	8 907	1 590	2 749	3 831	(1 082)	-28.3%	8 907
Vote 4 - BUDGET & TREASURY		13 864	9 971	9 971	2 771	4 546	5 850	(1 304)	-22.3%	9 971
Vote 5 - PLANNING AND DEVEOLPMENT		1 063	1 043	1 043	240	457	521	(64)	-12.3%	1 043
Vote 6 - COMMUNITY AND SOCIAL SERV		1 231	1 389	1 389	248	432	555	(123)	-22.2%	1 389
Vote 7 - SPORTS AND RECREATION		868	1 230	1 230	137	273	327	(54)	-16.4%	1 230
Vote 8 - HOUSING		187	190	190	8	13	21	(8)	-39.3%	190
Vote 9 - PUBLIC SAFETY		18 220	35 148	35 148	5 994	15 616	17 593	(1 978)	-11.2%	35 148
Vote 10 - ROAD TRANSPORT		9 167	10 734	10 734	1 370	2 686	3 475	(790)	-22.7%	10 734
Vote 11 - WASTE MANAGEMENT		576	1 454	1 454	230	533	607	(74)	-12.1%	1 454
Vote 12 - WASTE WATER MANAGEMENT		1 858	2 013	2 013	189	410	626	(215)		2 013
Vote 13 - WATER		1 211	2 454	2 454	701	936	913	23	2.6%	2 454
Vote 14 - ELECTRICITY		7 812	9 292	9 292	2 342	4 271	4 854	(583)	-12.0%	9 292
Vote 15 -		-	-	-	-	-	-			-
Total Expenditure by Vote	2	101 882	95 598	95 598	17 790	37 083	43 782	(6 698)	-15.3%	95 598
Surplus/ (Deficit) for the year	2	(11 685)	(8 744)	(8 744)	974	8 274	(459)	8 733	-1904.7%	(8 744)

5.4 Table C4: Financial Performance (Revenue and Expenditure)

WC051 Laingsburg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q2 Second Quarter

li eee Lamgezang nazie en menning zaage		2015/16 Budget Year 2016/17								
Description	Ref	Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year
·		Outcome	Budget	Budget	actual	actual	budget	variance	variance	Forecast
R thousands				3					%	
Revenue By Source										
Property rates		2 934	3 870	3 870	14	3 530	2 129	1 401	66%	3 870
Property rates - penalties & collection charges		195	134	134	102	176	74	102	138%	134
Service charges - electricity revenue		10 901	11 163	11 163	2 787	6 019	5 300	719	14%	11 163
Service charges - water revenue		1 061	1 499	1 499	266	432	923	(491)	-53%	1 499
Service charges - sanitation revenue		1 998	2 117	2 117	625	1 248	1 020	228	22%	2 117
Service charges - refuse revenue		1 249	1 446	1 446	389	734	680	54	8%	1 446
Service charges - other		115	341	341	12	27	164	(137)	-84%	341
Rental of facilities and equipment		1 108	812	812	311	568	456	112	24%	812
Interest earned - external investments		1 270	906	906	167	412	453	(41)	-9%	906
Interest earned - outstanding debtors		159	213	213	67	(11)	107	(117)	-110%	213
Div idends received		-	-	-	-	-	-	-		-
Fines		19 962	36 737	36 737	6 123	18 367	18 361	6	0%	36 737
Licences and permits		1 145	273	273	229	511	136	375	275%	273
Agency services		142	107	107	27	55	53	1	2%	107
Transfers recognised - operational		18 084	18 429	18 429	2 819	8 363	8 488	(125)	-1%	18 429
Other revenue		706	647	647	17	119	322	(204)	-63%	647
Gains on disposal of PPE		-	-	-	-	-	-	-		-
Total Revenue (excluding capital transfers and		61 030	78 695	78 695	13 954	40 548	38 665	1 883	5%	78 695
contributions)	\perp									
Expenditure By Type										
Employ ee related costs		15 198	20 664	20 664	4 546	9 327	10 430	(1 103)	-11%	20 664
Remuneration of councillors		2 408	2 619	2 619	602	1 249	1 283	(34)	-3%	2 619
Debt impairment		14 311	25 424	25 424	4 200	12 600	12 595	5	0%	25 424
Depreciation & asset impairment		9 275	12 303	12 303	-	(0)	1 698	(1 698)	-100%	12 303
		7 2 1 3	12 303	12 303		(0)	1 070	(1 070)	-10070	12 303
Finance charges					-	-	-	(500)	4001	
Bulk purchases		7 487	8 713	8 713	2 225	4 107	4 687	(580)	-12%	8 713
Other materials		-	-	-	-	-	-	-		-
Contracted services		3 267	7 765	7 765	1 121	1 625	3 881	(2 256)	-58%	7 765
Transfers and grants		35 659	4 559	4 559	643	1 290	2 440	(1 150)	-47%	4 559
Other ex penditure		14 432	13 551	13 551	4 453	6 885	6 767	118	2%	13 551
Loss on disposal of PPE		-	-	-	-	-	-	-		-
Total Expenditure		102 038	95 598	95 598	17 790	37 083	43 782	(6 698)	-15%	95 598
Surplus/(Deficit)	\top	(41 008)	(16 903)	(16 903)	(3 836)	3 465	(5 117)	8 582	(0)	(16 903)
Transfers recognised - capital		29 323	8 159	8 159	4 809	4 809	4 658	151	0	8 159
- "		29 323	0 139	0 139	4 009	4 009	4 000	131	"	0 139
Contributions recognised - capital								-		
Contributed assets								-		
Surplus/(Deficit) after capital transfers &		(11 685)	(8 744)	(8 744)	974	8 274	(459)			(8 744)
contributions										
Tax ation								-		
Surplus/(Deficit) after taxation		(11 685)	(8 744)	(8 744)	974	8 274	(459)			(8 744)
Attributable to minorities										
Surplus/(Deficit) attributable to municipality		(11 685)	(8 744)	(8 744)	974	8 274	(459)			(8 744)
Share of surplus/ (deficit) of associate		, . /	(* 7	Ç			()			Ç
Surplus/ (Deficit) for the year	+	(11 685)	(8 744)	(8 744)	974	8 274	(459)			(8 744)
outhing (perior) for the hear		(11 000)	(0 /44)	(0 /44)	7/4	0 2/4	(409)			(0 / 44)

5.5 Table C5: Capital Expenditure (Municipal Vote, Standard Classification and Funding)

WC051 Laingsburg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q2 Second Quarter

		2015/16				Budget Year 2	2016/17			
Vote Description	Ref	Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year
		Outcome	Budget	Budget	actual	actual	budget	variance	variance	Forecast
R thousands	1								%	
Capital Expenditure - Standard Classification										
Governance and administration		-	583	583	19	25	563	(538)	-96%	583
Executive and council		-	-	-	15	19	-	19	#DIV/0!	-
Budget and treasury office		-	40	40	4	4	40	(36)	-89%	40
Corporate services		-	543	543	-	2	523	(521)	-100%	543
Community and public safety		1 949	2 169	2 169	2 099	2 220	440	1 780	405%	2 169
Community and social services		361	1 300	1 300	833	859	-	859	#DIV/0!	1 300
Sport and recreation		1 072	429	429	-	95	-	95	#DIV/0!	429
Public safety		-	-	-	-	-	-	-		-
Housing		516	160	160	1 266	1 266	160	1 106	691%	160
Health		-	280	280	-	-	280	(280)	-100%	280
Economic and environmental services		12 148	430	430	451	802	350	452	129%	430
Planning and development		-	-	-	-	-	-	-		-
Road transport		12 148	430	430	451	802	350	452	129%	430
Environmental protection		-	-	-	-	-	-	-		-
Trading services		11 792	11 521	11 521	458	1 842	5 000	(3 158)	-63%	11 521
Electricity		7 696	2 000	2 000	429	1 811	2 000	(189)	-9%	2 000
Water		2 140	6 371	6 371	3	4	-	4	#DIV/0!	6 371
Waste water management		1 956	3 150	3 150	26	27	3 000	(2 973)	-99%	3 150
Waste management		-	-	-	-	-	-	-		-
Other							-	-		-
Total Capital Expenditure - Standard Classification	3	25 889	14 703	14 703	3 027	4 889	6 353	(1 464)	-23%	14 703
Funded by:										
National Government		25 720	13 160	13 160	2 999	4 833	5 160	(327)	-6%	13 160
Provincial Government		_	_	_	_	_	_	_ `_ ′		_
District Municipality		_	_	_	_	_	_	_		_
Other transfers and grants								_		
Transfers recognised - capital		25 720	13 160	13 160	2 999	4 833	5 160	(327)	-6%	13 160
Public contributions & donations	5							`-		_
Borrowing	6							_		_
Internally generated funds		168	1 543	1 543	27	56	1 193	(1 137)	-95%	1 543
Total Capital Funding		25 889	14 703	14 703	3 027	4 889	6 353	(1 464)	-23%	14 703

5.6 Table C6: Financial Position

WC051 Laingsburg - Table C6 Monthly Budget Statement - Financial Position - Q2 Second Quarter

WC051 Laingsburg - Table C6 Monthly Budg	Ci Siai	2015/16	iliciai i Usiti	Budget Ye		
Description	Ref	Audited	Original	Adjusted	YearTD	Full Year
·		Outcome	Budget	Budget	actual	Forecast
R thousands	1		J			
ASSETS						
Current assets						
Cash		8 317	9 964	9 964	11 528	9 964
Call investment deposits		-	-	-	-	-
Consumer debtors		4 336	6 053	6 053	(5 773)	6 053
Other debtors		360	116	116	16 115	116
Current portion of long-term receivables		-	-	-	-	-
Inv entory		5 698	1 597	1 597	1 597	1 597
Total current assets		18 711	17 729	17 729	23 466	17 729
Non current assets						
Long-term receiv ables		9	3	3	3	3
Inv estments		_	-	-	-	_
Inv estment property		4 440	4 392	4 392	4 392	4 392
Investments in Associate		_	-	-	-	_
Property, plant and equipment		147 576	156 917	156 917	161 805	156 917
Agricultural		_	-	-	-	_
Biological assets		_	-	-	-	_
Intangible assets		343	640	640	640	640
Other non-current assets		43	12	12	13	12
Total non current assets		152 413	161 963	161 963	166 853	161 963
TOTAL ASSETS		171 124	179 693	179 693	190 319	179 693
LIABILITIES						
Current liabilities						
Bank ov erdraft		-	-	-	-	_
Borrowing		_	-	-	-	_
Consumer deposits		396	437	437	475	437
Trade and other pay ables		6 322	8 812	8 812	11 192	8 812
Provisions		286	4 891	4 891	4 868	4 891
Total current liabilities		7 003	14 140	14 140	16 535	14 140
Non current liabilities						
Borrowing						_
Provisions		6 872	3 429	3 429	3 421	3 429
Total non current liabilities		6 872	3 429	3 429	3 421	3 429
TOTAL LIABILITIES		13 875	17 569	17 569	19 957	17 569
NET ASSETS	2	157 249	162 123	162 123	170 362	162 123
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		120 313	125 678	125 678	133 917	125 678
Reserves		36 937	36 445	36 445	36 445	36 445
TOTAL COMMUNITY WEALTH/EQUITY	2	157 249	162 123	162 123	170 362	162 123

5.7 Table C7: Cash Flow

WC051 Laingsburg - Table C7 Monthly Budget Statement - Cash Flow - Q2 Second Quarter

		2015/16				Budget Year 2	2016/17			
Description	Ref	Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year
		Outcome	Budget	Budget	actual	actual	budget	variance	variance	Forecast
R thousands	1								%	
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates, penalties & collection charges		2 528	3 604	3 604	121	2 086	2 202	(117)	-5%	3 604
Service charges		14 606	17 002	17 002	1 083	8 645	8 337	308	4%	17 002
Other rev enue		47 562	13 055	13 055	5 567	12 305	6 576	5 729	87%	13 055
Gov ernment - operating		19 559	16 793	16 793	252	8 100	8 395	(295)	-4%	16 793
Gov ernment - capital		-	8 159	8 159	-	3 141	4 658	(1 517)	-33%	8 159
Interest		1 041	1 120	1 120	46	215	560	(345)	-62%	1 120
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employ ees		(58 195)	(55 858)	(55 858)	(5 643)	(28 140)	(28 572)	(432)	2%	(55 858)
Finance charges		-	-	-	-	-	-	-		-
Transfers and Grants		(1 777)	(628)	(628)	127	44	(628)	(672)	107%	(628)
NET CASH FROM/(USED) OPERATING ACTIVITIES		25 325	3 247	3 247	1 553	6 396	1 527	4 868	319%	3 247
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		-	-	-	-	-	-	-		-
Decrease (Increase) in non-current debtors		_	_	_	_	-	_	_		_
Decrease (increase) other non-current receivables		_	_	_	_	_	_	-		_
Decrease (increase) in non-current investments		_	_	_	_	-	_	_		_
Payments										
Capital assets		(30 689)	(12 484)	(12 484)	(1 021)	(4 889)	(899)	(3 990)	444%	(12 484)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(30 689)	(12 484)	(12 484)	(1 021)	(4 889)	(899)	3 990	-444%	(12 484)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		_	-	-	-	_	-	_		-
Borrowing long term/refinancing		_	_	_	_	_	_	_		_
Increase (decrease) in consumer deposits		99	24	24	7	57	12	45	372%	24
Payments										
Repay ment of borrowing								-		
NET CASH FROM/(USED) FINANCING ACTIVITIES		99	24	24	7	57	12	(45)	-372%	24
NET INCREASE/ (DECREASE) IN CASH HELD		(5 265)	(9 213)	(9 213)	539	1 563	640			(9 213)
Cash/cash equivalents at beginning:		9 964	9 964	9 964		9 964	9 964			9 964
Cash/cash equivalents at month/year end:		4 699	751	751		11 528	10 605			751

6. Supporting Documents

6.1 Table SC1: Material variance explanations

WC051 Laingsburg - Supporting Table SC1 Material variance explanations - Q2 Second Quarter

Ref	Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
	R thousands			
1	Revenue By Source			
	Property rates Property rates - penalties & collection charge		Property rates levied in July for FY not on a monthly basis Interest are now levied on all outstanding rates 30+	None None
	Transfers recognised - operational	5 691	More grants were received during quarter	None
2	Expenditure By Type	407	December 1 and 1 a	and the control the control of Newsonian
	Employ ee related costs Depreciation & asset impairment		Bonusses are now accrualed on a monthly basis, but were Depreciation for new aqustions during fin year will only be a	
	Remuneration of councillors		Increase in Councillors salaries normally during March	iccounted for during end or ly
	Other expenditure		Few items under this vote exceeds ytd budget for instance	None but will monitor
3	Capital Expenditure	37	Tew items under this vote exceeds yith budget for instance	Notice but will intollike
3	Capital Experiantic			
	Road transport	1 471	Construction work on the project accelerated and will be fini-	none - MIG grant
	Housing		project is in process - pay ment was made during Novembe	
	3	. ,		
4	Financial Position			
5	Cash Flow			
	Ratepayers and other		Inflow of debtors paying rates higher and rise in traffic fines	None
	Transfers and Grants		Indigent subsidies transferred to qualifying accounts	None
	Suppliers and employees		Some expenditure items are before the ytd budget but will st	
,	Gov ernment - capital	(7 051)	Not all capitals grants budgeted for were received till this mo	onth - housing still to be claimed
6	Measureable performance			
7	Municipal Entities			

6.2 Performance Indicators

WC051 Laingsburg - Supporting Table SC2 Monthly Budget Statement - performance indicators - Q2 Second Quarter

			2015/16		Budget Ye	ar 2016/17	
Description of financial indicator	Basis of calculation	Ref	Audited	Original	Adjusted	YearTD	Full Year
			Outcome	Budget	Budget	actual	Forecast
Borrowing Management							
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure		0.0%	12.9%	12.9%	0.0%	2.7%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		0.0%	0.0%	0.0%	0.0%	0.0%
Safety of Capital							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax		4.0%	5.4%	5.4%	6.6%	5.4%
Gearing	Provision/ Funds & Reserves Long Term Borrowing/ Funds & Reserves		0.0%	0.0%	0.0%	0.0%	0.0%
Liquidity	Long Form Bonowing, Funds a Reserves		0.070	0.070	0.070	0.070	0.070
Current Ratio	Current assets/current liabilities	1	267.2%	125.4%	125.4%	141.9%	125.4%
Liquidity Ratio	Monetary Assets/Current Liabilities		118.8%	70.5%	70.5%	69.7%	70.5%
Revenue Management	,						
Annual Debtors Collection Rate	Last 12 Mths Receipts/ Last 12 Mths Billing						
(Payment Level %)							
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue		7.7%	7.8%	7.8%	25.5%	7.8%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old		0.0%	0.0%	0.0%	0.0%	0.0%
Creditors Management							
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))		90.0%	90.0%	90.0%	92.0%	90.0%
Funding of Provisions							
Percentage Of Provisions Not Funded	Unfunded Provisions/Total Provisions						
Other Indicators							
Electricity Distribution Losses	% Volume (units purchased and generated less units sold)/units purchased and generated	2	9.1%	9.0%	9.0%	10.2%	9.0%
Water Distribution Losses	% Volume (units purchased and own source less	2	29.8%	25.0%	25.0%	32.7%	25.0%
	units sold)/Total units purchased and own source						
Employ ee costs	Employ ee costs/Total Revenue - capital revenue		24.9%	26.3%	26.3%	23.0%	26.3%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		3.5%	4.3%	4.3%	1.9%	4.3%
Interest & Depreciation	I&D/Total Revenue - capital revenue		15.2%	15.6%	15.6%	0.0%	3.3%
IDP regulation financial viability indicators							
i. Debt cov erage	(Total Operating Revenue - Operating Grants)/Debt		14.1%	13.0%	13.0%	-29.0%	13.0%
	service payments due within financial year)						
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue		28.3%	36.5%	36.5%	-11.8%	17.9%
	received for services						
iii. Cost cov erage	(Av ailable cash + Inv estments)/monthly fix ed		3.8%	0.2%	0.2%	1.6%	0.2%
-	operational ex penditure						

6.3 Debtors Analysis

WC051 Laingsburg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q2 Second Quarter

Description							Budge	t Year 2016/17					
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr		Total over 90 days	Off against	Impairment - Bad Debts i.t.o Council Policy
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	186	34	28	29	22	11	8	230	548	300	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	(213)	23	35	17	1	9	4	146	30	185	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	562	24	891	13	12	-	10	2 226	3 739	2 262	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	179	31	33	26	19	13	8	285	594	351	-	-
Receivables from Exchange Transactions - Waste Management	1600	124	20	24	22	12	8	4	92	305	137	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	74	20	45	20	20	6	9	279	474	334	-	-
Interest on Arrear Debtor Accounts	1810	-	859	-	-	-	-	-	-	859	-	-	-
Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(6)	3	0	3	0	2	0	236	238	241	-	-
Total By Income Source	2000	907	1 014	1 057	129	94	48	43	3 495	6 786	3 809	-	-
2015/16 - totals only		702 023	782 644	114 632	86 396	97 643	97 937	89 788	3 573 353	5 544	3 945	-	0
Debtors Age Analysis By Customer Group													
Organs of State	2200	(733)	226	351	32	14	7	9	951	856	1 013	-	-
Commercial	2300	549	20	8	6	1	3	1	19	607	31	-	-
Households	2400	965	741	648	88	73	37	32	2 451	5 034	2 681	-	-
Other	2500	127	28	51	3	5	1	2	73	289	84	-	-
Total By Customer Group	2600	907	1 014	1 057	129	94	48	43	3 495	6 786	3 809	-	-

6.4 Creditors Analysis

WC051 Laingsburg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q2 Second Quarter

Description	NT				Bu	dget Year 201	6/17				Prior y ear
Description	Code	0 -	31 -	61 -	91 -	121 -	151 -	181 Days -	Over 1	Total	totals for chart
R thousands	Coue	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	1 Year	Year		(same period)
Creditors Age Analysis By Customer 1	уре										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-	
Bulk Water	0200	-	-	_	-	-	-	-	-	-	
PAYE deductions	0300	-	-	_	-	-	-	-	-	-	
VAT (output less input)	0400	-	-	_	-	-	-	-	-	-	
Pensions / Retirement deductions	0500	-	-	_	-	-	-	-	-	-	
Loan repayments	0600	-	-	_	-	-	-	-	-	-	
Trade Creditors	0700	8	-	_	-	-	-	-	-	8	
Auditor General	0800	-	-	_	-	-	-	-	-	-	
Other	0900	-	-	-	-	-	-	-	-	-	
Total By Customer Type	2600	8	-	-	-	-	-	-	-	8	-

6.5 Transfers and Grants

WC051 Laingsburg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M06 December

Websi Langsburg - Supporting Table Sectioniting		2015/16		3		Budget Year				
Description	Ref	Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year
	1	Outcome	Budget	Budget	actual	actual	budget	variance	variance	Forecast
R thousands									%	
RECEIPTS:	1,2									
Operating Transfers and Grants	1									
National Government:		12 248	15 251	15 251	286	5 865	7 876	(2 011)	-25,5%	15 251
Local Government Equitable Share		9 548	12 526	12 526	252	5 471	6 514	(1 043)		12 526
Finance Management		1 700	1 725	1 725	_	(0)	862	(863)		1 725
Municipal Systems Improvement		-	-	-	_	(6)	_	(6)	#DIV/0!	-
EPWP Incentive		1 000	1 000	1 000	34	400	500	(100)	-20,0%	1 000
Integrated National Electrification Programme		_	_	_	_	_	_	_		_
GRANT - WORKFORCE	3	_	_	_	_	_	_	_		_
GRANT - INEP ELEC		_	_	_	_	_	_	_ !		_
								_		
								_		
								-		
Other transfers and grants [insert description]								-		
Provincial Government:		1 994	1 226	1 226	-	683	613	70	11,4%	1 226
Sport and Recreation		962	981	981	-	654	490	164	33,4%	981
CDW		72	75	75	-	80	37	42	114,1%	75
LGSETA		-	-	-	-	-	-	-		-
MAIN ROAD SUBSIDY		30	50	50	-	-	25	(25)	-100,0%	50
MSG		930	-	-	-	-	-	-		-
GRANT - SPATIAL DEV INV	4	-	-	-	-		-			-
GRANT - SUPPORT		-	120	120	-	(51)	60		-184,9%	120
District Municipality:		-	-	-	-	-	-	-		-
NEW FINANCIAL SYSTEM		_	_	-	-	-	-	-		-
Other mant man delega								-		
Other grant providers:		-	-	-	-	-	-	-		-
Dept of Water Affairs		_	_	_	_	_	_	-		_
								_ !		
Total Operating Transfers and Grants	5	14 242	16 477	16 477	286	6 547	8 488	(1 941)	-22,9%	16 477
Capital Transfers and Grants										
National Government:		9 554	7 999	7 999	451	6 055	4 498	1 557	34,6%	7 999
Municipal Infrastructure Grant (MIG)		6 284	6 000	6 000	451	2 433	2 999	(566)	-18,9%	6 000
GRANT - FMG CAPITAL		_	_	-	-	-	-	-		-
GRANT - MIG UNSPEND ROLLOVER		-	_	-	-	-	-	-		-
FLOOD DAMAGES		270	-	-	-	1 811	-	1 811	#DIV/0!	-
SEWER MASTER PLAN		_	_	-	-	-	-	-		-
FLOOD DAMAGES		-	_	-	-	_		-		_
SPATIAL DEV INVESTIGATION		_	_	-	-	_		-		_
GRANT - DEPT OF WATER AFFAIRS GRANT - INEP ELEC		2 000	1 000	1 000	-	1 011	1 400	212	20.00/	1,000
		3 000	1 999	1 999	_	1 811	1 499	312	20,8%	1 999
Other capital transfers [insert description] Provincial Government:		18 316	160	160	566	566	160	406	253,4%	160
Housing		18 316	160	160	566	566	160	406	253,4%	160
GRANT - EPWP CAPITAL WORKS		10 310	100	-	500	_	100	400	233,470	100
Road and Transport			_	_		_				
Library			_			_				
Taxi Rank		_	_			_				
		_	_	_	_	_	_	_		
District Municipality:		-	-	-	_		-	_		_
[insert description]								-		
								_		
Other grant providers:		-	-	-	-	-	-	-		-
[insert description]	1							-		
unsert descriptions										
ุเกรดา ของเทียเบาร์										
prison description										
priser description										
үлэвт авзитрион										
								-		
Total Capital Transfers and Grants	5	27 870	8 159	8 159	1 017	6 620	4 658	- 1 962	42,1%	8 159

6.6 Councillor and Staff Benefits

 $WC051\,Laingsburg-Supporting\,Table\,SC8\,Monthly\,Budget\,Statement-councillor\,and\,staff\,benefits\,-M06\,December$

Summary of Employee and Councillor remuneration Ref Audited Outcome Budget Budget Budget Budget Budget actual actual budget variance variance variance wariance Subject Su	Full Year Forecast D 2 619 171 - 2 790 10,9%
Outcome Budget Budget actual actual budget variance variance %	D 2 619 171 2 790
R thousands	D 2 619 171 2 790
A B C Councillors (Political Office Bearers plus Other) Basic Salaries and Wages 2 336 2 619 2 619 157 991 1 309 (318) -24%	2 619 - - - 171 - - 2 790
Councillors (Political Office Bearers plus Other)	2 619 - - - 171 - - 2 790
2 336 2 619 2 619 157 991 1 309 (318) -24% Pension and UIF Contributions	- - 171 - - 2 790
Pension and UIF Contributions	- - 171 - - 2 790
Medical Aid Contributions	- 171 - - 2 790
Motor Vehicle Allowance Cellphone Allowance 180 171 171 - - 86 (86) -100%	- 171 - - 2 790
Cellphone Allowance	2 790
Housing Allowances	2 790
Other benefits and allowances -	
Sub Total - Councillors 2 516 2 790 2 790 201 1 284 1 395 (110) -8% % increase 4 10,9% 10,9% 10,9% 10,9% 10,9%	
% increase 4 10,9% 10,9% Senior Managers of the Municipality 3	
Senior Managers of the Municipality 3	10,9%
	1
	1
	2 618
Pension and UIF Contributions 148 243 243 16 98 121 (24) -20%	243
Medical Aid Contributions 15 104 104 12 69 52 17 33%	104
Overtime	-
Performance Bonus	-
Motor Vehicle Allowance 232 290 290 24 145 145 (0) 0%	290
Celiphone Allowance	_
Housing Allowances	_
Other benefits and allowances 19 - 23 127 - 127 #DIV/0!	_
Payments in lieu of leave	_
Long service awards	_
Post-retirement benefit obligations 2 70 - 5 31 - 31 #DIV/0!	_
Sub Total - Senior Managers of Municipality 2 640 3 255 3 255 282 1 781 1 627 153 9%	3 255
% increase	23,3%
	20,0%
Other Municipal Staff	
Basic Salaries and Wages 7 779 12 057 12 057 925 6 465 6 028 437 7%	12 057
Pension and UIF Contributions 1 079 1 691 1 691 142 854 846 8 1%	1 691
Medical Aid Contributions 318 714 714 34 214 357 (143) -40%	714
Overtime 346 636 636 36 174 318 (144) -45%	636
Performance Bonus	-
Motor Vehicle Allowance 381 638 638 53 319 319 (0) 0%	638
Cellphone Allowance	-
Housing Allowances 23 126 126 10 62 63 (1) -1%	126
Other benefits and allowances 94 115 115 48 199 57 142 247%	115
Payments in lieu of leave - 19 19 - 9 (9) -100%	-
Long service awards	-
Post-retirement benefit obligations 2	-
Sub Total - Other Municipal Staff 10 020 15 996 15 996 1 249 8 293 7 998 295 4%	15 977
% increase 4 59,6% 59,6%	59,5%
Total Parent Municipality 15 176 22 040 22 040 1 731 11 358 11 020 338 3%	22 022
AF 207 AF 207	AF 10/
Unpaid salary, allowances & benefits in arrears:	
TOTAL SALARY, ALLOWANCES & BENEFITS 15 176 22 040 22 040 1 731 11 358 11 020 338 3%	22 022
% increase 4 45,2% 45,2%	45,1%
TOTAL MANAGERS AND STAFF 12 660 19 251 19 251 1 530 10 074 9 625 448 5%	43.170

6.7 Monthly Cash Flows

WC051 Laingsburg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M06 December

WC051 Laingsburg - Supporting Table SC9 Mon Description	Ref		atomont t	otuuis unt	a reviseu (argets for	Budget Ye		COCITIDO						edium Term I nditure Fram	
Description	Itti	July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June		Budget Year	
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget	2016/17	+1 2017/18	+2 2018/19
Cash Receipts By Source																
Property rates		150	705	629	210	128	88	155	232	232	155	271	528	3 483	3 832	4 138
Property rates - penalties & collection charges		25	24	24	35	34	33	5	8	8	5	9	(91)	121	133	143
Service charges - electricity revenue		744	1 310	911	2 208	639	733	883	922	946	892	908	(190)	10 905	11 996	12 956
Service charges - water revenue		103	138	130	139	123	131	231	219	225	224	209	710	2 581	2 839	3 066
Service charges - sanitation revenue		89	118	105	130	100	108	124	127	127	124	128	267	1 546	1 701	1 837
Service charges - refuse		95	113	104	122	85	98	158	158	158	158	158	492	1 898	2 087	2 254
Service charges - other		15	15	10	8	10	13	6	6	6	6	6	(28)	72	79	86
Rental of facilities and equipment		60	54	45	46	81	54	59	59	59	59	59	176	811	892	964
Interest earned - external investments		0	72	48	-	76	29	76	76	76	76	76	303	906	997	1 077
Interest earned - outstanding debtors		9	(102)	15	34	16	17	18	18	18	18	18	135	214	235	254
Dividends received		-	-	_	_	-	-	-	_	_	-	_	_	_	_	-
Fines		-	0	0	0	0	0	961	961	961	961	961	6 730	11 536	12 689	13 704
Licences and permits		113	87	83	83	72	73	23	23	23	23	23	(352)	273	300	324
Agency services		_	_	_	_	_	_	9	9	9	9	9	62		117	127
Transfer receipts - operating		5 219	2 302	_	327	_	252	475	3 247	475	475	3 247	773		18 472	19 950
Other revenue		1 532	721	809	1 869	1 082	5 440	27	27	27	27	27	(11 261)		362	391
Cash Receipts by Source		8 152	5 557	2 913	5 212	2 447	7 070	3 209	6 091	3 349	3 211	6 108	(1 746)		56 731	61 269
													(*****			
Other Cash Flows by Source		0.414						500	4 000	500	500	500	-	0.450	0.075	0.100
Transfer receipts - capital		3 141	-	-	-	-	-	500	1 000	500	500	500	2 019	8 159	8 975	9 693
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		1	2	5	33	9	1	2	2	2	2	2	(67)	0	-	-
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments	L	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		11 294	5 559	2 918	5 245	2 455	7 077	3 711	7 093	3 851	3 713	6 610	207	59 733	65 706	70 962
Cash Payments by Type													-			
Employee related costs		1 449	1 807	1 854	1 422	1 704	1 555	1 567	1 567	1 567	1 567	1 567	(15 005)	2 619	21 819	23 565
Remuneration of councillors		204	168	275	201	201	201	214	224	224	224	224	(2 360)	-	2 880	3 111
Interest paid		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk purchases - Electricity		819	956	107	703	997	524	665	674	642	600	582	1 443	8 712	9 584	10 350
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials		6	98	25	18	12	35	-	-	-	-	-	(195)	-	-	-
Contracted services		52	48	404	205	306	568	647	647	647	647	647	2 948	7 766	8 542	9 226
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		108	(201)	114	(14)	75	(127)	-	-	-	-	-	672	628	691	746
General ex penses		999	2 454	1 336	1 321	2 344	2 760	1 410	1 410	1 410	1 410	1 406	(1 334)	16 925	18 618	20 107
Cash Payments by Type		3 637	5 331	4 116	3 856	5 640	5 516	4 502	4 521	4 490	4 447	4 426	(13 830)	36 650	62 134	67 105
Other Cash Flows/Payments by Type																
Capital assets		_				_	_	1 396	3 228	1 907	1 393	2 015	2 544	12 484	13 732	14 831
Repayment of borrowing		-	_	_	_	_	_	1 390	3 220	1 907	1 393	2 013	2 344	12 404	13 /32	14 031
Other Cash Flows/Payments		24	2	1 836	141	1 864	1 021	_	_			_	(4 889)	_	_	
Total Cash Payments by Type	\vdash	3 661	5 334	5 951	3 997	7 504	6 538	5 898	7 749	6 397	5 840	6 441	(16 175)		75 867	81 936
	\vdash												<u> </u>			
NET INCREASE/(DECREASE) IN CASH HELD	1	7 633	226	(3 034)	1 248	(5 049)	539	(2 187)			(2 127)	169	16 382		(10 161)	
Cash/cash equivalents at the month/year beginning:		9 964	17 598	17 823	14 790	16 037	10 988	11 528	9 341	8 685	6 139	4 012	4 181		20 563	10 402
Cash/cash equivalents at the month/year end:		17 598	17 823	14 790	16 037	10 988	11 528	9 341	8 685	6 139	4 012	4 181	20 563	20 563	10 402	(572)

7. Portfolio of Evidence

The SDBIP makes provision for uploading of supporting documents. Departments utilise the option to upload documents, but hardcopies of POE's (Portfolio of Evidences) of each depart is ready for Internal Audit for auditing purposes.

Quarterly audits will be conducted by the internal audit unit and will submit a report on the POE's as per reported figures, to the Audit Committee and Council for action.

8. Down Cascading of Performance Management

We proudly report that this year performance management is scaled down to all levels within the municipality.

All staff who has a staff a performance agreement or plan will be informally evaluated the respective Supervisors and managers.

9. Recommendations

- (a) That Council notes the contents of this report and supporting documentations for the 2nd quarter of 2016/2017 financial year.
- (b) That the Managers ensure that the budget is implemented in accordance with the Service Delivery and Budget Implementation Plan projections and spending of funds and that revenue collection proceeds in accordance with the budget.
- (c) That Council must give its full support in the collection of outstanding amounts.

10. Conclusion

The above-mentioned report outline the performance of the municipality with regards to the overall Performance of the municipality, Financial Performance as well as Non-financial Performance with regards legislative compliance. The overall performance was good, but there are still areas that require intervention and mitigation measures to prevent it in the following quarters of the year as well as improve the reporting on the system.

The municipal manager will conduct a formal quarterly review and the outcome of the Performance Review will be recorded to rectify non-performance to ensure that that all targets can be achieved in the last quarter of the year before year-end.

<u>Laingsburg Municipality</u> SDBIP 2016/2017: Departmental SDBIP Report

Create :	n environme	ent conducive for ec	nomic developme	ent										itai SDBIP F																	
Ref	Directorate	Sub-Directorate	Municipal KPA	Pre-determined Objectives	KPI	Unit of Measurement	Wards	Annual		Jul-16				Aug-16				Sep-16			Oct-16				Nov-16		Dec-16			verall Perfo for Jul 2016 2016	to Dec
								Target 1	arget Actu		Performance Comment	Target Actua		erformance Comment	Proof of Evidence	arget Actual		Performance Comment	Proof of Evidence	et Actual	R Performance Comment	Proof of Evidence	Target Act	ual R	Performance Comment Proof of Evidence	Target Actual	R Perfor	rmance Pr	Proof of Ta	arget Actu	$\overline{}$
D47 N	funicipal fanager	Municipal Manager	Local Economic Development	Create an environment conducive for economic development	Host events as identified in the IDP in support of promotion of LED within the Municipal area by 30 June 2017	Number of events hosted by 30 June 2017	All	3	0	0 N/A	Comment	0	0 N/A	Comment	Evidence	0 0	O N/A	Comment	Evidence	0 0	N/A	Evidence	0	O N/A	Commenc	2 3	B Mayora Golfday	al y, LED & Ultra	ndence	2	3 B
	tunicipal tanager	Municipal Manager	Local Economic Development	Create an environment conducive for economic development	Assist SMME's with business and/or CIDB registration by 30 June 2017	Number of SMME's assisted by 30 June 2017	All	10	0	O N/A		0	O N/A			0 0	0 N/A			0 0	N/A		0	0 N/A		0 0	N/A			0	O N/A
D52 N	tunicipal tanager	Municipal Manager	Local Economic Development	Create an environment conducive for economic development	Provide financial assistance via Municipal financial aid scheme to accepted tertiary student candidates by 31 March 2017	Number of candidates assisted via Municipal financial aid scheme by 30 June 2017	All	19	0	O N/A		0	0 N/A			0 0	0 N/A			0 0	N/A		0	O N/A		0 0	N/A			0	0 N/A
D65 N	funicipal fanager	IDP, Planning and Development	Institutional Development	Create an environment conducive for economic development	Submit motivation for funding from external sources to enhance the revenue of the municipality	No of funding motivations submitted to external sources	All	3	0	O N/A		0	0 N/A			0 0	0 N/A			0 0	N/A		0	O N/A		0 0	N/A			0	O N/A
ħ.	tunicipal tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Compile an Annual Performance report for inclusion in the Annual Report before 31 August	Annual Report before 31 August	All	1	0	O N/A		1	1 G Subi	omitted to AG F	Prove of Email Performance Report.msg	0 0	0 N/A			0 0	N/A		0	0 N/A		0 0	N/A			1	1 G
h	funicipal fanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Improvement on operational conditional grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.t.o. budget allocations	All	90%	0% 0	% N/A		0% 01	% N/A			10% 10%	se	ready started to ecure services	(% 0%	N/A		0%	0% N/A		30% 30%	G Spendii path, El	EPWP		30% 3	3% G
	tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Monthly monitoring of time and attendance status report of various employees in the division	Ensure that all deviations highlighted in time and attendance status report on various employees in the directorate/ sub directorate are monitored and addressed	All	12	1	At Re	gning of itendance egisters and oproval of ave	1	atte regi:	ned of endance isters and proval of we		1 1	m	ionthly ionitoring		1 1	G Continuous monitoring		1	1 G	Monthly Monitoring and signoff	1 1	G Continu monito	uous oring		6	6 G
D72 N	tunicipal tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Ensure compliance with all legislation and financial procedures	95% completed by due date on compliance assist system	All	95%	0% 0	% N/A		0% 01	% N/A			95% 95%	fra	bide by time ames and rocesses	(% 0%	N/A		0%	0% N/A		95% 95%	G Compli Legislat			95% 9	5% G
D73 N	tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Implementation of correctives measures within due dates as identified in internal audit reports and Auditor General (AG) Management letter to reduce risk areas	% of issues raised and proposed corrective measures rectified within due dates	All	100%	0% 0	% N/A		0% 01	N/A			100% 100%		nplementation f corrective neasures	C	% 0%	N/A		0%	0% N/A		100% 100%	G Correct measur implem		1	100% 10	3% G
D74 N	tunicipal tanager	IDP, Planning and Development	Local Economic Development	Create an environment conducive for economic development	Identify EPWP projects and motivate for funding	Number of projects identified	All	1	0	0 N/A		0	O N/A			0 0	0 N/A			0 0	N/A		0	0 N/A		0 0	N/A			0	O N/A
	funicipal fanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Liase with SCM unit before 30 June to compile SCM Plan for departments for the financial year	SCM Plan for departments compiled before 30 June	All	1	0	O N/A		0	0 N/A			1 1	1 G Ab	bide by rocesses		0 0	N/A		0	0 N/A		0 0	N/A			1	1 G
	tunicipal tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Submit adequate specifications for the departments SCM process in the SCM Plan before 10June	Total specifications required as per SCM Plan)	All	100%	0% 0	% N/A		0% 01	N/A			0% 0%	S N/A		100	% 100%	6 Specifications submitted		0%	0% N/A		0% 0%	N/A		1	100% 10	3% G
n.	tunicipal tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Launch projects to promote tourism development	Number of projects	All	1	0	0 N/A		0	O N/A			0 0	0 N/A			0 0	N/A		0	0 N/A		0 0	N/A			0	0 N/A
n.	tunicipal tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Public participation of the draft IDP with the local community.	No of public participation meetings conducted in all municipal wards.	All	4	0	O N/A		0	0 N/A			0 0	0 N/A			0 0	N/A		0	0 N/A		0 0	N/A			0	O N/A
	tunicipal tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Ensure that a ward committee system is operational by arranging regular meetings	No of ward committees meetings held	All	12	1	1 G W. me Ap	lard Forum eeting, opreciation eremony	1	esta	y with ablishment icess		1 1	Es	/ard stablishment rocess in place		1 1	G System in place and functioning		1	4 B	Minutes and attendance registers on file.	1 4	B All warn	rd wards eetings		6	11 B
	lanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Annual Review of the Disaster Management Plan by end November	Plan completed and submitted to Council	All	1	0	O N/A		0	0 N/A			0 0	O N/A			0 0	N/A		1	1. G	Falls under Community Services, just provide input	0 0	N/A			1	1 G
D81 N	tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Implement Council resolutions to ensure that the mandate of council is executed	% of Council resolutions implementation within required timeframe	All	100%	0% 0	% N/A		0% 01	S N/A			100% 100%	of	nplementation f all Council esolutions		% 0%	N/A		0%	0% N/A		100% 100%	G Implem council resolut		ľ	100% 10	396 G
N.	tunicipal tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Submit Draft SDBIP before 30 March to CFC for inclusion in the Final Budget	Period in which the draft SDBIP submitted to the CFO	All	1	0	O N/A		0	O N/A			0 0	O N/A			0 0	N/A		0	O N/A		0 0	N/A			0	O N/A
	tanager	IDP, Planning and Development	Social Development	Create an environment conducive for economic development	Compile section 52 report on a quarterly basis and submit to council for approval	Number of section 52 report submitted to council for approval	All	4	0	O N/A		0	O N/A			1 1	ch Or do af	eriod must be nanged to ctober, only one the month fter the end of uarter		0 0	N/A		0	O N/A		1 1	G Report comple			2	2 G
S	frastructure ervices	Properties	Local Economic Development	Create an environment conducive for economic development	Process land use applications within 15 working days after the receipt of application	Percentage of land use applications processed within 15 days	All	90%	90% 100	ap ha	o land use oplications ave been scelved for July 01	90% 90%	appl have rece	olications r re been a eived for gust 2016	and use register attached Land use Register Aug 1016.xlsx	90% 100%	ap be	pplications have een received for a eptember 2016	application	% 90%	G No land use applications have been received for October 2016	See land use application register	90% 9	90% G	No land use See Land use register have been received for November 2016	90% 90%	applica have be receive Decemi 2016	ations use leen regi ed for offi liber PM	re Land se register in ffice of MU	90% 93.3	1% G2
D212 li	ifrastructure ervices	Properties	Local Economic Development	Create an environment conducive for economic development	Update the Zoning register on a quarterly basis	Number of updates of Zoning register	All	4	0	O N/A		0	O N/A			1 1	Zo	pdate the point of	Attached - Land use application and zoning certificate register updated 14 Oct 2016,mse	0 0	N/A		0	O N/A		1 1	during Novem 2016 o	er has regi ipdated offi PM nber mai	ee egister in ffice of MU sanager	2	2 G
D213 II	frastructure ervices	Properties	Local Economic Development	Create an environment conducive for economic development	Update land use database on a monthly basis	Percentage of all land use applications recorded on database	All	100%	100% 100	da	ind use atabase has een updated	100% 1009	data	abase has en updated a	and use register attached Land use Register Aug 8016.xlsx	100% 100%	da	onthly basis	Attached 100 - Land use application and zoning certificate register updated 14 Oct 2016.mse	% 100%	G Land use database has been updated	See land use database register	100% 10	00% G	Land use See land use database has been updated	100% 100%	G Land us databa: been u	ise has use ipdated regi the of t	ee land 1 se egister in ne office f the MU sanager	00% 10	7% G

D214	Infrastructure	Properties	Local Economic	Create an environment conducive for	Issue Zoning certificates within 5 working	Percentage of zoning certificates issued All		95%	95% 1	00% G2	No request for	95%	100% G	2 No request for		95%	100%	32 Issue Zoning	Zoning	95%	0%		95%	95%	No request for	See zoning 95%	95%	No request for	see zoning	95% 81.67%	0
	Services		Development	economic development	days	within 5 days					zoning			zoning	- Copy of Zoning			certificates	register						zoning	register		zoning	register in		
											certificates			certificates	certificate			within 5 worki	ng attached						certificates			certificates	PMU office		4
											during July 2016			during July 2016				days - no zonii	6						during			during			
															2016.xlsx			certificates we	re						November			December			
																		issued during							2016			2016			A .
																		September 20	16												4
D238	Infrastructure	Manager: Technical	Local Economic	Create an environment conducive for	Identify EPWP projects and motivate for	Number of projects identified All	1	1	0	0 N/s		0	0 10	/A		0	0 1	I/A		0	0 1	A	0	0 17	/A		0	/A		0 0	N/A
	Services	Services	Development	economic development	funding																									/ /	
D244	Infrastructure	Manager: Technical	Local Economic	Create an environment conducive for	Create job opportunities through EPWP	Number of job opportunities created by 30 All		114	0	0 17/2		0	0 10	/A		0	0 2	I/A		0	0 🗵	A	0	0 17	/A		0	/A		0 0	N/A
	Services	Services	Development	economic development	projects by 30 June 2017	June 2017																									

Develo	ping a safe, cl	ean, healthy and su	tainable environm	ent for communities						Jul-16			Aug-16				Sep-16			Oct-16				Nov-16			Dec-16		Overall Peri	
Ref	Directorate	Sub-Directorate	Municipal KPA	Pre-determined Objectives	KPI	Unit of Measurement	Wards	Annual Target	_	1 De-ef	ormance		Darferre.		of of		David account	Proof of		Desferre	nce Proof of						Destaura	ance Proof of	201	16
								Targ	get Actual		nment Ta	rget Actual	R Commo		dence	et Actual I	R Comment			R Comme		Target	Actual R	Comment	Proof of Evidence	Target Actual		ent Evidence		ual R
	Municipal Manager	Municipal Manager	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	determine municipal targets for IDP and	No of strategic session held annually befor the finalisation of the budget and SDBIP process	e All	1	0 0	N/A		0 0	N/A			1 0	R Planning phase		0 0	N/A		0	0 N/A			0 0	N/A		1	0 R
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Timeous compliance of the Section 56	No of signed performance agreements of Section 57 managers within 14 days of approval of the SDBIP	All	1	1 1	Senior	mance nents of Staff	0 0	N/A			0 0 N	/A		0 0	N/A		0	0 N/A			0 0	N/A		1	1 G
D23	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities		No of signed performance agreements of Section 57 managers within 14 days of approval of the SDBIP	All	1	1 1	. G 5 Signi Agreei	ed nents	0 0	N/A			0 0 N	/A		0 0	N/A		0	0 N/A			0 0	N/A		1	1 G
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Evaluate the performance of Section 56 managers and other managers reporting to the MM in terms of their signed agreements	No of formal evaluations completed per Section 57	All	2	0 0	N/A		0 0	N/A			1 1	Must be change to October	d	0 0	N/A		0	0 N/A			0 0	N/A		1	1 G
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	are compiled by section 56 employees and	% of under performance for which action plans have been developed within 30 days after performance evaluation		90%	0% 0%	N/A		0% 0%	N/A			0% N	/A		0% 0%	N/A		0%	0% N/A			0% 0%	N/A		0%	0% N/A
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Implement Council resolutions to ensure that the mandate of council is executed	% of Council resolutions implementation within required timeframe	All	100%	0% 0%	N/A		0% 0%	N/A		100	0% 100%	of Council resolutions	1	0% 0%	N/A		0%	0% N/A			100% 100%	G Implement n of Coun resolution		100% 10	.00% G
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Ensure that all issues raised in the management letter as identified by the Auditor General (A-G) are addressed and implemented in terms of a action plan	Action plan develop to ensure that identified issues raised are address and implemented	All	1	0 0	N/A		0 0	N/A			0 0 N	/A		0 0	N/A		0	0 N/A			0 0	N/A		0	0 N/A
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Review the system of delegations annually before the end of June		All	1	0 0	N/A		0 0	N/A			0 0 1	/A		1 1	G Delegation reviews		0	0 N/A			0 0	N/A		1	1 G
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Effective functioning of council measured in terms of the number of ordinary council meetings per annum	No of ordinary council meetings per annur	n All	10	1 0	R		1 0	R			1 0	R		1 1	G Council me	eting	1	1 G	Council		0 0	N/A		5	2 R
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Effective functioning of the committee system measured by the number of committee meetings per committee per annum	No of sec 80 committee meetings per committee per annum	All	10	1 0	R		1 0	R			1 0	R		1 0	R		1	1 G	1 Special Council		0 0	N/A		5	1 R
D40	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Perform a Risk Assessment before 31 March 2016	Risk Assessment performed	All	1	0 0	N/A		0 0	N/A			0 0 N	/A		0 0	N/A		0	0 N/A			0 0	N/A		0	0 N/A
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Committee before 30 April 2016	Risk Register submitted to Risk Committee		1	0 0	N/A		0 0	N/A			0 0 N	/A		0 0	N/A		0	0 N/A			0 0	N/A		0	0 N/A
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Develop Actions Plans to address top 20 Risk in Risk register and submit to Risk Committee by 30 June	Number of Action Plans submitted to Risk Committee	All	20	0 0	N/A		0 0	N/A			0 0 N	/A		0 0	N/A		0	0 N/A			0 0	N/A		0	0 N/A
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities		Committee Established with terms of reference	All	1	0 0	N/A		0 0	N/A			0 0 1	/A		0 0	N/A		0	0 N/A			0 0	N/A		0	O N/A
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Monitor Municipal Compliance through sumbission of monthly Compliance Reports to all Officials	Number of Monthly Compliance Reports submitted to all Officials	All	12	1 (R		1 0	R			1 0	R		1 0	R		1	0 R			1 0	R		6	0 R
	Municipal Manager	Municipal Manager	Institutional Development	Developing a safe, clean, healthy and sustainable environment for communities	Review Risk, Fraud and Anti-Corruption	Risk, Fraud and Anti-Corruption Policy approved by council	All	1	0 0	N/A		0 0	N/A			0 0 N	/A		0 0	N/A		0	0 N/A			0 0	N/A		0	O N/A
	Municipal Manager	Municipal Manager	Environmental & Spatial Development	Developing a safe, clean, healthy and sustainable environment for communities		Number of Initiatives implemented by 30 June 2017	All	5	0 0	N/A		0 0	N/A			1 1	G Cleaning Project	t	0 0	N/A		0	0 N/A			1 1	G Cleaning Project		2	2 G
D144	Finance and Administration	Administration	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Update the burial register on a monthly basis	Number of months that burial register was updated	All	12	1 0	R		1 0	R			1 0	R		1 0	R		1	0 R			1 0	R		6	0 R
D164	Community Services	Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Conduct quarterly inspections of all hydrants to ensure they comply with National Standards	Number of inspections of all hydrants conducted	All	4	0 0	N/A		0 0	N/A			1 1	inspection on hydrants done monthly	inspection list kept in office	0 1	B Inspection done on hydrants Monthly	Signed inspection report	0	0 N/A			1 1	G inspection hydrants monthly		1	3 B
	Community Services	Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Conduct maintenance of speed equipment through the calibration of equipment by 31 August	Maintenance conducted of speed equipment by 31 August	All	1	0 0	N/A		1 1		Calibra every certific g the in offic August	ste kept	0 0 N	/A		0 0	N/A		0	0 N/A			0 0	N/A		1	1 G
	Community Services	Public Safety		Developing a safe, clean, healthy and sustainable environment for communities	e-Natis on the number of learner divers licenses, drivers licenses and roadworthy statistics and submit to Council	Number of reports submitted to Council	All	4	0 0	N/A		0 0	N/A			1 1	No reports submitted to council yet	to submit reports to council for the council meeting of October 2016	0 0	N/A		0	0 N/A			1 1	G Reports to council submitted when requested	the counci d minutes		2 G
0167	Community Services	Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Compile a monthly report generated from e-Natis on the number of learner divers licenses, drivers licenses and roadworthy statistics and submit to Provincial Department	Number of reports submitted to Provincial Department	All	12	1 1	Provin	ited to cial ment of	1 1	G Report submitted Provincial Departmen Transport of Monthly ba	to office nt of on a	e kept in	1 1	G Reports submitted to the Provincial department on a monthly basis		1 1	G Report submitted monthly to Province	Evidence kepi in office the	1	1 G	Report to Provincial Government on a Monthly basis	Evidence kept in office	1 1	G reports submitted council monthly	Evidence d to kept in office	6	6 G

D168	Community Services	Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Pay agency fees within 5 working days to the relevant authority	Percentage of agency fees paid within 5 working days	All 1009	% 100%	100% G	Agency fees paid weekly by the department of finance	100% 100%	G Agency fees paid on a weekly basis by the financial department	Proof of payment kept in the office of Mrs van der merwe	100% 100%	G Agency fees paid on a weekly basis	proof of payment kept at Mrs van der merwe office	100% 1009	G Agency feet paid weekly the Financia Department	I in the office of	100%	100% G	Agency fees paid weekly by the financial department	Proof of payment kept in Mrs Van der Merwe office	100% 100%	G payments done to the agency on a weekly basis by the financia department	proof of 10 payment kept in Mrs Van I der Merwe office	0% 100% G
D169	Community Services	Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Perform weekly inspections of traffic officers, vehicles and equipment to ensure compliance	Number of inspections performed	All 4	4 4	4 G	Inspection done on officers on a weekly basis	4 4	Inspections done on traffic officer and vehicles on a weekly basis	e check list kept in s office	4 4	inspection done on officers on a weekly basis	signed off inspection report kept in office	4	4 G Inspection of on officers : vehicles we	nd inspection	4	4 G	INspection on traffic officers and vehicles done weekly	signed inspection report kept in office	2 2	G inspection done weekly on traffic officers and vehicles	signed off inspection report kept in office	22 22 G
D170	Community Services	Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Visit at least 1 schools per quarter to create road safety awareness	Number of schools visited	All	4 0	0 11/	/A	0 0	N/A		1 1	or visited acacia primary school. we established a scholar patrol for the school and it is up and running	Evidence of the scholar patrol kept in office	0	N/A		0	O N/A			1 0	R No schools visited		2 1 R
D171	Community Services	Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Submit request to the Provincial Dept of Transport and Public Works by 31 July to obtain permission for road use to host the Karoo Marathon	Number of request submitted to the Provincial Dept.	All :	1 1	1 G	Application done by the department of community safety	0 0	N/A		0 0 N	/A		0	N/A		0	O N/A			0 0	N/A		1 1 G
	Community Services	Cemeteries	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Conduct monthly inspection on the maintenance of cemeteries	Number of inspections of cemeteries conducted	All 12	2 1	1 G	Inspection done at the cemeteries on a monthly basis.	1 1	monthly	Inspection checklist kept on premises	1 1	inspection at cemeteries done on a monthly basis	checklist kept on premises	1	O R		1	1 G	inspection : done on cemeteries on a monthly basis	signed report kept in office	1 1	G Cemeteries visited once a month	signed of inspection report kept in office	6 5 0
	Community Services	Sport & Recreation	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Conduct a monthly inspection on the maintenance of sports field, parks and open spaces	Number of inspections of sports field, park and open spaces conducted	All 1	2 1	1 G	Inspection done at fields and open spaces on a monthly basis	1 1	inspection done at fields and oopen spaces monthly	checklist kept on premises	1 1	inspection done at sportfields done mnthly	checklist kept on premises	1	inspection of at the cemeteries a month.	inspection	1	1 G	inspection done on open spaces and sportfields done weekly	signed off inspection report kept in office	1 1	G visit open spaces and field once a month	signed off inspection report kept in office	6 6 G
D176	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Submit motivation for funding from external sources to enhance the revenue of the municipality	No of funding motivations submitted to external sources	All :	2 0	0 N/	/A	0 (N/A		0 0	/A		0	N/A		0	0 N/A			0 0	N/A		0 0 N/A
D177	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Effective management of operational expenditure for the Traffic department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 909	96 096	0% N/	A	0% 0%	N/A		10% 10%	e percentage spend		0% 0%	6 N/A		0%	0% N/A			30% 30%	G budget spend.	proof of spending kept at the financial departmen t	30% 30% G
D178	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Effective management of operational expenditure for the Fire-Brigade department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 909	% 0%	0% 11/	/A	0% 0%	N/A		10% 10%	e percentage of budget spend		0% 09	6 N/A		0%	0% N/A			30% 30%	G budget spend	evidence 3 kept in the financial departmen t	30% G
	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Effective management of operational expenditure for the Library department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 909	% 0%	0% N/	/A	0% 0%	N/A		10% 10%	percentage of budget spend		0% 03	6 N/A		0%	0% N/A			30% 30%	G budget spend	evidence 3 kept in the financial departmen t	0% 30% G
	Community Services	Manager: Public Safety		Developing a safe, clean, healthy and sustainable environment for communities	Effective management of operational expenditure for the Cemetry department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 909	% 0%	0% N/	/A	0% 0%	N/A		10% 10%	percentage of budget spend		0% 0%	6 N/A		0%	0% N/A			30% 30%		kept in the financial departmen t	30% 30% G
	Community Services	Manager: Public Safety		Developing a safe, clean, healthy and sustainable environment for communities	Effective management of operational expenditure for the Health department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 90%		0% N/	/A	0% 0%	N/A		10% 10%	percentage of budget spend		0% 03	6 N/A		0%	0% N/A			30% 30%	G budget spend	kept in the financial departmen t	30% G
	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Effective management of operational expenditure for the Sports & Recreation department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 909	% 0%	0% 11/	/A	0% 0%	N/A		10% 10%	percentage of budget spend		0% 09	6 N/A		0%	0% N/A	,		30% 30%	G budget spend	kept in the financial departmen t	30% G
	Community Services			Developing a safe, clean, healthy and sustainable environment for communities	Effective management of Capital expenditure for the Public Safety department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 909	% 0%	0% 11/	/A	0% 0%	N/A		10% 10%	percentage of budget spend		0% 0%	6 N/A		0%	0% N/A			30% 30%	G budget spend	evidence 3 kept in the financial departmen t	30% G
	Community Services	Manager: Public Safety		Developing a safe, clean, healthy and sustainable environment for communities	Effective management of Capital expenditure for the Community and Social Services department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 909	% 0%	0% 11/	/A	0% 0%	N/A		10% 10%	percentage of budget spend		0% 03	6 N/A		0%	0% N/A	,		30% 30%	G budget spend	kept in the financial departmen t	30% G
	Community Services	Manager: Public Safety		Developing a safe, clean, healthy and sustainable environment for communities	Effective management of Capital expenditure for the Sport and Recreational department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 909	% 0%	0% 11/	/A	0% 0%	N/A		10% 10%	e percentage of budget spend		0% 09	6 N/A		0%	0% N/A	,		30% 30%	G budget spend	kept in the financial departmen t	30% G
	Community Services	Manager: Public Safety Manager: Public Safety	Social Development Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Annual strategic planning in order to determine municipal targets for IDP and budgetary purposes before the finalisation of the IDP and budget Improvement in operational conditional	No of strategic session held annually before the finalisation of the budget and SDBIP process	All 909	1 0	0 17	/A	0% 0%	N/A		1 0	R none yet		0 0	O N/A		0%	0 N/A			0 0	N/A	evidence	1 0 R
	Services			Developing a safe, clean, healthy and sustainable environment for communities	grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.t.o. budget allocations						WA.			G percentage of library grant spend		UN 09	raj A		UNI	U% 107/2				G budget spend	kept in the financial departmen t	
	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Improvement in capital conditional grant spending measured by the percentage (%) spent		All 909	% 0%	0% 11/	/A	0% 0%	N/A		10% 10%	percentage of library grant spend		0% 09	6 N/A		0%	0% N/A			30% 30%		kept in the financial departmen t	30% G
D189	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Monthly monitoring of time and attendance status report of various employees in the directorate/ sub directorate	Ensure that all deviations highlighted in time and attendance status report on various employees in the directorate/ sub directorate are monitored and addressed	All 1:	2 1	1 G	No clock system	1 1	personnel book on duty in the occurrence bool	proof of attendance in the occurrence book	1 1	personnel book on and off duty in the occurrence book	proof of on and off book in the OB	1	G employees signed on d in the attendance register / occurrence book	in / out signed uty in O/B	1	1 G	employees book on and off duty in the occurance book	signed in / out in the O/B	1 1	G register on and off duty within the occurrence book	proof in the O/B	6 6 G
D190	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	The departments annual report input is submitted by 15 August to ensure the that the municipality's annual report is comprehensive and includes all the relevant information	% submitted within the required deadline to an acceptable standard	All 1009	% 0%	0% N/	(A	100% 100%	G information given to the necessary department in time	information in the annual report	0% 0% 1	/A		0% 09	N/A		0%	0% N/A			0% 0%	N/A	10	00% 100% G

	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Ensure compliance with all legislation and financial procedures	95% completed by due date on compliance assist system	All	95%	0%	0% 17/	/A	0%	0% N/	/A	95%	95%	G SDBIP up to date	01	6 0%	N/A		0% 0%	N/A	95% 95%	G report kept u to date monthly	p ignite system	95% 95%
	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Implementation of correctives measures within due dates as identified in internal audit reports and Auditor General (AG) Management letter to reduce risk areas	% of issues raised and proposed corrective measures rectified within due dates	All	100%	0%	0% 11/	/A	0%	0% N/	/A	100%	100%	G corrective measured be implemented as soon as possible	01	6 0%	N/A		0% 0%	N/A	100% 100%	corrective measures implemented when necessary	internal auditor office	100% 100%
	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Identify EPWP projects and motivate for funding	Number of projects identified	All	1	0	0 N/	/A	0	0 N/	/A	C	0	N/A		0	N/A		0 0	N/A	0 0	N/A		0 0
D194	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Liase with SCM unit before 30 June to	SCM Plan for departments compiled before 30 June	All	1	0	0 N/	/A	0	0 11/	/A	1	1	G none at this point		0	N/A		0 0	N/A	0 0	N/A		1 1
	Community Services		Social Development	sustainable environment for communities	Submit adequate specifications for the departments SCM process in the SCM Plan before 10 June	Total specifications required as per SCM Plan)	All	100%	0%	0% 11/	/A	0%	0% N/	/A	0%	0%		100	6 0%	R		0% 0%	N/A	0% 0%			100% 0%
	Community Services	Libraries	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Provide educational support through the implementation of outreach programmes with the local Schools Groups.	Number of outreach programmes implemented during the year.	All	4	0	0 N/	/A	0	0 N/	/A	1	. 1	G outreach programmes with the Thusong week.		0	N/A		0 0	N/A	1 1	G Special class acacia prima school visited the library twice	y in the	2 2
	Community Services	Libraries	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Submit monthly reports to thePovincial Government on the functionality of the Ubrary centre	Number of monthly reports submitted	All	9	0	0 N/	/A	0	0 N/	(A)	C	o c	NA		0	N/A		0 0	N/A	3 3	monthly reports submitted to province via the librarian monthly, due to lack of information of information is receiving of information the reports is submitted lail every month	e	3 3
	Community Services	Libraries	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Submit monthly reports to the Manager: Community Services on the functionality of the Library centre	Number of monthly reports submitted	All	9	0	0 N/	/A	0	0 N/	/A	C	0 0	N/A		0	N/A		0 0	N/A	3 3	G reports submitted to the manager regularly	reports	3 3
	Community Services	Libraries	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Develop an Annual Library Programme Plat for the next financial year and submit to Manager: Community service for approval	by Manager: Community service before 30		1	0	0 N/	/A	0	0 N/	/A	C	0 0	N/A		0	N/A		0 0	N/A	0 0	N/A		0 0
	Community Services	Manager: Public Safety	Social Development	Developing a safe, clean, healthy and sustainable environment for communities	Participate in the provincial traffic department public safety initiatives as approved in the IDP by 30 June 2017	Number of provincial traffic department public safety initiatives participated in by 30 June 2017	All	4	0	0 N/	/A	0	0 17/	/A	C	0 0	N/A		0	N/A		0 0	N/A	1 1	G public safety initiatives wir province don regularly	h e registers	1 1
	Infrastructure Services	Refuse Removal	Environmental & Spatial Development		Environmental Affairs and Development Planning as required	Number of reports submitted to the Operatment of Environmental Affairs and Development Planning	All	4	0	0 N/	IA.	0	0 N/	A. A.	1	1 1	G Submit a monthly Waste report on Waste Calculat Management to report the Department attach of Environmental Affairs and Development Planning as Land Fi required July-Decem 2016:6:4	ation : :eed te ator sburg :ill Site) nber	0	N/A		0 0	N/A	1 1	G Submit a monthly repo on Waste Management to the Department Environment Affairs and Development Planning as required	report attache . of DESEMBER al 2017 WASTE CALCUATI ON SHEET.msg	2 2
	Infrastructure Services	Refuse Removal	Environmental & Spatial Development	Developing a safe, clean, healthy and sustainable environment for communities	Conduct weekly refuse removals cycles in order to remove domestic waste in residential areas		All	288	24	24 G	6 cycle refuse removal per week: 3 x business, 2 x households, 1 x Matjlesfontein and garden refuse	24	24 6	6 Cycle refuse removal per week: 3 x business, 2 x households, 1 x Matjlesfontein and garden refuse 2-pdf 2-pdf	TOL.	24	G 6 cycle refuse removal per veeke: 3 x both business, 2 x register households, 1 x Matjiesfontein and garden refuse	ate of	4 24	Matjiesfontein	Drivers dairies and gate control register - Landfill site Waste Data October 2016.msg	24 24	G 6 cycle refuse removal per and gate control week: 3 x business, 2 x households, 1 x Matjlesfontein and garden refuse	24 24	G 6 cycle refuseremoval per week: 3 x business, 2 x households, x Matjiesfonte and garden refuse	DESEMBER 2017 WASTE CALCUATI	144 144
	Summary of Re KPI Not Yet Mea KPI Not Met KPI Almost Met KPI Met KPI Well Met	esults: Developing a safe sur 10 8 1 35 0	, clean, healthy and su	ustainable environment for communities																							

Effect	ive Maintenand	e and manage of m	unicipal assets and	d natural resources																										
																														erformance
Pof	Directorate	Sub-Directorate	Municipal KPA	Pre-determined Objectives	KPI	Unit of Measurement	Wards Anni	ual	lut	16			Aug-16			Sep-16				Oct-16			Nov-16				Dec-16		for Jul 20	016 to Dec 016
кет	Directorate	Sub-Directorate	Municipal KPA	Pre-determined Objectives	KPI	Unit of Measurement	Wards	get		Performance			Performance	Proof of		Performance	Proof of			Performance Proof of			Performance				Performance	Descript of		
								Target	Actual R	Comment	Target A	tual R	Comment	Evidence	Target Actual	R Comment	Evidence	Target Actu	al R	Comment Evidence		Actual	R Comment	Proof of Evidence	Target A	ctual R		Evidence	Target A	ctual R
D8	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of		Number of the legislatively required	All	3 0	0 🕅	A	0	0 N/A			0 0	N/A		0	O N/A		C	0	N/A		1	1 G	Report in		1	1 G
	Manager		Development	municipal assets and natural resources	Audits(Performance Management, Grants	internal Audits performed during the year																					progress			
					& SCM) for the Current financial year																									
D9	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	Submit motivation for funding from	No of funding motivations submitted to	All	1 0	0 💯	A.	0	O N/A			0 0	N/A		0	0 N/A		- 1	0	N/A		0	0 N/A			0	O N/A
	Manager		Development	municipal assets and natural resources	external sources to enhance the revenue of	external sources																								
					the municipality																									_
D10	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	Compile Monthly reports before the 10th of each month on the funtionality of the	No of Monthly reports submitted to the	All	6 0	0 10	A,	0	O N/A	1		1 1	G Bi - monthly		0	O N/A		0	9	N/A		2	2 G	Reports		3	3 G
	Manager		Development	municipal assets and natural resources	Internal Audit unit and submit to the	Municipal Manager										submitted											submitted			
					Municipal Manager											submitted.														
D11	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	Effective management of operational	Percentage of the operating budget	All 9	10% 0%	0% 🕖	A	0%	0% N/A			10% 10%	G Monthly finance	ial Monthly	0% 0	0% N/A		0%	0%	N/A		30%	30% G	Financial		30%	30% G
	Manager		Development	municipal assets and natural resources		actually spent (Total YTD expenditure/										reports	financial										Reports			
						Total Budget for the year)											reports													
	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	operational budget expenditure. Effective management of capital	Percentage of the capital budget actually		0% 0%	0% 77		0%	0% 27/2			10% 10%	G Financial repor		0% 0	ON 1777		0%	- 001	177		30%	30% G	Financial		30%	30% G
D12	Manager	Internal Audit	Development	municipal assets and natural resources	expenditure for the Internal Audit	spent (Total YTD expenditure/ Total Budge	All 9	U% U%	U% (2)	4	U%	U% 1//2	ì		10% 10%	on capital		0%	U% (///:)		U%	0%	N/A		30%		Reports		30%	30% G
	reminage:		Development	municipal assets and natural resources		for the year)	1									expenditure											neports			
					budget expenditure.	,										,														
D13	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of		No of strategic session held annually before	e All	1 0	0 🕅	A	0	0 N/A			1 1	G Communicatio	1	0	0 N/A		- (0	N/A		0	0 N/A			1	1 G
	Manager		Development	municipal assets and natural resources	determine municipal targets for IDP and	the finalisation of the budget and SDBIP										held														
					budgetary purposes before the finalisation	process																								
D14	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	of the IDP and budget Improvement in operational conditional	Percentage (%) of the grant spent i.t.o.	All G	0% 0%	0% 77		0%	0% 27/2			10% 10%	G Financial repor		0% 0	0% 77/4		0%	0%	0/A		20%	30% G	Einancial/	-	30%	30% G
D14	Manager	Internal Addit	Development	municipal assets and natural resources		budget allocations	All 5	0%	0% 107	1	076	076	ì		10% 10%	monthly		0%	0% 10/2		076	0%	4/A		30%		Grant Register		30%	30% G
				The second secon	percentage (%) spent			- [1													1					Reports	1		
D15	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	Ensure compliance with all legislation and	95% completed by due date on compliance	All 9	0%	0% 1//	A	0%	0% N/A			90% 90%	G System Eunom	a	0% 0	0% N/A		0%	0%	N/A		90%	90% G	Eunomia		90%	90% G
	Manager		Development	municipal assets and natural resources	financial procedures	assist system										report											Reports			

D16	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	Implementation of correctives measures	% of issues raised and proposed corrective All	100% 0	ns 0%	N/A	0%	0% 75	7	-	100% 100%	Implementation		0% 0% 0	/4	0%	0% 07/4	100%	100% G	Implementatio	100% 1	100% G
	Manager		Development	municipal assets and natural resources	within due dates as identified in internal	measures rectified within due dates									Plan progress		5.1				2007	-	n Plan Progress		-
					audit reports and Auditor General (AG) Management letter to reduce risk areas										report.								Reports		
D17	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	Compile a Monthly report on the	Monthly reports submitted to the All	6	0 0	N/A	0	0 11/	A.		1 1	Attendance		0 0	/A	0	0 N/A	2	2 G	Time and	3	3 G
	Manager		Development	municipal assets and natural resources	exceptions with regards to Time and Attendance for the all departments in	Municipal Manager					-				Reports								Attendance Management		
					municipality and submit to the Municipal						-												Reports		
					Manager						-												,		
D18		Internal Audit	Institutional	Effective Maintenance and manage of	Implement Council resolutions to ensure	% of Council resolutions implementation All	100% 0	% 0%	N/A	0%	0% 07/	A		100% 100%			0% 0%	/A	0%	0% N/A	100%	100% G	Council	100% 1	100% G
	Manager		Development	municipal assets and natural resources	that the mandate of council is executed	within required timeframe									Resolution Register								Resolution Register		
D19	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	Liase with SCM unit before 30 June to	SCM Plan for departments compiled before All	1	0 0	N/A	0	0 37/	Ά		1 1	SCM Plan		0 0	/A	0	0 N/A	0	0 7/6		1	1 G
	Manager		Development	municipal assets and natural resources	compile SCM Plan for departments for the	30 June					-											-			
D20	Municipal	Internal Audit	Institutional	Effective Maintenance and manage of	financial year Submit adequate specifications for the	% of specifications submitted before 10 All	100% 0	% 0%	N/A	0%	0% (7)			0% 0% 7	60	10	00% 100%	SCM Reports	0%	0% N/A	0%	0% N//		100% 1	100% G
520	Manager	IIICIIIII AUGIL	Development	municipal assets and natural resources		June (number of specifications submitted/	100%	. 0.0	10/2	0,0	0.2	^		0.0	· ^	-	100%	J. S. M. Neports	0,0	0.00	0,0	0,0	1	100%	
	-				before 10 June	Total specifications required as per SCM					-											-			
				600 11 11 11 11		Plan)	15% 0	% 0%	21/2		00/175						0% 0% 7	94	0%	and 11/4	15%			15%	
D242	! Infrastructure Services	Manager: Technical Services	Infrastructure Development	Effective Maintenance and manage of municipal assets and natural resources	less than 15% by 30 June 2017 [(Number of	% electricity unaccounted for by 30 June All 2017 (Number of Electricity Units	15% 0	76 076	N/A	0%	0% N/	A		15% 10%	Limit the % Information and available in the second and area in the second and area in the second area in th		U% U%	A	U%	0% N/A	15%	15% G	Limit the % electricity	15%	15% G
			,		Electricity Units Purchased - Number of	Purchased - Number of Electricity Units					-				unaccounted for from fir								unaccounted		
					Electricity Units Sold) / Number of	Sold) / Number of Electricity Units					-				to less than 15% departr	tment							for to less than		
					Electricity Units Purchased) × 100]	Purchased) × 100					-				by 30 June 2017 yet.								15% by 30 June 2017		
D243	Infrastructure	Manager: Technical	Infrastructure	Effective Maintenance and manage of	Percentage of the total approved repair	% of the total approved repair and All	80% 0	% 0%	N/A	0%	0% 07/	A		20% 15.43%	Percentage of the		0% 0%	/A	0%	0% N/A	40% 2	2.25% R	Percentage of	40% 22.	.25% R
	Services	Services	Development	municipal assets and natural resources	and maintenance budget spent by 30 June	maintenance budget spent by 30 June 2017					-				total approved								the total		
					2017 [(Actual amount spent on repair and maintenance of assets/ Total amount	(Actual amount spent on repair and maintenance of assets/ Total amount					-				repair and maintenance								approved repair and		
					budgeted for asset repair and	budgeted for asset repair and					-				budget spent								maintenance		
					maintenance]x100]	maintenance)x100									7 1								budget spent		
D245	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Effective Maintenance and manage of municipal assets and natural resources	Obtained compliance of waste water discharge quality in terms of Green Drop	% compliance of waste water discharge Lab results with Green Drop requirements by	91% 0	% 0%	N/A	0%	0% N/	A		91% 0%	R		0% 0%	/A	0%	0% N/A	91%	91% G	% compliance of waste water	91%	91% G
	Services	Services	Development	municipal assets and natural resources	Requirements for Effluent Quality	30 June 2017					-												or waste water discharge Lab		
					Compliance by 30 June 2017						-												results with		
											-												Green Drop		
											-												requirements by 30 June		
											-												2017		
D244	Infrastructure	Manager: Technical	Infrastructure	Effective Maintenance and manage of	Limit the % water unaccounted for to less	V contraction and of the burst of the second	50% 0	% 0%	N/A	0%	0% 75			cow row	Limit the % water The % is		0% 0% 7	4	0%	0% N/A	55%	55% G	Limit the %	55%	55% G
D240	Services	Services	Development	municipal assets and natural resources	than 50% by 30 June 2017 [(Number of	2017/Number of Kilolitres Water Purchased	30%	76 076	NA	076	0.8	~		30%	unaccounted for current		0%		0%	030 N/A	33%	33%	water	33%	33%
			,		Kilolitres Water Purchased or Purified -	or Purified - Number of Kilolitres Water					-				to less than 50% not ava	ailable							unaccounted		
					Number of Kilolitres Water Sold) / (Numbe						-				by 30 June 2017 from fir								for to less than		
					of Kilolitres Water Purchased or Purified) ×	Purchased or Purified) × 100									departr	tment.							50% by 30 June 2017		
D247	Infrastructure		Infrastructure	Effective Maintenance and manage of	Obtain compliance of water quality in	% compliance of water quality lab results All	87% 0	% 0%	N/A	0%	0% 10/	Α		87% 0%	R		0% 95.30%	See Annual	0%	0% N/A	87%	87% G	% compliance	87%	87% G
	Services	Services	Development	municipal assets and natural resources	terms of SANS 241 -Water Quality criteria by 30 June 2017	with SANS 241 - Water Quality criteria by 30 June 2017												% compliance of Water Services water quality Development					of water quality lab		
					by 30 June 2017	30 June 2017					-							lab results with Plan					results with		
											-							SANS 241 - Performance-					SANS 241 -		
											-							Water Quality and Water					Water Quality		
											-							criteria by 30 Services Audit June 2017 Report in					criteria by 30		
											-							June 2017 Report in Manager					June 2017		
																		Infrastructure							
																		Services office							
																		- Water Quality Compliance							
																		Sample Results							
								1										July 2016-June							
	- 1	1	1					1		1 1								2017.xls			1 1				

Summary of Results: Effective Maintenance and manage of municipal assets and natural resources of the Net Met Mesour 1
SPA Almost Met 0
SPA Manut Met 0
SPA Met 16
SPA Wild Met 0
SPA Met 16
SPA Wild Met 0

Im	rove the stand	rds of living of all pe	ople in Laingsburg																											
Ref Directorate Sub-Directorate Municipal KPA		Municipal KPA	Pre-determined Objectives	KPI	Unit of Measurement V	Vards Tan	iual		Jul-16			Aug-16				Sep-16		Oct-16			Nov-16				Dec-16			Overall Performance for Jul 2016 to Dec 2016		
							1.00	Targe	et Actual	R Performan		et Actual R	Performance Comment	Proof of Evidence	Target A	Actual R	Performance Comment	Proof of Evidence	get Actual	R Performance Comment	Proof of Evidence	Target Actu	ual R	Performance Comment	Proof of Evidence T	arget Actual	R Performa Comme		Target Actual	R
D11	Finance and Administration	Housing	Social Development	Improve the standards of living of all people in Laingsburg	Update the housing waiting list within 14 days from receipt of application	% of applications updated within 14 days (applications updated/total number of applications received)	10	100	9% 100%	G Housing consumer education w conducted.	1009 was		Update of housing waiting list - ongoing	Housing demand data-base	100%	100%	Update of housing waiting list - ongoing	Housing 1 demand data- base	100%	G The housing waiting list being updated and necessary (Ongoing)	Housing waiting list f	100% 10			Housing demand data base.	100% 100%	G Update of housing waiting list ongoing	Housing demand data-base	100% 100%	G
D11	Finance and Administration	Housing	Social Development	Improve the standards of living of all people in Laingsburg	Conduct at least 2 housing education consumer programmes by 30 June	Number of programmes implemented A		2	0 0	N/A	1	0 0 N/A			0	0 N/	/A		0 0	N/A		0	0 N/A			0 0	N/A		0 0	N/A
D14	Finance and Administration	Manager: Finance and Administration	Social Development	Improve the standards of living of all people in Laingsburg	Provide 50kwh free basic electricity to registered indigent accountholders in terms of the equitable share requirements (excluding ESKOM area) as at 30 June 2017	Number of registered indigent accounts receiving free basic electricity as at 30 June 2017		367	0 0	N/A		0 N/A			0	0 N/	/A		0 0	N/A		0	0 N/A			0 0	N/A		0 0	N/A
D15	Finance and Administration	Manager: Finance and Administration		Improve the standards of living of all people in Laingsburg	Provide free basic refuse removal to registered indigent accountholders in terms of the equitable share requirements as at 30 June 2017		'	542	0 0	N/A	1	0 0 N/A			0	0 N/	/A		0 0	N/A		0	0 N/A			0 0	N/A		0 0	N/A
D16	Finance and Administration	Manager: Finance and Administration	Social Development	Improve the standards of living of all people in Laingsburg	Provide free basic sanitation to registered indigent accountholders in terms of the equitable share requirements as at 30 June 2017	receiving free basic sanitation as at 30 June		542	0 0	N/A		0 0 N/A			0	0 N/	/A		0 0	N/A		0	0 N/A			0 0	N/A		0 0	N/A
D16	Finance and Administration	Manager: Finance and Administration		Improve the standards of living of all people in Laingsburg		Number of registered indigent accounts receiving free basic water as at 30 June 2017		542	0 0	N/A	1	0 0 N/A			0	0 N/	A		0 0	N/A		0	0 N/A			0 0	N/A		0 0	N/A

	4 Community Services	Libraries		improve the standards of living of all people in Laingsburg	Arrange visits of School Groups (ECD, schools and study groups) to library		All	4	0	0 N/	0	O N//		1 1	G schools were visited by the librarian. school are also invited to visit the libra with a theme of the month	у	0 01	N/A	0 1	N/A		1 1	G Special class acacia visite library and children con after school visit library. not to interfere with normal schooling.	d kept in library nes to	2	2 G
D17	5 Community Services	Libraries		Improve the standards of living of all people in Laingsburg	Conduct monthly exhibitions in Library to create awareness	Number of exhibitions conducted	All	12	1	1 G	Exhibition done by the library monthly. each month a different theme	1 G	Exhibitions done library every library every month	1 1	primary school were invited to the library		1 1	G Exhibitions held monthly within the library.	1	G exhibition done mon	evidence kept at the library	1 1	exhibitions held monthl	evidence y kept in library	6	6 G
D22	0 Infrastructure Services	Fleet management	Infrastructure Development	Improve the standards of living of all people in Laingsburg	Effective management of poperational expenditure for the Fieck Management department, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Irical YID expediture/ Total Budget for the year)	All	90%	0%	0% N/	0%	0% N/.		10% 27%	management of operational	Tegnies-JTD-	0% 0% 1	i/A	0% 09	N/A		30% 30%	G Effective managemer of operation expenditure for the Fleet Managemer department measured in terms of operational budget expenditure	al available on current system it that is in use.	30% 31	ns G

Summary of Results: Improve the standards of living of all people in Laingsburg
UP has 1 to Resourch
UP his Cale Met
UP his Cale Met
UP His Cale Met
UP His Met
UP Will Met
UP

Provision of infrastructure to deliver improved services to all residents and business

Ref			Municipal KPA	Pre-determined Objectives	KPI	Unit of Measurement		innual Carget		ul-16			Aug-16			Sep-16				Oct-16			Nov-16			Dec-16			erformance 016 to Dec 016
									et Actual	R Performance Comment	Target Act		Performance Comment	Proof of Evidence	Target Actual	R Performance	Proof of Evidence	Target Actu	al R	Performance Proof of Comment Evidence	Target	Actual	R Performance Comment	Proof of Evidence	Target Actua	R Performani		Target A	ctual R
D145	Finance and Administration	Manager: Finance and Administration	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Number of formal residential properties connected to the municipal electrical infrastructure network (Lalingsburg credit and pre-paid electrical meters)(Excluding Eskom areas) as at 30 June 2017	Number of residential accounts which are billed/purchased electricity (Excluding Eskom areas) as at 30 June 2017 as at 30 June 2017		766	0 0	N/A	0	0 N/A			0 0	N/A		0	O N/A		0	0 8	/A		0	N/A		0	0 N/A
D147	Finance and Administration	Manager: Finance and Administration	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	The percentage of the municipal capital budget actually spent on capital projects by 30 June 2017 (Actual amount spent on capital projects/ Tofal amount budgeted for capital projects/ Tofal amount budgeted	[Actual amount spent on capital projects /Total amount budgeted for capital projects]X100] by 30 June 2017	All	80% 0	ns ons	N/A	0%	0% N/A			20% 5.15%	R project not started in Technical department		0%	9% N/A		0%	0%	/A		45% 33.25	R Capital projects not spend accordance with plan program. Mig projects not approve due to high waterlosses	4	45% 33	.25% R
D158	Finance and Administration	Manager: Finance and Administration	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Number of formal residential properties for which refuse is removed once per week as at 30 June 2017			1.206	0 0	N/A	0	0 N/A			0 0	N/A		0	O N/A		0	0	/A		0	N/A		0	0 N/A
D160	Finance and Administration	Manager: Finance and Administration	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) as at 30 June 2017	Number of residential accounts which are billed for sewerage as at 30 June 2017	e All	1.206	0 0	N/A	0	O N/A			0 0	N/A		0	O N/A		0	0 N	/A		0	N/A		0	0 N/A
D162	Finance and Administration	Manager: Finance and Administration	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Number of formal residential properties which receives piped water (Laingsburg credit and pre-paid water meters) and is connected to the municipal water infrastructure network as at 30 June 2017	Number of residential accounts which are billed/purchased water as at 30 June 201		1.206	0 0	N/A	0	0 N/A			0 0	N/A		0	0 N/A		0	0 10	/A		0	N/A		0	0 N/A
D201	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Complete the EPWP implementation plan by the 30 June	EPWP implementation plan completed by 30 June	y All	1	0 0	N/A	0	0 N/A			0 0	N/A		0	O N/A		0	0 2	/A		0	N/A		0	0 N/A
	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Submit MIG progress reports as required by the Provincial Department of Local Government before the 3rd working day of the month	working day of the month		17	3 1	R MIG progress reports has been submitted as required	1	re	eports has been -1 ubmitted as M equired Q Rr (T	eport attached WC MiG ionthly uarterly sport Aug-2016 emplate)).pdf	1 1	6 MilG progress reports has bee submitted as required	- WC MIG Monthly Quarterly Report Aug- 2016 (Template) (2).pdf	2	O R		1	1	MIG progress reports has been submitted as required	- WC MIG Monthly & Quarterly Report Nov-2016 (Template).pdf	1	G Submit MIG progress reports as required by the Provincia Department Local Government before the 3 working day the month	of rd of	9	5 R
D203	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of Infrastructure to deliver improved services to all residents and business	Submit a quarterly report to Council on the general activate regarding the sub- directorates of the Technical Services directorate of the Technical Services directorate.	Number of quarterly reports submitted to Council	o All	4	0	N/A	0	o N/A			1 1	G a monthly reprise usually submitted to council, but du to the electron no reports wer submitted for August and September 201	Attached - Raadoverslag - 19 Julie 2016.docx	0	O N/A		0	0 10	16		1	G Submit a quarterly report to Council on the general activities regarding the sub- directorates the Technica Services directorate during the November 2016 Council meeting	of Raadsversi I ag November 2016.docx	r c	2 G

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D204	Infrastructure Services	Water Provision	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and	Report on the implementation of the Water Demand Management Plan in terms	Report on the implementation of the Water Demand Management Plan	All 1	0	O N/A		0 0	I/A		0 0 2	I/A		1 1	G Report received from Worley	Document available at	0 0	N/A		0 0 0	A		1 1 G
				business	of Regulation 18(1) of the Water Services	submitted to Council by 31 October												Parsons and	Manager							
					Act 108 and submit to Council by 31 October													tabled for approval during	Infrastructure Services office							
																		November 2016								
																		council meeting.								
D205	Infrastructure	Water Provision	Infrastructure	Provision of infrastructure to deliver	Install metered water connections within 5	Percentage of connections installed within	in All 95%	95% 10	0% G2 Install m	etered :	95% 100%	62 No new water	Consumer	95% 100%	No new water	Consumer	95% 100%	G2 Install metered	Consumer	95% 100%	G2 Install	Consumer	95% 95% 6	Install metered	Consumer	95% 99.17% G2
	Services		Development	improved services to all residents and business	days after payment is received	the required timeframe			water	ionr		connections have been	agreements at finance		connections hav been installed			water	agreement at finance		metered water	r agreements at finance		water a	greement	
				bosiness .					within 5	days		installed during			during	department		within 5 days	munce		within 5 days	ancc		within 5 days f	inance	
									after par received	ment is		August 2016			September 2016	5		after payment is received			after payment is received			after payment is received		
									received									received			13 received			Breceived		
D206	Infrastructure Services	Water Provision	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and	Review the Water Audit Plan and submit to Council by the end of June	Water Audit Plan and submitted to Count by the end of June	cii Ali 1	0	0 N/A		0 0	I/A		0 0 1	I/A		0 0	N/A		0 0	N/A		0 0 0	'A		0 0 N/A
				business																						
D209	Infrastructure Services	Fleet management	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and	Conduct quarterly maintenance inspection on all vehicles	Number of inspections conducted on vehicles	All 4	0	0 N/A		0 0	I/A		1 1	G Conduct quarterly	Inspection form attached	0 0	N/A		0 0	N/A		1 0 F	No quarterly maintenance		2 1 R
	Services		Development	business	on an venicies	venicies									maintenance									inspection has		
															inspection on all vehicles	Voertuiginspe ksieverslag 30								been done For December		
																September								2016		
D210	Infrastructure	Sewerage Services	Infrastructure	Provision of infrastructure to deliver	Conduct monthly sample taking on outflow	Monthly sample taking conducted and	All 12	1	1 G Monthly	sample	1 1	G Monthly sample	e rapport	1 1	G Monthly sample	2016.docx Report	1 1	G Monthly sample	Report	1 1	G Monthly	-	1 1 6	Monthly	_	6 6 6
	Services		Development	improved services to all residents and	water and submit to the approved	submitted to laboratory			has been	1		has been	attached		has been	Attached		has been	Attached		sample has			sample has		
				business	laboratory for testing				submitte BEM Lab			submitted to BEM Lab	- Results from BemLab		submitted to BEM Lab	- Riool 10 Sept 2016.pdf		submitted to BEM Lab	- Oktober 2016.pdf		been submitted to			been submitted to		
									laborato			laboratory	Augustus		laboratory			laboratory			BEM Lab			BEM Lab		
D215	Infrastructure	Manager: Technical	Infrastructure	Provision of infrastructure to deliver	Submit motivation for funding from	No of funding motivations submitted to	All 3	0	0 N/A		0 0	I/A	2016.msg	0 0	I/A		0 0	N/A		0 0	laboratory N/A		0 0 0	laboratory		0 0 N/A
	Services	Services	Development	improved services to all residents and	external sources to enhance the revenue of			1			1						1 1 -					1				
D216		Manager: Technical	Infrastructure	business Provision of infrastructure to deliver	the municipality Effective management of operational	Percentage of the operating budget	All 90%	0%	% N/A	-+	0% 0%	I/A	1	10% 20.84%	B Effective	attached	0% 0%	N/A		0% 0%	N/A	-	30% 45.97% B	Effective	Attached	30% 45.97% B
	Services	Services	Development	improved services to all residents and business	expenditure for the Electrical department,	actually spent (Total YTD expenditure/									management of operational	- Copy of Tegnies-JTD			[]			1		management -	Tegnies- TD.xlsx.ms	
				business	measured in terms of operational budget expenditure.	Total Budget for the year)									operational expenditure for									ot operational J expenditure	TD.xlsx.ms	
															the Electrical									for the Electrical		
															measured in									department,		
															terms of operational									measured in terms of		
															budget									operational		
															expenditure									budget		
D217		Water Provision	Infrastructure	Provision of infrastructure to deliver	Effective management of operational	Percentage of the operating budget	All 90%	0%	7% N/A		0% 0%	I/A		10% 10%	G Effective	attached	0% 0%	N/A		0% 0%	N/A		30% 38.15% G		Attached	30% 38.15% G2
	Services		Development	improved services to all residents and business	expenditure for the Water department, measured in terms of operational budget	actually spent (Total YTD expenditure/ Total Budget for the year)									management of operational	- Copy of Tegnies-JTD								management - of operational J	Tegnies-	
				Desires	expenditure.	rotal bought for the year)									expenditure for									expenditure	i D.XIII.	
															the Water department,									for the Water		
															measured in									measured in		
															terms of operational									terms of operational		
															budget									budget		
D218	Infrastructure	Sewerage Services	Infrastructure	Provision of infrastructure to deliver	Effective management of operational	Percentage of the operating budget	All 90%	0%	9% N/A		0% 0%	I/A		10% 11.02%	expenditure.	Attached	0% 0%	N/A		0% 0%	N/A		30% 22.19% R	expenditure.		30% 22.19% R
	Services		Development	improved services to all residents and	expenditure for the Waste Water	actually spent (Total YTD expenditure/									management of									management		
				business	department, measured in terms of operational budget expenditure.	Total Budget for the year)									operational expenditure for	Tegnies-JTD (3).xisx								of operational expenditure		
					.,										the Waste Wate									for the Waste		
															department, measured in									Water department,		
															terms of operational									measured in terms of		
															budget									operational		
															expenditure.									budget expenditure.		
D219	Infrastructure Services	Refuse Removal	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and	Effective management of operational expenditure for the Waste Management	Percentage of the operating budget actually spent (Total YTD expenditure/	All 90%	0%	7% N/A		0% 0%	I/A		10% 20.84%	B Effective management of	Attached - Copy of	0% 0%	N/A		0% 0%	N/A		30% 36.64% G		Attached Tegnies-	30% 36.64% G2
	Scivicos		Development	business	department, measured in terms of	Total Budget for the year)									operational	Tegnies-JTD								of operational		
					operational budget expenditure.										expenditure for the Waste	(3).xisx								expenditure g for the Waste		
															Management									Management		
															department, measured in									department, measured in		
															terms of									terms of		
	1														operational budget									operational budget		
0.221	Infrastructure	Manager: Technical	Infrastructure	Provision of infrastructure to deliver	Effective management of operational	Percentage of the operating budget	All 90%	0%	9% N/A		0% 0%	1/4	-	10% 10%	expenditure.	Attached	0% 0%	N/A		0% 0%	21/2		30% 23.80%	expenditure.		30% 23.80%
0221	Services	Services	Development	improved services to all residents and	expenditure for the Road Transport	actually spent (Total YTD expenditure/	All 90%	0%	730 IN/A		0%	1/14		10% 10%	management of	- Copy of	0%	N/A		0% 0%	N/A		30% 23.80%	management		30% 23.80%
				business	department, measured in terms of operational budget expenditure.	Total Budget for the year)									operational expenditure for	Tegnies-JTD (3).xlsx								of operational expenditure		
					operational budget expenditure.										the Road	(S)-XISX								for the Road		
															Transport department,									Transport department,		
															measured in									measured in		
															terms of operational									terms of operational		
	1														budget									budget		
D277	Infrastructure	Manager: Technical	Infrastructure	Provision of infrastructure to deliver	Effective management of operational	Percentage of the operating budget	All 90%	0%	76 N/A		0% 0%	I/A	1	10% 9%	expenditure. Effective	Attached	0% ns.	N/A		0% 0%	N/A	-	30% 22.25%	expenditure Effective		30% 22.25% R
	Services	Services	Development	improved services to all residents and	expenditure for the Housing department,	actually spent (Total YTD expenditure/					5	***		2011	management of									management		
	1			business	measured in terms of operational budget expenditure.	Total Budget for the year)									operational expenditure for	Tegnies-JTD- RM.xlsx	1 1		[]			1		of operational expenditure		
	1														the Housing]]					for the		
	1														department, measured in									Housing department,		
	1														terms of operational		1 1		[]			1		measured in terms of		
	1														budget]]					terms of operational		
	1														expenditure.		1 1		[]			1		budget		
	1	- 1	1	-1	1	1																		expenditure		

D223	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Effective management of Capital expenditure for the Housing department, measured in terms of operational budget expenditure.	Percentage of the capital budget actually spent (Total TID expenditure/ Total Budget for the year)	90% 0%	on≼ N	/A	0% 0%	N/A	10% 10%	G Effective management of Capital expenditure for the Housing department, measured in terms of operational budget expenditure.	Attached	0% 0%	N/A	0% 0	3 N/A	30%	30% G	Effective Se management of Capital expenditure for the Housing department, measured in terms of operational budget expenditure	e budget	30% G
	Infrastructure Services	Sewerage Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and tossiness	Effective management of Capital expenditure for the Waste Water department, measured in terms of operational budget expenditure.	Percentage of the capital budget actually spent (Total 'TD' expenditure/ Total Budget for the year)	90% 0%	ons N	i A	0% 0%	N/A	10% 10%	G Effective management of Capital expenditure for the Waste Water department, measured in terms of operational budget expenditure	No Capital budget	0% 0%	N/A	0% 0	S 30/A	30%	30% G	Effective management of Capital expenditure for the Waste Water department, measured in terms of operational budget expenditure		30% G
	Infrastructure Services	Water Provision	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Effective management of Capital exponditure for the Water department, measured in terms of operational budget expenditure.	Percentage of the capital budget actually All spend (Total VIVD expenditure/ Total Budget for the year)	90% 0%		ia.	0% 0%		10% 10%	G Effective management of Capital expenditure for the Water department, measured in terms of operational budget expenditure.	No capital budget	0% 0%		0% 0		30%		Effective management of Capital expenditure for the Water department, measured in terms of operational budget expenditure.		30% G
	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	measured in terms of operational budget expenditure.		90% 0%		(A	0% 0%	N/A	10% 10%	G Effective management of Capital expenditure for the Electricity department, measured in terms of operational budget expenditure.	No capital budget	0% 0%	N/A	0% 0	3 N/A	30%	30% G	Effective management of Capital expenditure for the Electricity department, measured in terms of operational budget expenditure.		30% G
	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Effective management of Capital expenditure for h Roads Transport department, measured in terms of operational budget expenditure.	Percentage of the capital budget actually All spent (Total VYD expenditure/ Total Budget for the year)	90% 0%	0% N	(4)	0% 0%	N/A	10% 10%	 Percentage of the capital budget actually spent 	e No capital budget available	0% 0%	N/A	0% 0	S N/A	30%	30% G	Effective management of Capital expenditure for the Roads Transport department, measured in terms of operational budget expenditure.		30% G
	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Annual strategic planning in order to determine municipal targets for IDP and budgetary purposes before the finalisation of the IDP and budget	No of strategic session held annually before All the finalisation of the budget and SDBIP process	1 0	0 N	/A	0 0	N/A	1 1	G Annual strategic planning in order to determine municipal targets for IDP and budgetary purposes before the finalisation of the IDP and budget	f	0 0	N/A	0	O N/A	0	0 N/A			1 1 G
	Services	Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Improvement in operational conditional grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.t.o. All budget allocations	90% 0%		VA.	0% 0%		10% 10%	G Improvement in operational conditional grant spending measured by the percentage (%) spent	spending	096 096	N/A	0% 0		30%		Improvement in operational conditional grant spending measured by the percentage (%) spent		30% G
D230	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Improvement in capital conditional grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.Lo Budget allocations All	90% 0%	One N	(A	0% 0%	N/A	10% 10%	G Improvement in capital conditional grant spending measured by the percentage (%) spent	attached	0% 12%	Improvement in capital conditional grant spending measured by the percentage (%) spent	0% 0	3 N/A	30%	37% G2	Improvement in capital conditional grant spending measured by the percentage (%) spent	:	37% G2

D231	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver emproved services to all residents and business	Morehy monitoring of time and strendares states report of various employees in the department you department before the 34th of each month	Course the all deviations highlighted in time and attendance status report on various employees in the directorate/sub directorate are monitored and addressed control of the control of an addressed of the control of the contro	All	12	1	1 6	Mocniby mountaining of some and settlemans of settlemans o	1	1	Monthly monthly for the monthl	Time attendance clock does not clock does not clock does not work. See signed attendance register. - Teenwoordig Aug 2016.pdf	1 3	time atte stat vari emp dep dep befo	inthly intoring of e e and e and e e and endance us report of ious ployees in the partment sub-partment sub-partment fore the 14th each month		1	time a atten variou emple the de	dance of work. See	1	i G	monitoring of - n time and time	ow 2016 ow 2016 methods 2122015150247.	1	G Monthly monitoring of the mo	2 .	6 6	G
D232	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Submit a report on a Monthly basis to internal Audit on the deviations identified, including the steps taken to correct deviations before the 14th of each month	Number of reports submitted to internal Audit	All	12	1	1 G	Report deviations identified to internal audit with regards to monitoring of attendance of staff in technical department.	1	1	Report deviations identified to internal audit with regards to monitoring of attendance of staff in technical department	e-mail attached - VINGERDRUKMA SJIEN.msg	1 1	ider inte with mon atte staf	ernal audit h regards to nitoring of endance of ff in technical partment.	E-mail attached . MAANDELIKSE RAPPORTERIN G VAN IN- EN UITBOEK VAN TEGNIESE PERSONEELm 58	1	interr with r monit atten staff i		1	1 G	Report deviations identified to internal audit with regards to monitoring of attendance of staff in technical department		1 1	G Report deviations identified to internal audit with regards t monitoring of attendance of staff in technical department.	TEENWOO RDIGHEIDS		G
D233	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	The departments annual report input is submitted by 15 August to ensure the that the municipality's annual report is comprehensive and includes all the relevant information	% submitted within the required deadline to an acceptable standard	All	100%	0%	0% N/A	4	100%	100%	The departments annual report input is submitted as requested.	Information was handed over to Ms Harding.	0% 0%	N/A			0% 09	s N/A		0%	0% N/A	4		0% 0%	N/A		100% 100%	G
	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	financial procedures by the 10th of each month	95% completed by due date on compliance assist system				0% N/A	À	0%	0% N	/A		95% 95%	capi con sper mes pere sper	asured by the centage (%)	Assist	0% 03				0% N/A			95% 95%	compliance with all legislation and financial procedures by the 10th of each month			
	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Implementation of correctives measures within due dates as identified in internal audit reports and Auditor General (AG) Management letter to reduce risk areas	% of issues raised and proposed corrective measures rectified within due dates		100%	0%	0% N/A	A.	0%	0% N	/A		0% 0%	N/A			0% 09	i N/A		0%	0% N/A			0% 0%	N/A		0% 0%	N/A
D237	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Liase with SCM unit before 30 June to compile SCM Plan for departments for the financial year	SCM Plan for departments compiled before 30 June	All	1	0	0 N/A	A.	0	0 12	/A		1 0	R			0	N/A		0	0 N/A	A.		0 0	N/A		1 0	
	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Submit adequate specifications for the departments SCM process in the SCM Plan before 10 June	% of specifications submitted before 10 June (number of specifications submitted/ Total specifications required as per SCM Plan)	All	100%	0%	0% N/A		0%	0% N	/A		0% 0%	N/A			100% 09	R		0%	0% N/A	1		0% 0%	N/A		100% 0%	R
D239	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Update the Integrated Human Settlement Plan		All	1	0	O N/A		0	0 13	A		0 0	N/A			0 1	N/A		0	o N/A			0 0	N/A		0 0	N/A
D240	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Compile Monthly and Quarterly EPWP Reports and submit to Manager	Number of Monthly and Quarterly EPWP Reports submitted to Manager	All	11	0	0 N/A	i i	0	0 13	/A		0 0	N/A			0	N/A		0	0 N/A	4		3 3	G PROOF OF REPORTS ARE ON FILE		3 3	G
D241	Infrastructure Services	Manager: Technical Services	Infrastructure Development	Provision of infrastructure to deliver improved services to all residents and business	Compile a Monthly EPWP Reconciliation between the Beneficiary List, Wages Paid and Budget for period and submit to Manager for approval.	Number of Monthly EPWP Reconciliation approved by Manager.	All	6	0	0 N/A	A.	0	0 10	A		0 0	N/A			0	N/A		0	O N/A	4		0 0	N/A		0 0	N/A

Summary of Results: Provision of infrastructure to deliver improved services to all residents and business

KPI Not Met 7
KPI Almost Met 1

KPI Met 15 KPI Well Met 4

KPI Extremely Well 1

Total KPIs 38

To achieve financial viability in order to render affordable services to resident

To	chieve financial	viability in order to	ender affordable s	ervices to residents																												
Ri	Directorate	Sub-Directorate	Municipal KPA	Pre-determined Objectives	KPI	Unit of Measurement	Ware	Annual Target		Jul-1				Aug-16				Sep-16				Oct-16				Nov-16			ec-16		Overall Perform for Jul 2016 to 2016	to Dec
								ranger	Target Act	tual R	Performance Comment	Target	Actual R	Performance Comment	Proof of Evidence	Target Actua	ıl R	Performance Comment	Proof of Evidence	Target Ac	tual R	Performance Comment	Proof of Evidence	Target	Actual R	Performan Comment	Target Actu	ual R	Performance Comment	Proof of Evidence	Target Actual	al R
D26	Municipal Manager	Municipal Manager	Institutional Development	To achieve financial viability in order to render affordable services to residents	Monitoning of implementation of action plans to adres under-performance on a quarterly basis.	% of action plans implemented within deadline.	All	90%	6 0%	0% N/A	A	0%	0% N/A	A.		90% 90	% G	Monthly Monitoring and Quarterly done in October		0%	0% N/A			0%	0% [1]	4	90% 9		Quarterly monitoring		90% 90%	% G
D31	Municipal Manager	Municipal Manager	Financial Developmen	To achieve financial viability in order to render affordable services to residents	Liase with SCM and review previous years expenditure analysis to identify appropriate SCM process for all expenses to streamline SCM	Expenditure Analysis review.	All	1	1 0	0 N/A	A	0	O N/A	4		1	1 G	Liaise with SCM Unit		0	O N/A			0	0 N/	4	0	0 N/A			1 1	1 G
D84	Finance and Administration	Manager: Finance and Administration	Financial Developmen	To achieve financial viability in order to render affordable services to residents	Review of insurance portfolio annually by end March	Reviewed insurance portfolio	All	1	1 0	0 N/A	A	0	O N/A	4		0	0 N/A			0	0 N/A			0	0 N/	4	0	0 N/A			0 0	0 N/A
D85	Finance and Administration	Manager: Finance and Administration	Financial Developmen	To achieve financial viability in order to render affordable services to residents	Submit financial statements to the Auditor General by 31 August	Financial statements submitted by 31 August	All	1	1 0	0 N/A	A	1		Financial Statements submitted 31 August 2016. See e-mail from Auditor General that received it		0	O N/A			0	O N/A			0	0 N/	4	0	0 N/A			1 1	1 G
D86	Finance and Administration	Manager: Finance and Administration	Financial Developmen	To achieve financial viability in order to render affordable services to residents	Submit the draft main budget to council for approval by end March	Main budget submitted to council	All	1	1 0	0 N/A	A	0	O N/A	à.		0	O N/A			0	0 N/A			0	0 N/	4	0	0 N/A			0 0	O N/A

D87 F	Finance and Administration	Manager: Finance and Administration	Financial Development	To achieve financial viability in order to render affordable services to residents	The adjustment budget is approved by Council by the legislative deadline	Approval of Adjustments Budget before the Al end of February annually	'	1 0	0	I/A	0 0	I/A		0 0 N	/A		0 0 N	/A		0	0 N/A			0 0	/A	0	0 N/A
D89 F	Finance and	Accounting	Financial Development	To achieve financial viability in order to	Complete all applicable reconciliation,	% of reconciliations completed Al	100	0% 100%	100%	G Completed 10	0% 100%	G Completed	See attached the	100% 100%	Recons were	see bank	100% 80%	Bankrecon did	None	100%		bankrecon r	ione	100% 80%	The bankrecon none	100%	90%
٥	Administration			render affordable services to residents	including the bank reconciliations monthly	·							consolidated debtors recon Consolidated_D ebtors 2016-		done	recon - Bank Recon 201607.pdf		not balance			for I	Nov did balance			for Dec did not balance		
													17.xlsx														
D90 F	Finance and Administration	Accounting	Financial Development	To achieve financial viability in order to render affordable services to residents	Compile the draft main budget by 31 March	Draft main budget compiled A		1 0	0	I/A	0 0	I/A		0 0 N	/A		0 0 0	/A		0	0 N/A			0 0	/A	0	O N/A
	-diministration				matur						П																
D91 F	Finance and Administration	Accounting	Financial Development	To achieve financial viability in order to render affordable services to residents	Compile the adjustments budget by 28 February	Draft adjustments budget compiled A		1 0	0 1	I/A	0 0	I/A		0 0 N	/A		0 0 10	/A		0	0 N/A			0 0	/A	0	0 N/A
					,																						
D92 F	Finance and Administration	Accounting	Financial Development	To achieve financial viability in order to render affordable services to residents	Submit the sec 71 of the MFMA reports monthly to the mayor	Number of sec 71 reports submitted A	1	12 1	1	G Completed and sent to the CFO	1 1	G Completed and sent to the CFO	See attached the S71 report	1 1	Report compiled and sent to CFO	See section 71 report	1 1 0	Completed and sent to the CFC	Attached - MFR	1	1 G Sect	tion 71 a ort was -	ttached MFR Laingsburg -	1 1	The section 71 attac report was - MFI	hed 6 R	6 G
													- MFR Laingsburg - 201608.pdf			attached - MFR Laingsburg - 201609.docx			Laingsburg - 201610.pdf			pleted and 2 t to the	01611.pdf		completed and Laing sent to the 2016 CFO f	pburg- 12.pd	
D93 F	Finance and	Accounting	Financial Development	To achieve financial viability in order to	Annual debit raising by 31 July	Annual Debit raised completed A		1 1	1	G Was done on 20	0 0	I/A		0 0 N	/A	201609.docx	0 0 0	/A		0	0 N/A			0 0	/A	1	1 G
	Administration Finance and	Accounting	Financial Development	render affordable services to residents To achieve financial viability in order to	Balance the services deposits register with	% balanced deposit register with general Al		1 0	0	July 2016	0 0	I/A		0 0 N	/A		0 0 N	/A		0	0 N/A			0 0	/A	0	0 N/A
	Administration Finance and	SCM		render affordable services to residents To achieve financial viability in order to	Annual update the suppliers database by	ledger Supplier database updated Al		1 0	100	B Conversion to	0 0	I/A		0 0 N	/A		0 0 10	/A		0	0 N/A			0 0	/A	0	100 B
A	Administration			render affordable services to residents	end June					Centralised Supplier Database as per MFMA Circular No. 81	Ш			Ш			н										
D97 F	Finance and Administration	SCM	Financial Development	To achieve financial viability in order to render affordable services to residents	Report all deviations from normal tender processes to Council for condonement	% of deviations submitted to council A	100	0% 100%	100%	G No General 101 Council meeting	0% 100%	G Deviations to be reported to		100% 100%	Deviation submitted for		100% 0%	1		100%	0% R			100% 0%	R	100%	50% R
					during the next council meeting after deviation was done					as sitting of new council constituted after elections.		council at sitting of 27 October 2016.	Deviation_Repor t_201608.pdf		council	Deviation_Rep ort_201609.p df											
D99 F	Finance and Administration	Revenue	Financial Development	To achieve financial viability in order to render affordable services to residents	Complete the monthly debit raising to ensure financial viability by the 15th of	% monthly debit raising completed Al	100	0% 100%	100%	G COMPLETE THE 10	0% 100%	G COMPLETE THE	MUN 050P.	100% 100%	COMPLETE THE MONTHLY DERIT	MUN050.P	100% 100%	Complete debi	MUN050.P	100%	0% R			100% 0%	R	100% 6	i.67% R
					each month					DEBIT RAISING 20/07/2016		RAISING	mun050_ant_17 _08_2016_1500 00.pdf		RAISING	mun050_ant_ 14_09_2016_1 22022.pdf		17/10/2016	mun050_ant_1 8_10_2016_103 729.pdf								
D100 F	Finance and Administration	Revenue	Financial Development	To achieve financial viability in order to render affordable services to residents	Monitor all meters on a monthly basis	% of all meters read on monthly basis Al	95	5% 95%	100%	MONITOR ALL 9! METERS ON A	5% 100%	MONITOR ALL METERS	MUN061.P	95% 100% 6	METERS	MUN061.P	95% 100% G	2 METER READINGS		95%	0% R			95% 0%	R	95% 6	67% R
										MONTHLY BASIS 01/07/2016- 08/07/2016		01-05/08/2016	mun061_ant_17 _08_2016_1405 22.pdf		01-09/09/2016	mun061_ANT _13_09_2016_ 145924.pdf		COMPLEET 14/10/2016	mun560_1_13_ 10_2016_14330 3.pdf								
D101 F	Finance and Administration	Revenue	Financial Development	To achieve financial viability in order to render affordable services to residents	Verification of all debtors information by end June	% Debtors information verified annually Al	100	0%	0%	I/A	0% 0%	I/A		0% 0% 1	/A		0% 0% 🔃	/A		0%	0% N/A			0% 0%	/A	0%	0% N/A
D103 F	Finance and Administration	Expenditure	Financial Development	To achieve financial viability in order to render affordable services to residents	Pay creditors and service providers within 30 days from date of invoice/statement	% payment within 30 days from date of Al invoice/statement	100	0% 100%	100%	G pay within 30 100 days	0% 100%	G paid within 30		100% 100%	paid within 30 days		100% 100%	creditors paid within 30 days		100% 1	00% G paid days			100% 100%	paid within 30	100%	100% G
													age20160708.pd f			crd004_sp_21 _10_2016_153 129.pdf 2.pdf			crd004_sp_12_ 01_2017_12304 1.pdf 201612.pdf			c	rd004_sp_12_01 2017_123041.pd 201612.pdf		_12_ 17_1 .pdf	04_sp 01_20 23041 12.pd	
D104 F	Finance and	Expenditure	Financial Development	To achieve financial viability in order to	Payment of third parties by the due date	% timeous payment of third parties Al	100	0% 100%	100%	G paid on time 10	0% 100%	G paid by the 7th	in salary file	100% 100%	paid by 7th of	in salary file	100% 100%	paid by due	In Salary file	100% 1	00% G paid	d on due	n Salary file	100% 100%	paid on due In Sa	lary 100%	100% G
D112 F	Administration Finance and	Manager: Finance and	Financial Development	render affordable services to residents To achieve financial viability in order to	every month Percentage compliance with the	% compliance Al	I 90	0%	0%	I/A	0% 0%	I/A		90% 100% 6	each month 2 All reports		0% 0% 🛭	/A		0%	0% N/A			90% 100% 0	date file Has comply	90%	100% G2
^	Administration	Administration		render affordable services to residents	deliverables as per Compliance Assist										submit on time										with legislation		
D113 F	Finance and Administration	SCM	Financial Development	To achieve financial viability in order to render affordable services to residents	Apply proper procurement practices with the adherence to the approved SCM policy to promote good governance and to be	Planning schedules for procuring timeframes for the financial year submitted by end-August	9	90 0	0 1	I/A	0 0	I/A		0 0 N	/A		0 0 10	/A		0	0 N/A			0 0 0	/A	0	0 N/A
D114 F	Finance and Administration	Manager: Finance and Administration	Financial Development	To achieve financial viability in order to render affordable services to residents	effective in delivering services Submit motivation for funding from external sources to enhance the revenue of	No of funding motivations submitted to Al		2 0	0	i/A	0 0	I/A		0 0 N	/A		0 0 2	/A		0	0 N/A			0 0	/A	0	0 N/A
D115 F	Finance and	Manager: Finance and	Financial Development	To achieve financial viability in order to	the municipality Annual strategic planning in order to	No of strategic session held annually before Al		1 ^	0	7/4	0 0	1/4	+	0 0	/4		0 0	/A		0	0.074			1 .	G Strategig	1	1 6
D115 P	Administration	Administration	rinanciai Developineni	render affordable services to residents	determine municipal targets for IDP and budgetary purposes before the finalisation of the IDP and budget	the finalisation of the budget and SDBIP process				VA.		y A					0 010	A		Ü	O N/A				meeting was held 22 November 2016 in		1 0
D116	Finance and	Manager: Finance and	Financial Development	To achieve financial viability in order to	The directorate's annual report input is	% submitted within the required deadline Al	100	76 0%	0%	7/0	0% 100%	G Information as	1	0% 0% 07	/A		0% 0% 07	/A		0%	0% 27/4			0% 0% 0%	Matjiesfontein	100%	100% G
, A	Administration	Administration	Timines Serespinan	render affordable services to residents	submitted by 31 August to ensure the that the municipality's annual report is comprehensive and includes all the relevant information	to an acceptable standard	100	J. 0.0	O.J.		0.0	required was submitted by M Bothma	r	0.0			0.0			0,0	0.0			0.00		100%	30%
	Finance and Administration	Manager: Finance and Administration	Financial Development	To achieve financial viability in order to render affordable services to residents	Ensure compliance with all legislation and	95% completed by due date on compliance Al assist system	95	5% 0%	0%	I/A	0% 0%	I/A		95% 0%	R		0% 0% N	/A		0%	0% N/A			95% 0%	R	95%	0% R
	Finance and Administration	Manager: Finance and Administration	Financial Development	To achieve financial viability in order to render affordable services to residents	Implementation of correctives measures within due dates as identified in internal	% of issues raised and proposed corrective Al measures rectified within due dates	100	0%	0%	I/A	0% 0%	I/A		100% 100%	All information request from		0% 0% N	/A		0%	0% N/A			100% 100%	all queries was response to	100%	100% G
	warrellist duoil	PamelIDU BUDII		remake would taking set vices to Lesidents	within due dates as identified in internal audit reports and Auditor General (AG) Management letter to reduce risk areas	TOTAL NEW YORK HIT LIVE LABELS									Auditor was completed and send within time. No Comaf was received untill										response to		
D119 F	Finance and Administration	SCM	Financial Development	To achieve financial viability in order to render affordable services to residents	service providers within 30 days after	% of Services level agreements concluded Al within 30 days after approval (number of SLA's concluded within 30 days after approval/Total number of Tenders	100	0%	0%	1/A	0% 0%	A/A		100% 100%	Service Level Agreements still within the 30		0% 0% 1/	/A		0%	0% N/A			100% 0%	R	100%	50% R
					ew at a second	awarded)									days period and will be signed.												100
D120 F	Finance and Administration	Expenditure	Financial Development	To achieve financial viability in order to render affordable services to residents	Effective Budget monitoring through submission of monthly Financial System expenditure reports to all departments(OPEX & Capex)	Number of Financial System Monthly reports submitted to all departments/divisions	' '	12 1	1	G Reports submitted	1 1	G Reports submitted		1 100	done as per requirements		1 0 6	•		1	D R			1 0	R	6	102 B
	Finance and	Administration	Financial Development	To achieve financial viability in order to	To finalise the workplace skills plan and	No of plans submitted Al		1 0	0	I/A	0 0	I/A		0 0 N	/A		0 0 N	/A		0	0 N/A			0 0	/A	0	0 N/A
	Administration	1		render affordable services to residents	submit plan to the LGSETA by April														1								

D12	2 Finance and	Administration	Financial Development To achieve financial	in vishility in order to Compile an Employment Equity P	in by 30 Plan submitted to portfolio committee	Tall I	1 0	olizze.	1 0 0	NI/A	_	1 1	G Draft report will	Minuter of U.S.	ol ol	21/0	1	ol ol	NI/A	1	0 0	N/A		1 16
-	Administration			e services to residents Sept. and submit to portfolio com		~	1 0	01072		10723		1 1	be submitted to	Meeting.	ı ı			ا ا	.,,,			10/2		
													LLF by end September 2016											
													for											
													recommendation to Council	n										
D12	B Finance and	Administration	Financial Development To achieve financi	ial viability in order to Preparation and submission of eq	ity No of reports submitted to LGSETA	All	1 0	0 N/A	0 0	N/A		1 1	G Report was	document in	0 0	N/A		0 0	N/A		0 0	N/A		1 1 G
	Administration	1	render affordable	e services to residents report for the municipality by Apr									compile and	Office of										
				annually to DoL									submitted.	Manger: Corporate										
														Services										
D12	Finance and Administration	Administration	Financial Development To achieve financial	cial viability in order to Compile a Time and Attendance P e services to residents submit to council for approval	olicy and Policy compiled and submitted to counci	All	1 0	1 B Controls was inplace to	0 0	N/A		0 0	N/A		0 0	N/A		0 0	N/A		0 0	N/A		0 1 B
	Administrati		render androadie	e services to residents Submit to council for approval				monitor																
								attendance																
D12	Finance and Administration	Accounting		tial viability in order to The main budget is approved by C e services to residents the legislative deadline	Approval of Main Budget before the end May annually	of All	1 0	O N/A	0 0	N/A		0 0	N/A		0 0	N/A		0 0	N/A		0 0	N/A		0 0 N/A
D12	Finance and Administration	Accounting	Financial Development To achieve financi	cial viability in order to Compile section 71 monthly report e services to residents submit to MM for approval by the	s and Number of section 71 reports approved by 10th of MM before the 10th of the next month	ıy All 1	2 1	1 G Done and se to CFO	nt 1 1	G Section 71 report was	Section 71 that was sent to CFO	1 1	G Section 71	See report attached	1 1	G Section 71 report was seni	Section 71 attached	1 1	G Section 71	attached - MFR Lainesburg	1 1	G The Nov 2016 report was	attached - MFR	6 6 G
	- Committee		Tender and date.	the following month	Total or man before the 10th of the flext florida			10 010		completed and	- MFR		sent to CFO	- MFR		to the CFO	- MFR		sent to CFO		1	completed and	Laingsburg -	
										sent to the CFC				Quaterly			Laingsburg -					sent to the	201611.pd	
											201608.docx			Report - Q1- 201617.docx			201610.pdf					CFO		
D12	7 Finance and	SCM	Financial Development To achieve financi			re All	1 0	0 N/A	0 0	N/A		1 100	B A Procurement		0 0	N/A		0 0	N/A		0 0	N/A		1 100 B
	Administration	1	render affordable	e services to residents compile SCM Plan for department financial year	for the 30 June								Plan for all departments											
				financial year									Capital											
													Expenditure was											
													completed and currently being											
													implemented. A											
													Procurement Plan for											
													Plan for Operational											
													Expenditure is				1							
													still lacking and depends on											
													cooperation from	n										
													user											
D12	B Finance and	SCM	Financial Development To achieve financi	cial viability in order to Submit adequate specifications for	the % of specifications submitted before 10	All 1005	6 0%	9% N/A	0% 0%	N/A		0% 0%	N/A		100% 0%	R		0% 0%	N/A		0% 0%	N/A		100% 0% R
	Administration	1		e services to residents departments SCM process in the S	CM Plan June (number of specifications submitted	V																		
				before 10 June	Total specifications required as per SCM																			
D12	Finance and	SCM		cial viability in order to Compile an analysis of expenditur		All	1 0	0 N/A	0 0	N/A		0 0	N/A		1 0	R		0 0	N/A		0 0	N/A		1 0 R
	Administration	1	render affordable	e services to residents previous financial year for SCM pu and submit to Municipal Manager																				
				31 October	perore																			
D13) Finance and	Accounting	Financial Development To achieve financi	cial viability in order to Compile a Grants Register before	0 June Period in which the Grants Register is	All	1 0	0 N/A	0 0	N/A		1 0	R Not completed	None	0 0	N/A Will be	None	0 0	N/A		0 0	N/A		1 0 R
	Administration	1	render affordable	e services to residents and submit to MM	submitted to Portfolio committee											completed during June								
D13	I Finance and	Expenditure		ial viability in order to Operational conditional grant spe		All 901	% 0% 10	% B spending on	0% 100%	B spending on	grant file	10% 100%	B done as per	grant register	0% 0%	N/A		0% 0%	N/A		30% 0%	R		30% 100% B
	Administration	1	render affordable	e services to residents measured by the percentage (%) :	pent budget allocations			track		track			requirements	in place										
D13	2 Finance and	Expenditure	Financial Development To achieve financi	ial viability in order to Capital conditional grant spending	Percentage (%) of the grant spent i.t.o	All 901	6 0% 10	% B spending on	0% 100%	B spending on	grant file	10% 100%	B done as per	grant register	0% 0%	N/A		0% 0%	N/A		30% 0%	R		30% 100% B
	Administration	1	render affordable	e services to residents measured by the percentage (%)	ent Budget allocations			track		track			requirements	in place										
D13	B Finance and	Revenue	Financial Development To achieve financi	ial viability in order to Effective management of operation	nal Percentage of the operating budget	All 901	6 0%	76. N/A	0% 0%	N/A		10% 10%	G FINANCE	-	0% 0%	N/A		0% 0%	N/A		30% 0%	R	-	30% 10% R
013	Administration			e services to residents expenditure for the Property Rate	actually spent (Total YTD expenditure/	- Ju	0.0	J. 10723	0.0	10723		10%	MANAGER		0,0			0.0	.,,,		30%			30%
				department, measured in terms of operational budget expenditure.	Total Budget for the year)								COSTING											
D13	Finance and	Manager: Finance and	Financial Development To achieve financi	ial viability in order to Effective management of operation	nal Percentage of the operating budget	All 901	6 0%	% N/A	0% 0%	N/A		10% 20.20%	B See Schedule C	See Schedule	0% 0%	N/A		0% 0%	N/A		30% 0%	R		30% 20.20% R
	Administration	n Administration	render affordable	e services to residents expenditure for the Financial Serv	ces actually spent (Total YTD expenditure/								for September	C for										
				department, measured in terms or operational budget expenditure.	Total Budget for the year)								2016	September 2016										
				.,																				
														Laingsburg_C_ Schedule Ver										
														2.8 Q1 MTREF										
			Financial Development To achieve financial											2016.xls					177					30% 0% R
D13	Finance and Administration	Manager: Finance and Administration		cial viability in order to Effective management of operation expenditure for the Budget and Ti		All 901	n U% I	N/A	U% 0%	N/A		10% 0%			U% 0%	1972	1	U% 0%	refré		3U% 0%	K.		50% B
				directorate, measured in terms of																1				
D12	5 Finance and	Administration	Financial Development To achieve financi	operational budget expenditure. cial viability in order to Monthly monitoring of time and	Ensure that all deviations highlighted in	All 1	2 1	1 G Attendance	vas 1 1	G Monitoring has		1 1	G Due to the fact	Manual	1 1	G Due to	Manual Register	, ,	6 electropic	Time and	1 1	G Employeer	Flectronic	6 6 6
013	Administration		render affordable	e services to residents attendance status report of variou	s time and attendance status report on	_ 1	1 1	monitor		taken place	1	1	that electronic	register	1 1	electronic	negister	1 1	system	attendance		who works in	system	0 0
				employees in the directorate/ sub	various employees in the directorate/ su								system is			system not			currently out			technical	currently- out of	
				directorate	directorate are monitored and addressed	'							irregular, manua register is used.			working, manu register are			of order. Employees	(manual)		department - sing in	out or order	
													-			used.			make use of	1		manually, -	Manual	
																	1		manual system.				system	
D13	7 Finance and	Credit Control	Financial Development To achieve financi	cial viability in order to Perform Ward Indigent recruitem	nt every Number of Ward Indigent recruitement	All	6 0	0 N/A	0 0	N/A		0 0	N/A		0 0	N/A	1	0 0	N/A		3 0	R		3 0 R
	Administration	1	render affordable	e services to residents 6 months at Matjiesfontein, Thus	ng every 6 months at Matjiesfontein, Thuso	ng l														1				
D13	B Finance and	Credit Control	Financial Development To achieve financi		Centre and Laingsburg. ectricity Number of monthly electricity cut-off list	s All 1	2 1	0 R	1 0	R	1	1 0	R	1 1	1 0	R	1	1 0	R	1	1 0	R		6 0 R
	Administration	1	render affordable	e services to residents cut-off list for debtors older than	0 days submitted to the supervisor																			
D13	Finance and	Credit Control	Financial Development To achieve financial	and submit to supervisor ial viability in order to On a monthly basis compile the lis	of Number of monthly debtors older than 6	0 All 1	2 1	0 R	1 0	R	+	1 0	R	+ +	1 0	R	1	1 0	R	1	1 0	R	\vdash	6 0 B
	Administration			e services to residents debtors older than 60 days to follo	w credit days lists submitted to the supervisor	1 1														1				
D14) Finance and	Credit Control	Financial Development To achieve financi	control process and submit to sup cial viability in order to On a monthly basis compile the di		All *	2 1	0 8	1 0		+	1 0	P	1	1 0		1	1 0	D	+	1 0		\vdash	6 0 0
014	Administration	1		e services to residents off list and submit to supervisor.	submitted to supervisor	- 1	1 1		1 1			1 0	*		. 0			1 0		1	1 1			U U R
D14	E Finance and	Rates	Financial Development To achieve financial	ial viability in order to Perform Annual Supplementary E	aluation Annual Supplementary Evaluation Roll	All	1 0	0 N/A	0 0	N/A		0 0	N/A		0 50	B Profide SV 3	excel	0 0	N/A		0 0	N/A		0 50 B
	Administration	1	render affordable	e services to residents Roll and submit to Municipal Man	ger for approved by the Municipal Manager											information to Boland Valuers	spreadsheet SV 3 requist			1			1 1	
																no later than				1				
																24/10/2016 in progress				1				
D14	2 Finance and	Rates	Financial Development To achieve financi	ial viability in order to Perform Monthly Rates reconcilia	ion and Number of monthly Rates Reconciliation	All	6 0	0 N/A	0 0	N/A	1	0 0	N/A	1	0 0	N/A		0 0	N/A		3 0	R		3 0 R
	Administration Admini	Credit Control	render affordable Financial Development To achieve financi	e services to residents submit to CFO for approval	approved by CFO	1								1			1		11/4				\sqcup	
D14	B Finance and Administration				of Contract and SLA of Service Providers id submit approved by Municipal Manager	All	2 0	U N/A	0 0	N/A		0 0	N/A		0 0	N/A		0 0	N/A		0 0	N/A		0 N/A
L				for approval to Municipal Manage																1				

-				T	To a contract the			and the same of th					- Innered			- Inches		-						
D14	9 Finance and		Financial Development To achieve financial viability in order		e Debt coverage ratio as at 30 June 2016 All	88%	0% 0%	N/A	0%	0% 1972	4	0% 0	7% N//A		0%	0% N/A	0	96 (S N/A	889	6 0%	В	88	% 0% B
	Administration	Administration	render affordable services to residen																					
				debt obligations at 30 June 2016 (Debt to																				
				Revenue (Short Term Borrowing + Bank																				
				Overdraft + Short Term Lease + Long Term																				
				Borrowing + Long Term Lease) / Total																				
				Operating Revenue - Operating Conditions	d																			
				Grant}																				
D15	D Finance and		Financial Development To achieve financial viability in order			28%	0% 0%	N/A	0%	0% N//	A	0% 0	7% N/A		0%	0% N/A	0	76 (6 N/A	289	6 0%	В	28	% 0% B
	Administration	Administration	render affordable services to residen		2016																			
				debtors in comparison with total revenue																				
				received for services at 30 June 2016 (Net																				
				Service debtors to revenue – (Total																				
				outstanding service debtors minus																				
				provision for bad debt)/ (revenue received																				
				for services) x100}																				
D15	 Finance and 	Manager: Finance and	Financial Development To achieve financial viability in order		Cost coverage ratio as at 30 June 2016 All	1	0 0	N/A	0	0 N/a	4	0	0 N/A		0	0 N/A		0	0 N/A		1 0	R		1 0 R
	Administration	Administration	render affordable services to residen																					
				expenditure at 30 June 2016 (Cost coverage	je																			
				((Cash and Cash Equivalents - Unspent																				
				Conditional Grants - Overdraft) + Short																				
				Term Investment) / Monthly Fixed																				
				Operational Expenditure excluding																				
				(Depreciation, Amortisation, and Provision	t l																			
				for Bad Debts, Impairment and Loss on																				
				Disposal of Assets))}																				
D15	3 Finance and	Manager: Finance and	Financial Development To achieve financial viability in order	Collect percentage of the 2015/16 financia	% of Billed Revenue collected by 30 June All	60%	0% 0%	N/A	0%	0% N/	4	60% 82.84	% G2 see	e call culations	0%	0% N/A	0	76 (6 N/A	60%	6 92.97%	B comply	60	% 92.97% B
	Administration	Administration	render affordable services to residen	years billed revenue by 30 June 2017	2017 (Debtors payments received during																			
				(Debtors payments received during	period/Billed																			
				period/Billed Revenue for period x 100}	Revenue for period x 100}																			
D15	4 Finance and	Manager: Finance and	Financial Development To achieve financial viability in order		Percentage (%) of the grant spent i.t.o. All	90%	0% 0%	N/A	0%	0% N//	4	10% 19	9% B Gra	ants spend	0%	0% N/A	0	76 (6 N/A	30%	6 30%	G grants was	30	% 30% G
	Administration	Administration	render affordable services to residen	measured by the percentage (%) spent	budget allocations																	spend in a		
																						cordance with		
																						request		
D15	5 Finance and	Manager: Finance and	Financial Development To achieve financial viability in order		Percentage (%) of the grant spent i.t.o All	90%	0% 0%	N/A	0%	0% N/	4	10% 19		end see	0%	0% N/A	0	% (S N/A	30%	6 30%	G grants was	30	% 30% G
	Administration	Administration	render affordable services to residen	measured by the percentage (%) spent	Budget allocations								pre	evious KPI								spend in a		
																						cordance with		
																						request		
D15	6 Finance and		Financial Development To achieve financial viability in order		Approval of Main Budget before the end of All	1	0 0	N/A	0	0 N/a	4	0	0 N/A		0	0 N/A		0	0 N/A		0 0	V/A		0 N/A
	Administration		render affordable services to residen		May annually															1				
D15	7 Finance and		Financial Development To achieve financial viability in order		Approval of Adjustments Budget before the All	1	0 0	N/A	0	0 N/	4	0	0 N/A		0	0 N/A		0	0 N/A	- 0	0 0	V/A		0 N/A
	Administration	Administration	render affordable services to residen	Council by the legislative deadline	end of February annually	1 1	- 1		1 1					1				- 1		1	1			

Summary of Results: To achieve financial viability in order to render affordable services to residents

KPI Not Met 1

KPI Met 16

KPI Well Met 1

Total KPIs

To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values

Ref	Directorate	Sub-Directorate	Municipal KPA	Pre-determined Objectives	KPI	Unit of Measurement	Wards Ann		Ju	1-16		Aug-16			Sep-	16			Oct-16			Nov-16			ı	Dec-16		Overall Pe for Jul 20 20	16 to D
				·			Tan		Actual I	R Performance Comment	Target Ac	ual R Perform		Target Actual			of of dence	get Actual	R Performa	Target	Actual F	Performance Comment	Proof of Evidence	Target Act	tual R		Proof of Evidence	Target A	tual
	Municipal Manager	Internal Audit	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Audit actual performance results documented on the SDBIP system quarterly in terms of section 45 of the Municipal systems Act and submit to MM and Performance Audit Committee	Number of audits reports submitted	All	4 0	0 N	/A	1	1 G Away Repo from the Si Provider		0 0	N/A			1 1	G Audit repor	C	0 N	/A		0	0 N/A			2	2
	Municipal Manager	Internal Audit	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Coordinate the quarterly meetings of the audit committee	Number of meetings held	All	4 0	0 N	/A	1	1 G Meeting ta place end September 2016.	ke	0 0	N/A			1 1	Meeting postponed end Novem 2016	0	0 N	/A		0	0 N/A			2	2
	Municipal Manager	Internal Audit	Institutional Development	To create an institution with skilled employees to provide a professional service to its dientele guided by municipal values	Prepare and submit quarterly progress reports to the Audit Committee on the implementation of the RBAP and progress made with the proposed corrective actions in internal audit reports by the applicable sections	Number of reports submitted	All	4 0	0 N	/A	1	1 G Meeting w held end September 2016.	II be	0 0	N/A			1 1	G Risk-based plan implementa report	C	0 N	/A		0	0 N/A			2	2
	Municipal Manager	Internal Audit	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Arrange meeting of the MPAC by 28 February on the Oversight report of council on the annual report	Number of meetings held	All	1 0	0 N	/A	0	0 N/A		0 0	N/A			0 0	N/A	C	0 N	/A		0	0 N/A			0	0
	Municipal Manager	Internal Audit	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Development of an action plan by 31 January to address all the issues raised in the management letter of the Auditor General and submit to the MM for approva	Approved action plan by 31 January	All	1 0	0 N	/A	0	O N/A		0 0	N/A			0 0	N/A	C	0 N	/A		0	O N/A			0	0
	Municipal Manager	Internal Audit	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Persentage of the approved RBAP for the 2015/16 period executed [(Number of audits completed for the period/ total number of audits planned for the period(x100)	(Number of audits completed for the period/ total number of audits planned for the period)x100	All 4	40% 0%	0% N	/A	0%	0% N/A		0% 0%	N/A			0% 0%	N/A	0%	0% N	/A		0%	0% N/A			0%	0%
	Municipal Manager	Internal Audit	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	100% compliance with all the legislative deliverables as measured per iComply	% compliance	All 10	00% 0%	0% N	/A	0%	0% N/A		0% 0%	N/A			0% 0%	N/A	0%	0% N	/A		0%	0% N/A			0%	0%
	Municipal Manager	Municipal Manager	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Improvement in operational conditional grant spending measured by the percentage (%) spent for the Whole municipality	Percentage (%) of the grant spent i.t.o. budget allocations	All 9	90% 0%	0% [1]	/A	0%	0% N/A		10% 10%		ing in line ash flows		0% 0%	N/A	0%	0% N	/A		30%		Spending in line with ah flows			30%
028	Municipal Manager	Municipal Manager	Institutional Development	values	Improvement in capital conditional grant spending measured by the percentage (%) spent Whole municipality	Percentage (%) of the grant spent i.t.o Budget allocations		90% 0%		/A		0% N/A			G in line			0% 0%		0%	0% N	A				Spending in Line with Budget			30%
	Municipal Manager	Municipal Manager	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Effective management of operational expenditure for the whole municipality, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 9	90% 0%	0% [1]	/A	0%	0% N/A		10% 10%	G In line	with cash		0% 0%	N/A	0%	0% N	/A		30%		Spending in line with budget			30%
	Municipal Manager	Municipal Manager	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Effective management of Capital expenditure for the whole municipality, measured in terms of operational budget expenditure.	Percentage of the operating budget actually spent (Total YTD expenditure/ Total Budget for the year)	All 9	90% 0%	0% [7]	/A	0%	0% N/A		10% 10%	G in line flow	with cash		0% 0%	N/A	0%	0% N	/A		30%		In line with cash flows		30%	30%

022	Montaine	Municipal Manager	Davide diamet	To create an institution with skilled	Quarterly monitoring of time and	% of all deviations highlighted in time and All	100%	ow o	w Disc	l ov	OW TITE	9		100W 100W	C Constantoness	l owl owl		ov ov E	70	1008 1008	C Countries 10	100W C
D32	Municipal Manager	Municipal Manager	Institutional Development	employees to provide a professional	attendance status report of section 57	attendance status report on section 57	100%	U% U	DO NIJA	0%	0%			100% 100%	completed	0% 0%	/A	0% 0%	I/A	100% 100%	reviews in line	JU% 100% G
	-			service to its clientele guided by municipal	employees	employees are monitored and addressed															with performance	
D33	Municipal	Municipal Manager	Institutional	To create an institution with skilled	Review Time and Attendance report from	% of all deviations highlighted in time and All	100%	0% 0	% N/A	0%	0% N//	4		100% 100%	G New System to	0% 0% 2	/A	0% 0%	I/A	100% 100%	G New System 10	100% 100% G
	Manager		Development	employees to provide a professional	Manager Corporate on a quarterly basis for	attendance status report on various		-			5.5				be purchased and						must be	
				service to its clientele guided by municipal	the whole quarter.	employees in the directorate/ sub									implemented						purchased	
D35	Municipal	Municipal Manager	Institutional	values To create an institution with skilled	Improving the overall municipal	directorate are monitored and addressed No of SDBIP performance reports evaluated All		0	0.000		0 377				G Time frame must	0 0	4	0 0	1/4		G Quarterly	3 3 6
D33	Manager	Municipal Manager	Development	employees to provide a professional	performance by the quarterly monitoring	No or soon performance reports evaluated Air		Ü	U N/A		0 10/2	1		1 1	be changed	0	/ A	, ,	I/A	1 1	monitoring	2 2 3
				service to its clientele guided by municipal	and evaluation performance results against																and	
				values	targets set as to the adherence and																resolutions	
					compliance with legislation (Sec 52 of the																	
0.40			Institutional	To create an institution with skilled	MFMA, reporting)	RBAP submitted to the audit committee by All		-			0.777								10			
D48	Municipal Manager	Municipal Manager	Development	employees to provide a professional	to the audit committee for consideration	30 lune 2017		U	U N/A	0	0 10/2			0 0 0	I/A	0 0	/A	0 0	I/A	0 0	N/A	U UNIA
	munuge.		Development	service to its clientele guided by municipal	by 30 June 2017	30 3010 2017																
				values	,																	
	Municipal	Municipal Manager	Institutional	To create an institution with skilled	Effective functioning of council measured	Number of ordinary council meetings per All	10	0	0 N/A	0	0 N//	4		2 0	R	0 0	/A	0 0	I/A	2 2	G 2 Council	4 2 R
	Manager		Development	employees to provide a professional	in terms of the number of ordinary council	annum															meetings held	
				service to its clientele guided by municipal	meetings per annum																	
nso	Municipal	Municipal Manager	Institutional	To create an institution with skilled	People employed from employment equity	Number of people from employment All		0	0.27/4	0	0 37/		-	0 0	1/0	0 0	(0	0 0	1/6	0 0	20/0	0 0 37/2
530	Manager	инальстран иналадел	Development	employees to provide a professional	target groups in the three highest levels of	equity target groups employed in the three	. .	ŭ	U III/A		01.07	ì		9	922		·^	, ,	94			0 01073
				service to its clientele guided by municipal	management in compliance with a	highest levels of management in																
				values	municipality's approved employment	compliance with a municipality's approved																
					equity plan	employment equity plan																
D53	Municipal	Municipal Manager	Institutional	To create an institution with skilled	The Top Layer SDBIP is approved by the	Top Layer SDBIP approved within 28 days All	1 1	0	0 N/A	0	0 N//	A.		0 0 🛭	I/A	0 0	/A	0 0	I/A	0 0	N/A	0 0 N/A
1	Manager		Development	employees to provide a professional service to its clientele guided by municipal	Mayor within 28 days after the Main Budget has been approved	after the Main Budget has been approved							1			1						
1	1		1	values	cooger nos been approved								1			1						
D54	Municipal	Municipal Manager	Institutional	To create an institution with skilled	5 year IDP compiled and approved by	IDP approved by the end of May annually All	1	0	0 N/A	0	0 27/	A.	1 1	0 0	I/A	0 0 0	/A	0 0	I/A	0 0	N/A	0 0 N/A
1	Manager		Development	employees to provide a professional	Council before the end of May								1 1			1 1 1		1 1		1 1 1		
1	1		1	service to its clientele guided by municipal									1			1						
L-				values														\rightarrow				
D55	Municipal	Municipal Manager	Institutional	To create an institution with skilled	Submit final Annual Report and oversight	Final Annual Report and oversight report of All	1	0	O N/A	0	0 N//	4	1 1	0 0	I/A	0 0	/A	0 0	I/A	0 0	N/A	0 0 N/A
1	Manager		Development	employees to provide a professional service to its clientele guided by municipal	report of council before legislative deadline	council completed and submitted							1			1						
1	1		1	values									1			1						
D56	Municipal	IDP, Planning and	Institutional	To create an institution with skilled	Compile and submit to council for approval	IDP time schedule submitted to council by All	1 1	0	0 N/A	1	1 G	Approved by		0 0 2	I/A	0 0	/A	0 0	I/A	0 0	N/A	1 1 G
1	Manager	Development	Development	employees to provide a professional	the IDP Process Plan by 31 August	31 August	1 1	1				new Council on	- Approval IDP					1 1		1 1 1		
1	1		l '	service to its clientele guided by municipal								17 Augustus	Process Plan			1						
1	1		1	values								2016	+Ward			1						
1	1		1										Committee			1						
057	Municipal	IDP, Planning and	Institutional	To create an institution with skilled	Prepare the draft IDP review and submit to	Draft IDP completed submitted to council All		0	0 276		0 777		Policy.pdf	0 0	1/2	0 0	(0	0 0	1/4	0 0	N/A	0 0 770
D3/	Municipal Manager	Development	Institutional Development	To create an institution with skilled employees to provide a professional	Prepare the draft IDP review and submit to council by 31 March	by 31 March	. 1	۳	- HO/A	0	0 17/2	il	1 1	0 0	7764	9		9	700	0 0	13.754	U N/A
				service to its clientele guided by municipal		,																
			<u> </u>	values	<u>[</u>								<u> </u>									
D58	Municipal	IDP, Planning and	Institutional	To create an institution with skilled	Prepare the final IDP review and submit to	Final IDP review submitted to council All	1	0	0 N/A	0	0 N//			0 0	I/A	0 0	/A	0 0	I/A	0 0	N/A	0 0 N/A
	Manager	Development	Development	employees to provide a professional	council by 31 May																	
				service to its clientele guided by municipal																		
-				values																		
D59	Municipal	IDP, Planning and	Institutional	To create an institution with skilled employees to provide a professional	Develop and distribute at least two municipal newsletters	Number of newsletters developed and All distributed	2	0	O N/A	0	0 10/2	4		0 0 2	I/A	0 0	/A	0 0	I/A	1 1	G Completed and distributed	1 1 G
	Manager	Development	Development	service to its clientele guided by municipal	municipal newsletters	distributed															distributed	
				values																		
D60	Municipal	IDP, Planning and	Institutional	To create an institution with skilled	Previous Year Annual Report submitted to	Report submitted to Council All	1 1	0	0 N/A	0	0 17/2	3		0 0 2	I/A	0 0	/A	0 0	I/A	0 0	N/A	0 0 N/A
	Manager	Development	Development	employees to provide a professional	council before the end of January	.,																
				service to its clientele guided by municipal																		
				values																		
D61	Municipal	IDP, Planning and	Institutional	To create an institution with skilled	Submit the top layer SDBIP to the Mayor	Top Layer SDBIP submitted to the Mayor All	1 1	0	O N/A	0	0 17/2	A.		0 0	I/A	0 0	/A	0 0	I/A	0 0	N/A	0 0 N/A
	Manager	Development	Development	employees to provide a professional service to its clientele guided by municipal	for approval within 14 days after the approval of the budget																	
				values	approval of the budget																	
D62	Municipal	IDP. Planning and	Institutional	To create an institution with skilled	Submit the Mid- Year Performance Report	Mid-year report submitted to council All	1	0	0 8//2	0	0 7//	3		0 0	I/A	0 0	/A	0 0	I/A	0 0	N/A	0 0 N/A
	Manager	Development	Development	employees to provide a professional	in terms of sec72 of the MFMA to the																	
				service to its clientele guided by municipal	Mayor by 25 January																	
				values																		
D63	Municipal	IDP, Planning and	Institutional	To create an institution with skilled		% compliance All	100%	0% 0	76 N/A	0%	0% N//	4	1 1	0% 0%	I/A	0% 0% 17	/A	0% 0%	I/A	0% 0%	N/A	0% N/A
1	Manager	Development	Development	employees to provide a professional	deliverables as measured per iComply								1			1						
1	1		l	service to its clientele guided by municipal values	[1 1			1 1 1						
D64	Municipal	IDP, Planning and	Institutional	To create an institution with skilled	Review actual performance results	Number of audits reports submitted All	4	0	0 N/A	1	1 G	Final PMS	PMS Evaluation	0 0 2	7/A	1 1	G Submitted to	0 0	J/A	0 0	N/A	2 2 G
1	Manager	Development	Development	employees to provide a professional	documented on the SDBIP system quarterly		1 1	1				Review done	results On file				Internal Audit	1 1		1 1 1		
1	1		l	service to its clientele guided by municipal	in terms of section 45 of the Municipal								1 1			1 1						
1	1		l	values	systems Act and submit to MM and								1 1			1 1						
nee	Municipal	IDP, Planning and	Social Development	To create an institution with skilled	Performance Audit Committee Effective management of operational	Parameters of the assessment by days	000	0% 0	1100		OW 1997		+	100/ 100	G Operational	0% 0%		OW OCC	175	30% 30%	G Spending in 3	30% 30% G
266	Municipal Manager	IDP, Planning and Development	SUCIAL Development	To create an institution with skilled employees to provide a professional	Effective management of operational expenditure for the Integrated	Percentage of the operating budget All actually spent (Total YTD expenditure/	90%	υn 0	10//2	0%	UN6 1972		1	10%	Operational Budget spend on	UN6 0%	/^	U/6 U%	s/A	30%	Spending in Ine with	30% G
1	anager	veropernelli	l	service to its clientele guided by municipal	Development department, measured in	Total Budget for the year)							1 1		a monthly basis	1 1 1					budget	
			<u> </u>	values	terms of operational budget expenditure.								<u> </u>									
D67	Municipal	IDP, Planning and	Social Development	To create an institution with skilled	Annual strategic planning in order to	No of strategic session held annually before All	1	0	0 N/A	0	0 N//	A.		1 0	R Await Council	0 0	/A	0 0	I/A	0 0	N/A	1 0 R
1	Manager	Development	l	employees to provide a professional	determine municipal targets for IDP and budgetary purposes before the finalisation	the finalisation of the budget and SDBIP							1 1		Strategic session to be held before	1 1 1						
1	1		l	service to its clientele guided by municipal values	budgetary purposes before the finalisation of the IDP and budget	process							1 1		to be held before municipal	1 1 1						
1	1		1		or tire for and budget								1		strategic session	1						
1	1		1										1		can take place	1						
D68	Municipal	IDP, Planning and	Social Development	To create an institution with skilled		Report submitted to Council All	1	0	0 N/A	0	0 10%	3		0 0	I/A	0 0	/A	0 0	I/A	0 0	N/A	0 0 0//
1	Manager	Development	1	employees to provide a professional	submitted to council before the end of								1			1						
1	1		l	service to its clientele guided by municipal	March								1 1			1 1 1						
nee	Finance and	Manager: Finance and	Institutional	values To create an institution with skilled	Percentage compliance with all the	% compliance All	1000	096 0	PK 12770	~	0% 77/		1 +	0% 00' 17	1/2	0% 0% 7	(0	0% 0~	1/4	0% 0%	N/A	0% 0% N/A
Pos	Finance and Administration	Administration	Development	To create an institution with skilled employees to provide a professional	Percentage compliance with all the legislative deliverables as measured per	All All	100%	U70 0	~ 10/A	0%	UN 1/2	il	1 1	U76	7764	U76 U76		J76 U76	700	UN6 0%	13.754	UN UNA
1	A DUNG THE THE PARTY OF T	Constitution	Development	service to its clientele guided by municipal	icomply								1			1						
1	1		1	values									1			1						
D95	Finance and	Accounting	Institutional	To create an institution with skilled	Percentage compliance with all the	% compliance All	100%	0% 0	N/A	0%	0% 1//	3		0% 0% 🗵	I/A	0% 0% 🗓	/A	0% 0%	I/A	0% 0%	N/A	0% 0% N/A
1	Administration	1	Development	employees to provide a professional	legislative deliverables as measured per								1									
1	1		1	service to its clientele guided by municipal	Comply								1			1						
-				values			100%	-			-		1	-	171	1						AV 44
D98	Finance and Administration	acM	Institutional Development	To create an institution with skilled employees to provide a professional	Percentage compliance with all the legislative deliverables as measured per	% compliance All	100%	U76 0	76 N/A	0%	0% N//	il	1 1	U76 0%	1774	0% 0% 2	7A	JN 0%	1775	0% 0%	19/30	0% N/A
1	- Automobilist audit	1	Development	service to its clientele guided by municipal	icomply								1			1						
1	1		1	values	,								1			1						
D102	Finance and	Revenue	Institutional	To create an institution with skilled	Percentage compliance with all the	% compliance All	100%	0% 0	n/A	0%	0% N/	3	1	0% 0%	I/A	0% 0% 🛚	/A	0% 0%	I/A	0% 0%	N/A	0% 0% N/A
1	Administration		Development	employees to provide a professional	legislative deliverables as measured per								1			1						
1	1		1	service to its clientele guided by municipal	Comply								1			1						
				values	1	1							1									
	L																					

D105 Finance and Administration	Expenditure	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal	Percentage compliance with all the legislative deliverables as measured per iComply	% compliance	All	100%	0% 100	% B comp	lied	0% 100% 6	complied		0% 100%	B comply	-	% 0%	N/A	0	% 0%	I/A		0% 0%	N/A		0% 3	00% B
D106 Finance and Administration	Administration	Institutional Development	values To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Provide administrative support to Committee meetings in terms of the distribution of agenda's within 48 hours prior to the meeting	% of Agenda's for the Committee meetings distributed within 48 hours prior to the meeting	All	95%	95% 100	meeti	nittee ings are on an Ad	95% 95% (Portfolio Committee meetings are held on an Ad- Hoc basis - No meetings were held during August	n/a	95% 95%	G Portfolio Committee Meetings are held on an Ad- Hoc Basis - No meetings were held in September	n/a 9!	% 100%	G2 No portfolio committee meetings were held during October 2016	n/a 95	% 100%	No portfolio committee meetings were held during November 2016	n/a	95% 100%	G2 No Portfolio Committee Meetings we held during December 2016	n/a e	95% 98	33% 62
D107 Finance and Administration	Administration	institutional Development	To create an institution with skilled employees to price sold a pricessional service to its clientelle guided by municipal values.	Provide administrative support to council meetings in terms of the distribution of agenda's within 7 working days prior to the meeting	So A gends for the Council meetings distributed within 7 working days prior to the meeting	All		95% 90	distrili days is counc - mee move earlie	da were buted 4 before the ill meeting titing date d 2 days r	95% 100% G	2 The Council Meeting for August were held on 17 August 2016. Distribution tool place on 10 August 2016	Distribution book can be found in the Corporate Services Office - 201608. 17 Aug 2016 Konts Raadoverg adering Sirkulasie.pdf		G2 Agenda for Special Council Meeting to be held 29 September 201 were distribute on 21 Septemb 2016	book to be found in the Corporate Services Office 1 - 201609, 29	% 100%	G2 Agenda for the Council Meeting were distributed on 18 October 2016, 9 days before the Council Meeting of the 27th of October 2016.	Delivery Book - 2016fo. 27 Oktober 2016 - AlgRds - Vergadering - Agenda Sirkulasie.pdf	% 90%	See attached document	Distribution Book (Aflewerings Boek) - 2016.11. 24 November 2016 - AlgRds Vergadering - Agenda Sirkulasie.pdf		circulated 5 days before the Council Meeting	e Distributio n Control Book - 201612. 12 Desember 2016 - Alg Inkomitee Raadsverga dering - Agenda Sirkulasie. pdf - 201612. Aanvullend e Agenda Sirkulasie - 12 Desember 12 Desember 2016.pdf	95%	
D108 Finance and Administration	Administration	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Finalize disciplinary actions within 60 days from the date stated on the charge sheet	% of disciplinary actions completed within 60 days	All	70%	70% 70	action	olinary ns finalised n 60 days.	70% 70% (Disciplinary hearing finalised within 60 days	final port as received from the Chairperson - 93/7 file. and personal file of employee.	70% 70%	G No disciplinary hearings were held during the month of September.	N/A 71	% 70%	G Disciplinary actions finalise within the prescribe timeframe.	Documents are kept in the file of the employee as well as the P 3/7 file with records.	% 70%	G Disciplinary actions took place in the prescribed time frame.	Documents filed in the P 3/7 file with records as well as on the personal file of the employee.	70% 70%	G disciplinary actions were taken within 60 days from date stated o the charge sheet.	Document s filed on P 3/7 file with records, as well as on the personal file of the employee	70%	70% G
D109 Finance and Administration	Administration	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Submit Annual training report with WSP to LGSETA by 30 April	Number of training reports submitted to LGSETA	All	1	0	O N/A		0 0 N	/A		0 0	N/A		0 0	N/A		0 0 0	I/A		0 0	N/A		0	0 N/A
D148 Finance and Administration		Development	To create an institution with skilled employees to provide a professional service to its dientele guided by municipal values	Percentage of municipality's personnel budget actually spent on training by 30 June 2017 ((Total Actual Training Expenditure/ Total personnel Budget)x100))	(Total expenditure on training/total personnel budget)/100	All	1.10%	0% 0			0% 0% N	/A		0% 0%	N/A		% 0%			% 0% 2	VA.		0% 0%			0%	0% N/A
D152 Finance and Administration	Manager: Finance and Administration	Institutional Development	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Limit vacancy rate to less than 5% of budgeted posts by 30 June 2017 [(Number of funded posts vacant / total number of funded posts)x100]	% vacancy rate of budgeted posts by 30 June 2017 (Number of funded posts vacant / total number of funded posts)x100	All	5%	0% 0	% N/A		0% 0% N	/A		0% 0%	N/A		% 0%	N/A	0	% 0%	I/A		0% 0%	N/A		0%	0% N/A

Summary of Results: To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values of the text Measur 23 or 24 minutes that 0 or 25 min

Summary of Results
KPI Not Yet Measur 72
KPI Not Met 35
KPI Almost Met 4
KPI Met 114
KPI Well Met 7
KPI Estermely Well 15
Total KPIs 247

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Laingsburg Municipality
SDBIP 2016/2017: Top Layer SDBIP Report

f Directorate	Dec determined Object	Municipal VC*	VDI	Unit of Management	14/	KDI O	Danelia -	Saura of Fridance	Annual	_		Sep-16			Dec-16	Overall Perform	ance for Sep 2016	to Dec 20:
Directorate	Pre-determined Objectives	Municipal KPA	KPI	Unit of Measurement	Wards	KPI Owner	Baseline	Source of Evidence	Target Targe	Actua	al R	Departmental SDBIP Comments	Target	Actual	R Departmental SDBIP Comments	Target	Actual	R
Municipal Manager	Developing a safe, clean, healthy and sustainable environment for communities	Environmental & Spatia Development	I Implement IDP-approved greening and cleaning initiatives by 30 June 2017	Number of Initiatives implemented by 30 June 2017	All	Manager: Planning and Development	3	Approved programmes, photos	5	1	1 G	[D46] Manager: Planning and Development: Cleaning Project (September 2016)		. 1	G [D46] Manager: Planning and Development: Cleaning Project	g 2		2 G
Municipal Manager	Create an environment conducive for economic development	Local Economic Development	Host events as identified in the IDP in support of promotion of LED within the Municipal area by 30 June 2017	Number of events hosted by 30 June 2017	All	Manager: Planning and Development	3	Approved programmes, photos	3	0	0 N/s	A	:	. 3	B [D47] Manager: Plannin and Development: Mayoral Golfday, LED Week & Ultra Karoo	g 2		3 B
Municipal Manager	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Institutional Development	Develop a Risk Based Audit Plan and submit to the audit committee for consideration by 30 June 2017	RBAP submitted to the audit committee by 30 June 2017	All	internal Auditor	1	Proof of submission to Audit Committee	1	0	0 N/3			c	N/A	c		O N/A
Municipal Manager	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Institutional Development	Effective functioning of council measured in terms of the number of ordinary council meetings per annum	Number of ordinary council meetings per annum	All	Municipal Manager	10	Minutes of council meetings	10	2	0 R		:	2	G [D49] Municipal Manager: 2 Council meetings held (December 2016)	4		2 R
Municipal Manager	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Institutional Development	target groups in the three highest levels of management in compliance with a	Number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan		Municipal Manager	0	Appointment letters	8	0	0 N/	A		O C	N/A	C		0 N/A
Municipal Manager	Create an environment conducive for economic development	Local Economic Development	Assist SMME's with business and/or CIDB registration by 30 June 2017	Number of SMME's assisted by 30 June 2017	All	Manager: Planning and Development	20	Proof of payment of CIDIS registration and copy of Business Registration Certificate	10	0	O N/J			o c	N/A			O N/A

Manager	Create an environment conducive for economic development	Local Economic Development	Provide financial assistance via Municipal financial aid scheme to accepted tertiary student candidates by 31 March 2017	Number of candidates assisted via Municipal financial aid scheme by 30 June 2017	All	Manager: Corporate Services	19 Minutes of Council meeting where bursaries were approved and payments made	19	0	O N/A		0	O N/A		0	0	N/A
Manager	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Institutional Development	The Top Layer SDBIP is approved by the Mayor within 28 days after the Main Budget has been approved	Top Layer SDBIP approved within 28 days after the Main Budget has been approved	All	Manager: Planning and Development	1 Mayoral Approved Top-Layer SDBip	1	0	0 N/A		0	O N/A		0	0	N/A
TL9 Municipal Manager	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Institutional Development	5 year IDP compiled and approved by Council before the end of May	IDP approved by the end of May annually	All	Manager: Planning and Development	1 Minutes of Council meeting	1	0	0 N/A		0	0 N/A		0	0	N/A
TL10 Municipal Manager TL11 Infrastructure	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Institutional Development	Submit final Annual Report and oversight report of council before legislative deadline		All	Manager: Planning and Development	Minutes of Council meeting Minutes of Council meeting	15%	15% 10	0 N/A	(D242) Manager:	15% 1	0 N/A	anager:	15%	0	N/A
Services	municipal assets and natural resources	Development	less than 15% by 30 June 2017 [(Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Old) / Number of Electricity Units Purchased) × 100]	2017 (Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased) × 100		Infrastructure Services	Annual Financial Statements			1 L u t	Infrastructure Services: Limit the % electricity unaccounted for to less than 15% by 30 June 2017 (September 2016)		Infrastruc Limit the unaccoun than 15% 2017 (Dec	ture Services: 6 electricity sed for to less by 30 June ember 2016)			
TL12 Infrastructure Services	Effective Maintenance and manage of municipal assets and natural resources	Infrastructure Development	Percentage of the total approved repair and maintenance budget spent by 30 June 2017 ([Actual amount spent on repair and maintenance of assets/ Total amount budgeted for asset repair and maintenance)x100]	% of the total approved repair and maintenance budget spent by 30 June 2017 (Actual amount spent on repair and maintenance of assets/ Total amount budgeted for asset repair and maintenance)x100	All	Manager: Infrastructure Services	70% Promun report 053	80%	20% 15.43	II P a n	[D243] Manager: Infrastructure Services: Percentage of the total approved repair and maintenance budget spent (September 2016)	40% 22.2	Infrastruc Percentag approved maintena	ture Services: e of the total repair and note budget tember 2016)	40%	22.25%	R
TL13 Infrastructure Services	Create an environment conducive for economic development	Local Economic Development	Create job opportunities through EPWP projects by 30 June 2017	Number of job opportunities created by 30 June 2017	All	Manager: Infrastructure Services	1000 Signed contracts	114	0	0 N/A		0	0 N/A		0	0	N/A
TL14 Infrastructure Services	Effective Maintenance and manage of municipal assets and natural resources	Infrastructure Development	Obtained compliance of waste water discharge quality in terms of Green Drop Requirements for Effluent Quality Compliance by 30 June 2017	% compliance of waste water discharge Lab results with Green Drop requirements by 30 June 2017	All	Manager: Infrastructure Services	91% Lab results received from DWAF	91%	91% 0	% R		91% 9	% complia	anager: ture Services: nce of waste harge Lab	91%	91%	G

Services	Effective Maintenance and manage of municipal assets and natural resources	Infrastructure Development	than 50% by 30 June 2017 [(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / (Number of Kilolitres Water Purchased or Purified) × 100]	Purchased or Purified) × 100	All	Manager: Infrastructure Services	50% PROMUN report mun053mx and Notes to Annual Financial Statements	50%		0% E	ID246] Manager: Infrastructure Services: Limit the % water unaccounted for to less than 50% by 30 June 2017 (September 2016)	55%	55%	G [D246] Manager: Infrastructure Services: Limit the % water unaccounted for to less than 50% by 30 June 2017 (December 2016)	55%	55%	G
TL16 Infrastructure Services	Effective Maintenance and manage of municipal assets and natural resources	Infrastructure Development	Obtain compliance of water quality in terms of SANS 241 -Water Quality criteria by 30 June 2017	i % compliance of water quality lab results with SANS 241 - Water Quality criteria by 30 June 2017	All	Manager: Infrastructure Services	85% Lab results received from DWAF	87%	87%	0% F		87%	87%	G [D247] Manager: Infrastructure Services: % compliance of water quality lab results with	87%	87%	G
TL17 Finance and Administration	Provision of infrastructure to deliver improved services to all residents and business	Infrastructure Development	Number of formal residential properties connected to the municipal electrical infrastructure network (Laingsburg credit and pre-paid electrical meters)(Excluding Fskom areas) as at 30 lune 2017.	Number of residential accounts which are billed/purchased electricity (Excluding Eskom areas) as at 30 June 2017 as at 30 June 2017	All	Manager: Accounting	766 PROMUN report mun053mx and Syntell Report on Customers	766	0	0 N,	'A	0	0	N/A	0	0	N/A
TL18 Finance and Administration	Improve the standards of living of all people in Laingsburg	Social Development	Provide 50kwh free basic electricity to registered indigent accountholders in terms of the equitable share requirements [excluding FSKOM area] as at 30 June 2017.	Number of registered indigent accounts receiving free basic electricity as at 30 June 2017	All	Manager: Accounting	210 PROMUN report mun053mx	367	0	0 N	'A	0	0	N/A	0	0	N/A
TL19 Finance and Administration	Provision of infrastructure to deliver improved services to all residents and business	Infrastructure Development	The percentage of the municipal capital budget actually spent on capital projects by 30 June 2017 (Actual amount spent on capital projects /Total amount budgeted for capital projects)X100 by 30 June 2017	projects)X100} by 30 June 2017	All	Senior Manager: Finance and Corporate Services	70% PROMUN report igl010 and Notes to Annual Financial Statements	80%	20% 5.1	5% F	[D147] Senior Manager: Finance and Corporate Services: project not started in Technical department (September 2016)	45% 3	3.25%	R [D147] Senior Manager: Finance and Corporate Services: Capital projects not spend accordance with plan program. Mig projects not	45%	33.25%	R
TL20 Finance and Administration	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Institutional Development	Percentage of municipality's personnel budget actually spent on training by 30 June 2017 ((Total Actual Training	(Total expenditure on training/total personnel budget)/100	All	Manager: Corporate Services	0.50% Proof of submission to Audit Committee	0.10%	0%	0% N,	'A	0%	0%	N/A	0%	0%	N/A
TL21 Finance and Administration	To achieve financial viability in order to render affordable services to residents	Financial Development	Examplify and Total nextonnel Financial viability measured in terms of the municipality's ability to meet it's service debt obligations at 30 June 2016 (Debt to Revenue (Short Term Baser + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	Debt coverage ratio as at 30 June 2016	All	Manager: Accounting	88 PROMUN Report IGL010 and financial statements	88%	0%	0% N,	A	88%	0%	8	88%	0%	В
TL22 Finance and Administration	To achieve financial viability in order to render affordable services to residents	Financial Development	Financial viability measured in % in terms of the total amount of outstanding service debtors in comparison with total revenue received for services at 30 June 2016 (Net Service debtors to revenue – (Total outstanding service debtors minus provision for bad debt)/ (revenue received for services) x100)	% outstanding service debtors at 30 June 2016	All	Manager: Accounting	25% PROMUN Report IGL010 and financial statements	28%	0%	0% N,	(A	28%	0%	8	28%	0%	В
TL23 Finance and Administration	To achieve financial viability in order to render affordable services to residents	Financial Development	Financial viability measured in terms of the available cash to cover fixed operating expenditure at 30 June 2016 (Cost coverage (ICash and Cash Equivalents - United Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))}	_	All	Manager: Accounting	0 PROMUN Report (GL010 and financial statements	1	0	O N,	(A	1	0	R	1	0	R
TL24 Finance and Administration	To create an institution with skilled employees to provide a professional service to its clientele guided by municipal values	Institutional Development	Limit vacancy rate to less than 5% of budgeted posts by 30 June 2017 [(Number of funded posts vacant / total number of funded posts)x100]	% vacancy rate of budgeted posts by 30 June 2017 (Number of funded posts vacant / total number of funded posts)x100	All	Manager: Corporate Services	10% Report from PROMUN financial system	5%	0%	0% N	/A	0%	0%	N/A	0%	0%	N/A
TL25 Finance and Administration	To achieve financial viability in order to render affordable services to residents		Collect percentage of the 2015/16 financial years billed revenue by 30 June 2017 {Debtors payments received during period/Billed Revenue for period x 100}	2017 {Debtors payments received during period/Billed Revenue for period x 100}	All	Senior Manager: Finance and Corporate Services	60% PROMUN report mun080tot and igl010	60%			2 [D153] Senior Manager: Finance and Corporate Services: see call culations (September 2016)			B [D153] Senior Manager: Finance and Corporate Services: comply (December 2016)	60%	92.97%	
TL26 Finance and Administration	To achieve financial viability in order to render affordable services to residents		Operational conditional grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.t.o. budget allocations	All	Manager: Finance and Administration	90% Grants Register	90%		9% E	and Administration: Grants spend (September 2016)	30%	30%	G [D154] Manager: Finance and Administration: grants	30%	30%	
TL27 Finance and Administration	To achieve financial viability in order to render affordable services to residents		Capital conditional grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.t.o Budget allocations	All	Manager: Finance and Administration	90% Grants Register	90%	10% 1	9% E	[D155] Manager: Finance and Administration: spend see previous KPI	30%	30%	G [D155] Manager: Finance and Administration: grants	30%	30%	G
TL28 Finance and Administration	To achieve financial viability in order to render affordable services to residents	Financial Development	The main budget is approved by Council by the legislative deadline	Approval of Main Budget before the end of May annually	All	Manager: Finance and Administration	1 Minutes of Council meeting	1	0	0 N	r A	0	0	N/A	0	0	N/A
TL29 Finance and Administration	To achieve financial viability in order to render affordable services to residents	Financial Development	The adjustment budget is approved by Council by the legislative deadline	Approval of Adjustments Budget before the end of February annually	All	Manager: Finance and Administration	1 Minutes of Council meeting	1	0	0 N,	/A	0	0	N/A	0	0	N/A

TL30 Finance and	Provision of infrastructure to deliver	Infrastructure	Number of formal residential properties for	Number of residential accounts which are	All	Manager:	1206 PROMUN report mun053mx	1.206	0	D N/A	0	0 N/A	0	0 N/A
Administration	improved services to all residents and business	Development	which refuse is removed once per week as at 30 June 2017	billed for refuse removal as at 30 June 2017		Accounting								
TL31 Finance and Administration	Improve the standards of living of all people in Laingsburg	Social Development	Provide free basic refuse removal to registered indigent accountholders in terms of the equitable share requirements as at 30 June 2017	Number of registered indigent accounts receiving free basic refuse removal as at 30 June 2017		Manager: Accounting	440 PROMUN report mun053mx	542	0	D N/A	0	O N/A	0	O N/A
TL32 Finance and Administration	Provision of infrastructure to deliver improved services to all residents and business	Infrastructure Development	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) as at 30 June 2017	Number of residential accounts which are billed for sewerage as at 30 June 2017	All	Manager: Accounting	1206 PROMUN report mun053mx	1.206	0	D N/A	0	O N/A	0	O N/A
TL33 Finance and Administration	Improve the standards of living of all people in Laingsburg	Social Development	Provide free basic sanitation to registered indigent accountholders in terms of the equitable share requirements as at 30 June 2017	Number of registered indigent accounts receiving free basic sanitation as at 30 June 2017	All	Manager: Accounting	440 PROMUN report mun053mx	542	0	D N/A	0	0 N/A	0	O N/A
TL34 Finance and Administration	Provision of infrastructure to deliver improved services to all residents and business	Infrastructure Development	Number of formal residential properties which receives piped water (Laingsburg credit and pre-paid water meters) and is connected to the municipal water infrastructure network as at 30 June 2017	Number of residential accounts which are billed/purchased water as at 30 June 2017	All	Manager: Accounting	1206 PROMUN report mun053mx	1.206	0	D N/A	0	O N/A	0	O N/A
TL35 Finance and Administration	Improve the standards of living of all people in Laingsburg	Social Development	Provide 6kl free basic water to registered indigent accountholders in terms of the equitable share requirements as at 30 June 2017	Number of registered indigent accounts receiving free basic water as at 30 June 2017	All	Manager: Accounting	430 PROMUN report mun053mx	542	0	D N/A	0	0 N/A	0	O N/A
TL36 Community Services	Developing a safe, clean, healthy and sustainable environment for communities	Social Development		Number of provincial traffic department public safety initiatives participated in by 30 June 2017	All	Manager: Community Services	4 Approved programmes, photos	4	0	D N/A	1	1 G [D200] Manager: Community Services: public safety initiatives with province done	1	1 G

Summary of Results

Total KPIs	36	
KPI Extremely Well	4	
KPI Well Met	0	
KPI Met	8	
KPI Almost Met	0	
KPI Not Met	4	
KPI Not Yet Measuri	20	

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