

# BUSHBUCKRIDGE LOCAL MUNICIPALITY



PUBLIC NOTICE DATED 20/11/ 2017

## FIRST QUARTER PERFORMANCE REPORT 2017/2018

Notice is hereby given in terms of section 21 (a) of the Local Government: Municipal System Act 32 of 2000, read together with section 127(5) of the Municipal Finance Management Act 56 Of 2003, that the first quarter performance report 2017/ 2018 be made public.

The BLM hereby gives notice in terms of the provisions of the above mentioned legislation that the 2017/2018 first quarter performance report has been adopted by the Council on the 29<sup>th</sup> of November 2017 and is available on the Municipality's Website.

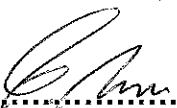
Communities are therefore invited to note the first quarter performance report 2017/ 2018 with regard to 2017/2018 SDBIP.

**Copies of the First Quarter Performance Report 2017/ 2018 are available at the following places**

All libraries and upon request from Communication unit.

The first quarter performance report can also be accessed on the municipal website [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za).

Signature

  
.....

Author

: C. Lisa Municipal Manager



# TOP LAYER 1<sup>ST</sup> QUARTER REPORT 2017/2018

This Municipal 1<sup>st</sup> quarter report was produced from the Office of the Municipal Manager in terms of section 53 of MFMA. It reflects all performance related activities in accordance with the requirements of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and MFMA for the period 1 July 2017 to 30 September 2017. Information contained in this publication was provided by the various departments.

Every effort was made to ensure that facts are correct.

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### 1<sup>ST</sup> QUARTER REVENUE COLLECTION REPORT

The budget implementation component of the SDBIP, circular 13 requires a break down by monthly projections of revenue for each source and monthly projections of capital expenditure and operational expenditure and revenue for each vote.

Account	Jul 2017	Aug 2017	Sep 2017	Tot Actual
<b>Interest, Dividend and Rent on Land [Revenue - Exc</b>				
D0001/R01061/F0001/X049/R0325/001/BTO02	919,860.16	1,465,713.88	1,233,314.14	3,618,888.20
<b>Licences or Permits [Revenue - Exchange Revenue]</b>				
D0001/R01411/F0044/X048/R0325/001/BTO02	13,107.00	0.00	25,955.00	39,062.00
D0001/R01521/F0041/X049/R0324/001/BTO02	0.00	0.00	195.61	195.61
<b>Operational Revenue [Revenue - Exchange Revenue]</b>				
D0001/R01411/F0041/X048/R0325/001/BTO02	14,557.91	12,850.20	8,181.86	35,589.97
D0001/R01411/F0047/X048/R0325/001/BTO00	0.00	0.00	0.00	-
D0001/R01535/F0041/X049/R0324/001/BTO02	0.00	0.00	3,666.65	3,666.65
<b>Rental from Fixed Assets [Revenue - Exchange Reven</b>				
D0001/R01149/F0046/X047/R0325/001/BTO06	3,290.28	24,931.25	6,314.56	43,893.94
D0001/R01157/F0046/X047/R0325/001/BTO00	12,571.90	12,571.90	12,571.90	50,287.60
<b>Sales of Goods and Rendering of Services [Revenue</b>				
D0001/R01112/F0047/X049/R0325/001/BTO02	129,230.47	168,925.54	104,547.76	402,703.77
D0001/R01113/F0047/X048/R0325/001/BTO00	0.00	3,878.10	154,342.06	158,220.16
D0001/R01426/F0047/X048/R0325/001/BTO00	3,131.93	3,131.93	3,131.93	9,395.79

1<sup>st</sup> quarter 2017/2018

D0001/IR01427F0047X049/R0325/001/IBTO02	69.30	0.00	121.58	190.88
D0001/IR01429F0001X048/R0325/001/IBTO04	0.00	0.00	1,754.39	1,754.39
D0001/IR01429F0001X049/R0325/001	0.00	0.00	2,192.00	2,192.00
D0001/IR01433F0047X048/R0325/001/IBTO00	0.00	0.00	0.00	-
D0001/IR01439F0047X049/R0325/001/IBTO02	1,569.33	3,900.86	3,200.87	8,671.06
D0001/IR01455F0047X049/R0324/001/IBTO02	0.00	0.00	0.00	-
D0001/IR01457F0047X048/R0325/001/IBTO00	86.45	257.86	115.96	460.29
D0001/IR01555F0001X049/R0325/001/IBTO02	0.00	0.00	36,403.51	36,403.51
D0001/IR01555F0047X048/R0325/001/IBTO00	0.00	0.00	0.00	-
<b>Service Charges [Revenue - Exchange Revenue]</b>				
D0001/IR000992F0930X130/R0325/001/IBTO02	552,217.00	552,217.00	552,217.00	1,656,651.00
D0001/IR000996F0931X139/R0325/001/IBTO02	195,177.00	187,450.00	184,623.00	567,450.00
D0001/IR000997F0931X139/R0325/001/IBTO02	0.00	964.91	0.00	964.91
D0001/IR001002F0931X139/R0325/001/IBTO02	133,722.00	133,722.00	133,722.00	401,166.00
D0001/IR01006F0001X146/R0325/001/IBTO02	2,638.97	3,034.21	8,045.50	13,719.68
D0001/IR01137F0932X048/R0325/001/IBTO02	2,788,866.00	2,405,037.00	2,405,227.00	7,600,150.00
D0001/IR01138F0932X146/R0325/001/AMW000	55,884.30	55,884.30	51,449.04	163,217.64
AR-DD RATES	482554	35116.68	2375	529,045.58
AR-DD WASTE MGT	99800.99	0	0	99,800.99
Total: AR-PM RATES_BUS	448100	491575	251739	1,191,414.00
Total: AR-PM RATES_PRO	32597.5	0	55754.15	88,351.65
Total: AR-PM RATES_RPD	98303.91	185207.58	163000.49	446,511.98
Total: AR-PM WASTE MGT	230887.12	907128.17	71575.76	1,209,391.05
Total: AR-PM WATER	109984.86	1274754.18	1001691.72	2,386,430.76
Total: AR-PM RATES_NGVT	4009467	2091518.33	0	42,130,985.33
Total: AR-PM RATES_PGVT	0	2461685	305186.33	2,766,873.33

### 1.1 MONTHLY PROJECTIONS OF REVENUE FOR EACH SOURCE

One of the most important and basic priorities for any municipality is collect all its revenue as budgeted for. The failure to collect all such revenue will undermine the ability of the municipality to deliver on services. The municipality **MUST** ensure that it has instituted measures to achieve monthly revenue targets for each revenue source. The revenue projections relate to actual cash expected to be collected and should reconcile to the cash flow statement approved with the budget documentation. The reason for specifying actual revenue collected rather than accrued (billed) revenue is to ensure that expenditure does not exceed actual income.

Revenue by Vote R000	Current Year 2017/2018	JULY	AUGUST	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
<b>Vote 1 - Dept. 001 - Budget &amp; Treasury Office</b>	<b>265 638</b>												
Interest on Investments	15 010	1 251	1 251	1 251	1 251	1 251	1 251	1 251	1 251	1 251	1 251	1 251	1 251
Interest On Outstanding Debtors	55 000	4 583	4 583	4 583	4 583	4 583	4 583	4 583	4 583	4 583	4 583	4 583	4 583
Database Registration	88	7	7	7	7	7	7	7	7	7	7	7	7
Gains loss on Sales of Assets	750	63	63	63	63	63	63	63	63	63	63	63	63
Rates Rebate Resident	(6 163)	(514)	(514)	(514)	(514)	(514)	(514)	(514)	(514)	(514)	(514)	(514)	(514)
Property Rates													
Agricultural	285	24	24	24	24	24	24	24	24	24	24	24	24
Business & commercial	25 557	2 130	2 130	2 130	2 130	2 130	2 130	2 130	2 130	2 130	2 130	2 130	2 130
Protected area business	21 875	1 823	1 823	1 823	1 823	1 823	1 823	1 823	1 823	1 823	1 823	1 823	1 823
State owned	124 482	10 374	10 374	10 374	10 374	10 374	10 374	10 374	10 374	10 374	10 374	10 374	10 374
Protected area residence	2 944	245	245	245	245	245	245	245	245	245	245	245	245
Public benefit	73	6	6	6	6	6	6	6	6	6	6	6	6
Residence	18 875	1 573	1 573	1 573	1 573	1 573	1 573	1 573	1 573	1 573	1 573	1 573	1 573
Vacant stand	4 307	359	359	359	359	359	359	359	359	359	359	359	359
Industrial property	2 555	213	213	213	213	213	213	213	213	213	213	213	213
<b>Vote 2 - Dept. 002 - Corporate Services</b>	<b>3 106</b>												
Office Rental	135	11	11	11	11	11	11	11	11	11	11	11	11
Rent Received House	251	21	21	21	21	21	21	21	21	21	21	21	21
Site Rental	472	39	39	39	39	39	39	39	39	39	39	39	39
Hire of Water Tanker	28	2	2	2	2	2	2	2	2	2	2	2	2

Rumble Removal	4	0,33	0,33	0,33	0,33	0,33	0,33	0,33	0,33	0,33	0,33	0,33	0,33	0,33
Sundry Income	281	23	23	23	23	23	23	23	23	23	23	23	23	23
Disposal of Containers	26	2	2	2	2	2	2	2	2	2	2	2	2	2
Tender Documents	506	42	42	42	42	42	42	42	42	42	42	42	42	42
Site Transfer Fee	98	8	8	8	8	8	8	8	8	8	8	8	8	8
Photo Copies	70	6	6	6	6	6	6	6	6	6	6	6	6	6
Proof of Residence Service	1 100	92	92	92	92	92	92	92	92	92	92	92	92	92
Admin Fee	47	4	4	4	4	4	4	4	4	4	4	4	4	4
Amendment of Names	25	2	2	2	2	2	2	2	2	2	2	2	2	2
Bond Fee	24	2	2	2	2	2	2	2	2	2	2	2	2	2
Reconnection Fee Resident	39	3	3	3	3	3	3	3	3	3	3	3	3	3
<b>Vote 3 - Dept. 005 - Economic Development, Planning &amp; Environmental</b>	<b>6 124</b>													
Business Licencing	735	61	61	61	61	61	61	61	61	61	61	61	61	61
Billboards	169	14	14	14	14	14	14	14	14	14	14	14	14	14
Land use application	100	8	8	8	8	8	8	8	8	8	8	8	8	8
Site Demarcations	50	4	4	4	4	4	4	4	4	4	4	4	4	4
Site Development plan	20	2	2	2	2	2	2	2	2	2	2	2	2	2
Rezoning and zoning	10	0,83	0,83	0,83	0,83	0,83	0,83	0,83	0,83	0,83	0,83	0,83	0,83	0,83
Township establishment	15	1	1	1	1	1	1	1	1	1	1	1	1	1
Consent use	5	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42
Sale of land	5 000	417	417	417	417	417	417	417	417	417	417	417	417	417
Printing of Maps	20	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>Vote 4 - Dept. 006- Community Support Services</b>	<b>504</b>													
Library Membership Fees & Fines	23	2	2	2	2	2	2	2	2	2	2	2	2	2
Fire prevention														
Flammables - fireworks, gas, substances	10	1	1	1	1	1	1	1	1	1	1	1	1	1
Occupancy compliance certificate	5	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42	0,42
Penalties - By Law enforcers														
Hire of Community Halls	56	5	5	5	5	5	5	5	5	5	5	5	5	5
Rent Received Chairs	10	1	1	1	1	1	1	1	1	1	1	1	1	1
Rent Received Stadium	180	15	15	15	15	15	15	15	15	15	15	15	15	15
Rent Received Clubhouse	28	2	2	2	2	2	2	2	2	2	2	2	2	2
Rent Received Tent	7	0,58	0,58	0,58	0,58	0,58	0,58	0,58	0,58	0,58	0,58	0,58	0,58	0,58
Rent Received Cell Phone towers	112	9	9	9	9	9	9	9	9	9	9	9	9	9

Cemetery	73	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
<b>Vote 8 - Dept. 013 - Community Support Services - Traffic</b>	<b>24 256</b>															
Traffic Income Licencing	11 473	956	956	956	956	956	956	956	956	956	956	956	956	956	956	956
Fines	2 756	230	230	230	230	230	230	230	230	230	230	230	230	230	230	230
Income for Agency Service (Vehicle Registration & Licensing Registering authority 20%)	10 027	836	836	836	836	836	836	836	836	836	836	836	836	836	836	836
<b>Vote 9 - Dept. 014 - Technical Services - Public Works</b>	<b>562</b>															
Plan Approval Business	441	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37
Plan Approval Residential	121	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
<b>Vote 10 - Dept. 015 - Technical Services - Water</b>	<b>59 636</b>															
Water Basic Residential	10 700	892	892	892	892	892	892	892	892	892	892	892	892	892	892	892
Fixed Charge Residential	8 532	711	711	711	711	711	711	711	711	711	711	711	711	711	711	711
Water Rebate 6KL Free	(622)	(52)	(52)	(52)	(52)	(52)	(52)	(52)	(52)	(52)	(52)	(52)	(52)	(52)	(52)	(52)
Water Consumption Business	39 259	3 272	3 272	3 272	3 272	3 272	3 272	3 272	3 272	3 272	3 272	3 272	3 272	3 272	3 272	3 272
Water Connection Business	1 466	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122
Water Connection Resident	249	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21
Reconnection Fee	26	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Meter Maintenance	26	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>Vote 11 - Dept. 016 - Technical Services - Roads</b>	<b>70</b>															
Way leave	70	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
<b>Vote 12 - Dept. 017 - EDPE - Refuse</b>	<b>7 450</b>															
Refuse Removal Business	1 850	154	154	154	154	154	154	154	154	154	154	154	154	154	154	154
Refuse Removal Residential	1 100	92	92	92	92	92	92	92	92	92	92	92	92	92	92	92
Refuse Removal Government	4 500	375	375	375	375	375	375	375	375	375	375	375	375	375	375	375
<b>Vote 13 - Dept. 018 - Technical Services - Sewerage</b>	<b>6 831</b>															
Basic Charges Sewer	3 392	283	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Sewerage Rebate 6KL Free	(57)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
Sewerage Blockage Fee	10	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9
Sewer Connection Resident	650	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54



Sewer Business	1 235	103	103	103	103	103	103	103	103	103	103	103	103	103	103
Sewer Government	1 540	128	128	128	128	128	128	128	128	128	128	128	128	128	128
Honey Sucker Services( sucking of sludge)	61	5	5	5	5	5	5	5	5	5	5	5	5	5	5
<b>Vote 14 - Dept. 020 - Municipal Works - PMU</b>	<b>120</b>														
Penalties - Construction delays	120	10	10	10	10	10	10	10	10	10	10	10	10	10	10

**2. TOP LAYER SDBIP**

The top layer SDBIP will assist departments to track achievements through regular collection of information to assist timely decision making, ensure accountability, and provide the basis for evaluation.

The top layer service delivery budget implementation plan, indicating how the budget and the strategic objectives of council will be implemented, is here-under attached in order for the internal and extend stakeholders to acclimatise themselves.

## 2.1 KEY PERFORMANCE AREAS

The following key performance Areas (KPA's) as outlined in the local Government: Municipal Planning and Performance Management Regulations inform the strategic objectives listed in the table below.

<i>Number</i>	<i>Key Performance Area</i>	<i>Weight</i>
	INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICES DELIVERY	25%
	MUNICIPAL INSTITUTIONAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT	15%
	LOCAL ECONOMIC DEVELOPMENT (LED)	20%
	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT.	20%
	<ul style="list-style-type: none"> <li>• SCM</li> </ul>	10%
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	10%
<b>100%</b>		

2.2 : MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION (15% WEIGHT)

Functional Area	Strategic objective as per IDP	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
Organisational structure	Assess the capacity of Bushbuckridge Local Municipality	Adopted organisational structure 2015/16	Organisational structure approved by Council still in use	-	-	Reviewal of 2017/18 organisational structure	Not achieved	Target for third quarter	Ensure annual targets and quarterly projection alignment	Organisational structure and council resolution
Security of Human resource and municipal assets	Enforce protection of employees and municipal assets	Compliance with SLA between BLM and Security companies	SLAs were not adequately enforced	Service level agreement for security service be fully enforced	Internal driven	Compliance with SLA between BLM and Security companies	Done	-	-	Quarterly reports on SLAs

Functional Area	Strategic objective as per IDP	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
Reviewal of indigent register	Provide free basic service to deserving beneficiaries	Reviewal of indigent register	Indigent register was not reviewed in 2016/17	Review the indigent register by November 2017	Internal driven	-	-	-	-	Indigent register and council resolution

## 2.3 KPA: LOCAL ECONOMIC DEVELOPMENT (LED) 20% WEIGHT

Functional Area	Strategic Objective As Per IDP	KPI Measurement	Baseline/ Previous performance	Annual Target	Ordinary Budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
Enhance Tourism Growth and development	Implementation of LED Strategy	No. of projects and initiatives supported	6 tourism projects and 1 programme done in 2016/17 F/Y	To develop business plans for tourism projects by June 2018	385 000	Bid processes to unfold	Not achieved	Never sat for bid specification committee	To ensure that bid processes are fast tracked	
				Support 8 tourism projects	Internal driven	2 projects to be supported (Huntington & Mnisi Resort )	Achieved Had a site visit and meeting with stakeholder			Attendance register, programs and minutes
Small Medium Micro Enterprises (SMMEs) Development	Promote Public-Private Partnership	Number of SMME supported and type of support given	300 SMME supported by 2016/17	To have 100 SMME's supported by June 2018	265 000 00	25 SMME's supported (internally and externally)	Achieved 75 SMME'S Supported	The support was done with other sector departments		Attendance registers

Functional Area	Strategic Objective As Per IDP	KPI Measurement	Baseline/ Previous performance	Annual Target	Ordinary Budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
		Developed and approved policies (investment policy, economic by-law, economic law, economic funding)	Requisition sent to supply chain and specification documents compiled	To develop funding policy, economic by-law and investment policy		Bid processes to unfold	Not achieved	Never sat for bid specification committee	To ensure that bid processes are fast tracked	
LED Awareness Programmes	Implementation of LED strategy	Number of awareness campaigns, training workshop conducted	9 awareness and workshops conducted	To have 6 LED programmes held by June 2018	Operational	2 programmes	Achieved DTI and women in business events held	-	-	Attendance registers
Stakeholder Coordination	Promote Public-Private Partnership	Number of LED forums / other fora meetings held	15 LED fora meetings held 2015/16	To have 10 fora meetings held by June 2018	Operational	LED forum and BLTO meeting	Achieved LTO and LED forum subcommittee meeting held	-	-	Minutes and attendance registers

Functional Area	Strategic Objective As Per IDP	KPI Measurement	Baseline/ Previous performance	Annual Target	Ordinary Budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
Agricultural Development	Implementation of LED strategy	Number of cooperatives, initiatives & schemes supported	7 cooperatives supported in 2016/17 financial year	To have 2 cooperatives supported by June 2018	455 000	No projection	-	-	-	Reports and attendance registers
						2 projects (Champaign, Dingledale and Newforest)	Achieved	-	-	Reports and attendance registers
		Projects implementation in line with CWP Business Plan	Business plan developed for 2016/2017	100% support and monitoring for the implementation	Operational	100% support for the implementation of the	Achieved LRC meeting	-	-	Programs and Minutes

Functional Area	Strategic Objective As Per IDP	KPI Measurement	Baseline/ Previous performance	Annual Target	Ordinary Budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
				tion of the CWP business plan (projects on: health, environment, education, agriculture and construction)		CWP programme				
Implementation of the LED Strategy - JOB CREATION	Implementation of LED strategy	Number of jobs created through implementation of LED initiatives and projects	1501 jobs created by June 2016/2017	To have 2000 jobs created by June 2018	N/A	500 jobs to be created by June 2018	886 CWP, SCM and Dwarssloop Mall	Opening of the mall at Dwarssloop added more jobs.	-	List of jobs created
LED Strategy Reviewal	Implementation of LED strategy	Reviewal of the LED strategy	2010-14 LED Strategy	To have a reviewed LED strategy by June 2018	65 000	Stakeholder consultation R0 000	Achieved stakeholder consultation	-	-	Reports



Functional Area	Strategic Objective As Per IDP	KPI Measurement	Baseline/ Previous performance	Annual Target	Ordinary Budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
BBR local Economic Development Agency	Implementation of LED strategy	Approved economic development agency	Lack of implementation on tool for key economic projects	Established Economic Development Agency by June 2018	1 390 000	Stakeholder consultation on the feasibility study of the agency and a report to council.	Achieved Done all consultations and letters to National Treasury and COGTA for inputs	-	-	Letters to Treasury and COGTA and progress report

2.4 KPA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT (WEIGHT 20%) SCM 10%

Functional Area	Strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target	Ordinary Budget	Quarter 1		POEs
							Projection	Actual	
	Credible budget	Conduct constant monitoring of municipal services	Ensure credible and timeous adoption of budget	2016/17 Budget was credible	Ensure credible and timeous adoption of budget	Internal driven	Ensure credible and timeous adoption of 2017/18 budget	Done	Council resolution and minutes of budget steering committee
	Compliance and reporting	Improve the IDP and budget planning process	Develop schedule to monitor all financial compliance		Develop schedule to monitor all financial compliance and Quarterly update report	Internal driven	Develop schedule to monitor all financial compliance and Quarterly update report on financial compliance	Done	Compliance register and monthly updated

Functional Area	Strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target	Ordinary Budget	Quarter 1		POEs
							Projection	Actual	
SCM	Improve the IDP and budget planning process	To manage the effectiveness of Bid committee	Ensuring the availability of Bid committee members	Appointment were done timeously	Appointment of compliant Bid committee members	Internal driven	Appointment of compliant Bid committee members	Done	Appointment letters
Revenue management	To ensure monies owed by default customers are	Enforce credit control policy	% increase in revenue collection	Revenue collection increased by 25%	To increase collection by 25%	Internally Driven	25% increase in revenue Collection	Done	Manager Income
SCM	Improve the IDP and budget planning process	To manage the effectiveness of Bid committee	Mechanism to monitor SCM settings	No machinima to monitor the effectiveness of bit committees	Develop schedule to monitor the SCM settings	Internal driven	Develop schedule to monitor the Bid committee settings	Done	Schedule and quarterly updates

Functional Area	Strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target	Ordinary Budget	Quarter 1		POEs
							Projection	Actual	
	recovered in full								

2.5 KPA: INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICES DELIVERY (WEIGHT 25%)

Vote	Functional area	Strategic objectives as per the IDP	Objective	KPI/Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual	Reasons for variance	Improvement measure	POEs
	Road and stormwater	Construction of roads, culvert bridges, stormwater, rehabilitation of streets, walkways and road signs	Provision of Roads, bridges and storm water infrastructure	Number of Road and storm water project to be monitored	Insufficient road infrastructure	Monitor the implementation of 14 Road and storm water projects to be monitored	R17 950 000	3 Road and storm water projects to be monitored	Not Achieved	The projects are on tender stage and awaiting for appointments of service providers and some should be advertised	BSC, BEC and BAC should sit on a weekly and finalise the outstanding appointments of service providers and advertise projects	Progress report and completion certificates

Vote	Functional area	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual	Reasons for variance	Improvement measure	POEs
	Project planning Paving of internal streets	Ensure implementation of IDP priorities	Provide safe and accessible roads and bridges	Number of projects with MIG approvals	No MIG approvals	MIG approval for 7 projects	R3 500 000	Appointment of a consultant	Panel of consultants appointed awaiting project allocation	None	None	List of Consultants appointed
	Sanitation	Ensure implementation of IDP priorities	Environmentally friendly and appropriate hygienic standards	Number of sanitation projects	2 sanitation projects were completed	To complete 3 sanitation projects	R18 200 000	Appointment of service providers	R5 300 000 Bid documents drafted for appointment of contractor for VIP	Delay in the approval of sanitation business plan	The contractors for sanitation will be appointed by 15 November 2017	None

Vote	Functional area	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				POEs
								Projected	Actual	Reasons for variance	Improvement measure	
	Municipal Infrastructure Grant	Monitoring the implementation of capital projects and services	Compliance with the conditions of the grant (MIG)	Number of reports	12 reports	12 report to be submitted	None	3 Reports	3 reports	None	None	DORA Reports
	Sports	Access to sport, culture and recreation	Provision of sports facilities	Number of sports facilities	-	100% completion of 2 sports facilities	R13 900 000	Appointment of Consultants	Consultants not appointed	The municipality has not yet appointed consultant	Consultant will be appointed by 20 October 2017	None

Vote	Functional area	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual	Reasons for variance	Improvement measure	POEs
	Bushbuckridge Regional Land Fill	Ensure implementation of IDP priorities	Provide access to decent sanitation	% of construction Progress	0% completion	Construction Regional landfill (Palisade fencing and Guard room)	R 15 500 000,00	20% construction progress	0% construction progress.	Delays by the Bid Evaluation Committee in finalizing the bid	Contractor will be appointed by 23 October 2017	None
	Financial Management	Solicit additional funding for infrastructural development and services	Provision of basic infrastructure funding	% expenditure	100% MIG expenditure in 2017/2018	100% MIG expenditure planned	R 394 080 000,00	25% MIG expenditure	6% MIG expenditure	The Contractors are not yet appointed in most of the projects	The Municipality to expedite the appointment of the contractors	DoRA report



Vote	Functional area	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				POEs
								Projected	Actual	Reasons for variance	Improvement measure	
	Financial Management	Water Services Infrastructure Grant	Provision of Water infrastructure funding (Water Services Infrastructure Grant, WSIG)	% expenditure	100% WSIG expenditure in 2016/17	Ensure 100% expenditure on WSIG projects	R 110 000 000.00	20% expenditure on WSIG projects	4%	The Contractors are not yet appointed for the projects	Contractors to be appointed by end October 2017	None
	Financial Management	Regional Bulk Infrastructure Grant	Provision of Bulk infrastructure funding (RBIG)	% expenditure	100% RBIG expenditure in 2016/17	100% RBIG expenditure in 2017/18	R 3 000 000.00	10% RBIG expenditure 1 <sup>st</sup> quarter	0%	The Consultant are not yet appointed for the projects	Consultants to be appointed by 23 October 2017	None

Vote	Functional area	Strategic objectives as per the IDP	Objective	KPI/Measurement	Baseline	Annual target	Total Budget	Quarter 1				POEs
								Projected	Actual	Reasons for variance	Improvement measure	
	Financial Management	Department of Energy Electrification grant	Provision of Electricity connections	% expenditure	100% DoE expenditure in 2016/17	100% DoE expenditure in 2017/18	R 5 000 000,00	10% DoE expenditure in the 1 <sup>st</sup> quarter	59,5% expenditure in the first quarter	None	None	Monthly Report
	Water	Construction of water infrastructure (Reticulation, Bulk and maintenance)	To provide water to the residents of Bushbuckridge	Number of water infrastructure project to be monitored	25 water projects were monitored in 2016/2017	Monitor the progress of 30 water projects	R417 800 000	Monitoring 30 water projects to be at 25%	7% expenditure	Delay in approval of Technical reports and appointment of contractor	DWS was engaged to fast track the process. Appointment of contractors on some projects will be concluded by 23 October 2017	Progress report

Vote	Functional area	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				POEs
								Projected	Actual	Reasons for variance	Improvement measure	
	Electrification of household projects for municipal projects	Ensure implementation of IDP priorities	Electrification of households	Number of households electricity connected to be monitored	145 380 households have access to electricity while 1340 are without	322 households electricity connected progress to be monitored	R5 000 000	Appointment of Contractors and monitoring 322 households electricity connected progress to be at 20%	Consultants and one contractor appointed 322 infrastructure households electricity connected progress is at 30%.	None	None	Progress reports and monitoring report

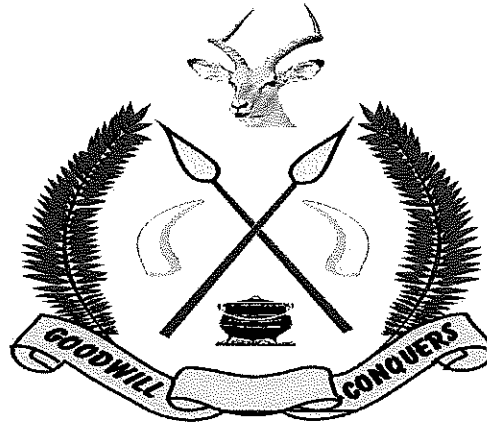
## 2.6 KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION (WEIGHT 10%)

Functional Area	Strategic objective as per IDP	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary / adjusted budget	Revised Target	Quarter 1				POEs
							Projection & budget	Actual	Reasons for variance	Improvement measure	
<b>Council Support</b>	To effectively manage council support activities.	Number of council sitting	4 ordinary council and 1 special council were conducted in 2015/16 F/Y	4 Ordinary Council sittings.	-	4 Ordinary Council sittings.	To conduct 1 Ordinary Council Sitting.	1 Ordinary Council Sitting conducted	-	-	Attendance registers and minutes
<b>Mayoral IMBIZO</b>	To effectively involve members of the community in the affairs of the municipality	Number of Izimbizo to be held.	4 Mayoral Izimbiso conducted in 2015/16 F/Y	Four (4) mayoral Izimbizo outreach programmes and respond to issues as raised.	400 000.00	Four (4) mayoral Izimbizo outreach programmes and respond to issues as raised.	Arrange and hold one (1) Mayoral imbizo outreach programme.	One (1) Mayoral imbizo outreach programme held.	-	-	Attendance registers

Functional Area	Strategic objective as per IDP	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary / adjusted budget	Revised Target	Quarter 1				POEs
							Projection & budget	Actual	Reasons for variance	Improvement measure	
Ward Committees	Ensure Functionality of ward committees.	Number of consolidate reports to be submitted council.	3 ward committees reports were consolidated in 2015/16	4 Quarterly consolidate reports.	-	4 Quarterly consolidate reports.	Quarterly consolidate report.	Quarterly consolidated report done.	-	-	Ward committees reports

### 3. CONCLUSION

Circular 13 of MFMA indicates that the SDBIP provides integration between the executive mayor, council and the Administration, by essentially assisting to hold management accountable for its performance. Furthermore, it states that the goals and objectives set by the municipality must be quantifiable outcomes that can be measured to enable to monitor performance and evaluate service delivery outcomes. The top layer SDBIP report should be read together with the departmental layer SDBIP 2017/18 reports.



# **BLM 1<sup>ST</sup> QUARTER (DEPARTMENTAL LAYER) 2017/2018**

This Municipal departmental SDBIP was produced from the Office of the Municipal Manager in terms of section 53 of MFMA. It reflects all performance related activities in accordance with the requirements of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and MFMA for the period 1 July 2017 to 30 June 2018. Information contained in this publication was provided by the various departments.

Every effort was made to ensure that facts are correct.

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**STRATEGIC OBJECTIVES**

**1.1 MUNICIPALITY VISION**

Bushbuckridge Local Municipality strives for developmental and prosperous life for all.

**1.2 MUNICIPALITY MISSION**

Through accountability, transparency and responsible governance, the municipality commits itself to provide affordable and sustainable services by enhancing community participation.

**1.2.1 MUNICIPALITY CORE VALUES**

- Accountability
- Transparency
- Responsible governance
- Efficient service delivery

**1.2.2 MUNICIPAL GOALS AND STRATEGIC OBJECTIVES**

<b>Municipal Goals</b>	<b>Strategic Objectives</b>
<p><b>Goal 1: Ensuring integrated development planning for the Municipality as a whole</b></p>	<ul style="list-style-type: none"> <li>• Strengthen existing IDP structures</li> <li>• Improve the IDP and budget planning process</li> <li>• Ensure implementation of IDP priorities</li> <li>• Allocate available funds to identified priorities on a Multi-Year Plan</li> <li>• Promote Public-Private-Partnerships Ensure</li> <li>• Implementation of tourism and LED strategy</li> </ul>
<p><b>Goal 2: Promoting bulk infrastructural development and services for the Municipality as a whole</b></p>	<ul style="list-style-type: none"> <li>• Conduct research and development on existing and future infrastructure development and services</li> <li>• Solicit additional funding for infrastructural development and services</li> <li>• Monitoring the implementation of capital projects and services</li> </ul>
<p><b>Goal 3: Building the capacity of BLM to perform its functions and exercise its powers where such capacity is lacking</b></p>	<ul style="list-style-type: none"> <li>• Assess the capacity of Bushbuckridge Local Municipality</li> <li>• Provide support to regional offices</li> <li>• Strengthen inter-governmental relations</li> </ul>

<p><b>Goal 4: Promoting the equitable distribution of resources between all the wards in the Municipal area to ensure appropriate levels of municipal services within the areas</b></p>	<ul style="list-style-type: none"> <li>• Conduct constant monitoring of municipal services</li> <li>• Facilitate appropriate response for identified priority needs</li> </ul>
<p><b>Goal 5: Building a modern and performance driven municipality</b></p>	<ul style="list-style-type: none"> <li>• Implement performance management system</li> <li>• Create awareness and buy-in to BLM strategy</li> <li>• Improve communication strategy</li> <li>• Continuous assessment and staff development through PMS</li> </ul>

### 1.2.3 SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP) FRAMEWORK

#### 1.2.4 PURPOSE OF THE DEPARTMENTAL SDBIP 1<sup>ST</sup> QUARTER REPORT

The Service Delivery and Budget Implementation Plan (SDBIP) is a detailed annual financial plan for implementing services using the approved budget for 2016/2017. This annual service delivery plan called the SDBIP is based on the approved IDP and Budget. SDBIP serves as a contract between the municipality (Section 56& s54 Employees) and the community (council) on the services that the municipality commits to deliver over the twelve (12) months. It also helps to hold the municipality and its management accountable for the performance on the mentioned programmes and projects. The Municipal Finance Management Act and the guiding MFMA circular requires the following to be included in the SDBIP of a municipality:

- I. Monthly projection of revenue to be collected for each source
- II. Monthly projections of expenditure (operating and capital) and revenue for each vote (as attached)
- III. Quarterly projections of service delivery targets and performance indicators for each vote (revenue plan
- IV. Ward information for the delivery of a specific service

## 2. KEY PERFORMANCE AREAS

The following key performance Areas (KPA's) as outlined in the local Government: Municipal Planning and Performance Management Regulations inform the strategic objectives listed in the table below.

<i>Number</i>	<i>Key Performance Area</i>	<i>Weight</i>
2.1	INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICES DELIVERY	25%
2.2	MUNICIPAL INSTITUTIONAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT	15%
2.3	LOCAL ECONOMIC DEVELOPMENT (LED)	20%
2.4	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT. • SCM	20% 10%
2.5	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	10%
<b>TOTAL</b>		<b>100%</b>

**3. MUNICIPAL INSTITUTIONAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT (15%)**

**3.1 COMMUNITY SERVICES**

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter 1				POE
						Projected	Actual	Reasons for variance	Improvement measures	
SPORTS AND RECREATION (Summit)	Ensure access to Sports and Recreation Facilities /Programs for all inhabitants of the municipality	Number of sports and recreation programs	6 Sports and Recreation programs implemte d in 2016/17	6 Sports and recreation programs to be implemented by June	805 000	1 formation of sporting codes committee	1 program implemented (formation of sporting codes committee)	None	None	Minutes, Agenda, program, Invitation attendance register and pictures

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter 1				POE
						Projected	Actual	Reasons for variance	Improve ment measures	
ARTS , CULTURE & HERITAGE	Social & Cultural integration as well as conservation of important cultural and historical sites	Number of Arts, culture and heritage	7 Arts, culture & heritage implemte d in 2016/17	8 Arts, culture & heritage to be implemte d by June	650 000	2 Heritage celebration and Language summit	2 programs implemte ( Heritage celebration and language Summit)	None	None	Minutes, Agenda, program, Invitation attendance register
YOUTH AFFAIRS [Youth entrepreneurship workshop]	To contribute in youth development	Number of youth affairs events and programs	9 youth affairs programs implemte d in 2016/17	8 Youth affairs programs to be implemte d by June	1 200 000	2 programs (Egg production Capacity building Workshop )	1 programme implemte (Capacity building) and 1 not achieved	None	None	Agenda, program, Invitation and attendance register

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter 1				POE
						Projected	Actual	Reasons for variance	Improve ment measures	
COMMUNITY BURSARY		Number of students to be supported with bursary	Youth Affairs programs implemented in 2016/17	1 youth affairs programs to be implemented by June	1 000 000	monitoring of progress	1 Program implemented	None	None	List of awarded students, Student results, proof of payment
HIV AND AIDS Local AIDS Council Meetings	To reduce new infections	Number of HIV&AIDS council meeting to be conducted	4 local Aids Council Meetings implemented in 2016/17	4 local Aids Council meetings to be implemented by June	Internal driven	1 meeting	1 meeting held	None	None	Request, Agenda, program, Invitation and attendance register, pictures
HIV AND AIDS Life Skills	To reduce new infections	Number of HIV & AIDS programs to be conducted	10 life skills programs implemented in 2016/17	12 life skill programs to be implemented by June	1,5m	4 programs (community dialogue, life skill program for OVC Comprehensive campaign & taking health services to taxi ranks	3 programs (community dialogue, comprehensive campaign & taking health services to taxi ranks	Life skills program for OVC was clashing with exams for the learners	Rescheduled dates which will not disturb their exams	Request, Agenda, Invitation, Attendance register, Pictures

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter 1				POE
						Projected	Actual	Reasons for variance	Improve ment measures	
HIV AND AIDS WACS	To reduce new infections	Number of WAC trainings to be conducted	12 WACs visited & Re- established in 2016/17	4 WACs visits to be implemented by June	Internal driven	1 visit for 3 WACS	1 visit conducted at Shatale	None	None	Agenda and attendance register
PSYCHO SOCIAL SUPPORT	To provide support to the affected employees	Number of reports for support programs on employees	8 Psycho Social support impleme nted in 2016/17	8 Psycho Social support to be implemented by June	Internal driven	Conduct socio employees counselling as an when required	8 employees were given support (Shatale, Thulamahash x2, Acornhoek x 4 & Head office)	None	None	Request, Agenda, attendance register and report
	To provide support to the affected employees	Number of staff educational programs on wellness		4 peer educational programs	Internal driven	1 peer educational programs	None	To be impleme nted in the 2 <sup>nd</sup> quarter	To do procuremen t in time so that the event will not fail	Request, Agenda, attendance Register and Report

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter1				POE
						Projected	Actual	Reasons for variance	Improve ment measures	
BEREAVEMENT	To provide support to the bereaved immediate employees families	Providing bereavement support to all affected employees	Bereavement committee is not in place	Support all bereaved families	Internal driven	Providing Support to all bereave families as per list of deceased	Support was given to 1 family (Acornhoek)	None	None	Request consolidate reports
Health and wellness	To encourage employees to participate on programmes	Number of programmes on health and wellness	4 programmes	4 programmes	Internal driven	1 programme	None	To be implemented in the 2 <sup>nd</sup> quarter	To do procurement in time	Requests
MUNICIPAL SPORTS	To encourage employees to be health conscious	Number of sports committee meetings to be conducted	Meetings and sports activities conducted in 2016/17	4 Meetings and sports to be implemented by June	Internal driven	1 meeting and Sports activities	2 meetings held, the visit to Mangaung was cancelled	The Municipal Manager did not approve the visit to Mangaung	None	Minutes, agenda Invitations and attendance registers



Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter1				POE
						Projected	Actual	Reasons for variance	Improvement measures	
GENDER AFFAIRS matters for community	To reduce the rate of gender based violence cases as per gender strategy	Number of gender affairs meetings/ launching events to address community matters	5 Campaigns conducted in 2016/17	9 matters for community to be implemented by June	650 000	3 sanitary towel campaigns, Induction Men & Women	2 programmes implemented 1 (sanitary towel campaign) not achieved	None  postponed	None  To be implemte d in quarter2	Request, Agenda, Invitations and Attendance register
Community campaigns	To reduce the rate of gender based violence cases as per gender strategy	Number of community campaigns	5 Campaigns conducted in 2016/17	9 matters for community to be implemented by June		3 sanitary towel campaigns, Induction Men & Women	3 programs implemented (Ongoing)	See the above page	See the above page	Request, Agenda, Invitations and Attendance register

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter 1				POE
						Projected	Actual	Reasons for variance	Improvement measures	
CHILDREN AFFAIRS	To create an enabling environment for children towards their development	Number of children affairs events to be conducted	1 Children's day celebration hosted in 2016/17	2 activities to be conducted by June	Internal driven	-	-	-	-	Request, Agenda, Invitations and Attendance register
ELDERLY AFFAIRS	To promote healthy lifestyle of elderly people.	Number of elderly affairs events to be conducted	1 older person's day held in 2016/17	1 older person to be implemented by June		-	-	-	-	Request, Agenda invitations and attendance register
DISABILITY AFFAIRS	Mainstreaming of people with disability	Number of disability affairs programs to be conducted	No workshop was held in the 2016/17	8 workshops to be implemented by June	530 000	2 Sign language Workshop	2 programs implemented	None	None	Minutes, Request Agenda, Program, attendance register

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter1				POE	
						Projected	Actual	Reasons for variance	Improve ment measures		
LIBRARY SERVICES programs and visits	Promote the culture of reading	Number of library programs and visits to be conducted	4 holiday programs and 12 schools visited in 2016/17	20 holiday program and 48 school to be visited by June	750 000	Women empowerment summit					
						5 holiday program	4 programs implemented	Postponed due to late opening of Acornhoek library	To be impleme nted on second quarter	Invitations, Attendance registers and Pictures	
SECURITY SERVICES	Secure all municipal assets	Number security services reports	12 Monthly reports submitted in 2016/17	12 monthly reports to be submitted by June	27m	12 school visits	Achieved				Quarterly reports

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter1				POE
						Projected	Actual	Reasons for variance	Improve ment measures	
COMMUNITY DISASTER MANAGEMENT	To protect community from disasters	Number of disaster management awareness campaigns to be conducted to the community members	18 activities implemte d in 2016/17	19 activities implemented by June	903 000	-One(1 )awareness campaign,  -Two(2 )reports for disaster incidents  -Procurement of relieve materials.	One(1 )awareness campaign conducted on 18/09/2017 at ward 7 Thabakgolo Village  2 reports	Supply chain managem ent to procure goods /relieve materials urgently	none	Request , Agenda, Invitation, Attendance register, 2 reports and memo on blankets
FIRE AND RESCUE SERVICES	Provide supports to regional offices and community	Number of combined incident reports	4 combined incident reports	4 combined incidents reports	908 000	1 combined emergency call report for 3 month incident	1 combine emergency call reports for 3 months done	None	None	Reports

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter 1				POE
						Projected	Actual	Reasons for variance	Improvement measures	
						Submit request for the appointment of 1 fire prevention officer	Letter were submitted to HR for the appointment of the prevention officer	-	-	Request letter of appointment
						9 fire inspection to be conducted to all business	7 inspection conducted with issued certificates	More inspection were conducted.	Appointment of fire prevention officer	Flammable liquid certificate & occupancy certificates
ROAD TRAFFIC SERVICES	Create Awareness and buy-in to BLM strategy	Number of summons to issued	Law enforcement that road users	To issue 20 000 summons and	490 000	5000 summons to be issued	6149	Speed Camera provision	Vehicles and personnel	Statistics summons
DLTC AND REGISTRY	Financial management	R26 855 555.70	R 29025 000 collected in	R35103 000 to be collected by	807 000	8775.75 to be collected	8 855 105.70	More applications	Increase the projection	Quarterly revenue

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter 1				POE
						Projected	Actual	Reasons for variance	Improvement measures	
AUTHORITY	and viability	Collected in 2015/16	2016/17	June				made		report
RISK MANAGEMENT	Prevent and manage risk issues in the directorates	Number of reports for risk management to be submitted	Strategic and operational risk register developed	Develop action log to address identified operational and strategic risks by doing 4 risk updates	Internal driven	Develop action log to address identified operational and strategic risks by doing 1 risk updates	1 report risk updated	None	None	Risk report
PERFORMANCE MANAGEMENT	To monitor the performance of employees and ensure effectiveness	Number of performance compacts to be developed and assessed as per the PMS cycle	All six (6) units assessed for performance in 2016/2017	6 units managers within the directorate must have performance compacts and be assessed four times	Internal driven	6 units managers within the directorate must have performance compacts and conduct 1 assessment	3 unit managers performance compacts done and assessment not done	Fire, disaster and DLTC managers not developed	Directors to finalise the compacts and submit by October 2017	Availability of performance compacts

Functional Area	Objectives	KPI/ measurement	Baseline	Annual Target	Ordinary / Budget	Quarter1				POE
						Projected	Actual	Reasons for variance	Improve ment measures	
IMPLEMENTATION OF COUNCIL RESOLUTIONS	Ensure implementation of IDP priorities	Number of reports on the implementation of council resolution	20 Council resolution to be implemented	To report on the number of implemented council resolutions for 2017/18 f/y	Internal driven	To report on the number of implemented council resolutions for 1 <sup>st</sup> quarter	4 Council resolution implemented	None	None	Copies of council resolutions
PROCUREMENT	Ensure implementation of IDP priorities	Development of departmental procurement plan and submit to SCM unit	Procurement plans for 2016/2018 submitted and implemented	Procurement plans for all four quarters and monitor the implementation	Internal driven	Procurement plans for all four quarters and monitor the implementation of procurement plan	Procurement plan submitted	None	None	Consolidated procurement plan submitted
HRM	Assess the capacity of Bushbuckridge Local Municipality	Number of departmental meeting to be conducted	HRM target was not specified	Conduct 12 departmental meetings and submit minutes quarterly	Internal driven	1 meetings to be conducted	1 meeting conducted	None	None	Minutes, Agenda and Attendance register

FIRST QUARTER REPORT 2017/2018

3.2 COMMUNITY SERVICES SDBIP

Vote No	Description	Total Budget	Ordinary budget	Quarter1		
				Projected budget	Actual expenditure	Reasons for variance
	Sports Arts Culture Heritage	1500 000	1 200	390 000	350 349	None
	Security Services	23,000 000	25 000			
	Indigent Funeral	343 000	343 000			



Vote No	Description	Total Budget	Ordinary budget	Quarter 1		
				Projected budget	Actual expenditure	Reasons for variance
	Youth Affairs	800 000	700 000	1000 00	81 750	None Ongoing
	Gender Affairs	600 000	600 000	300 000	39 100	One program pending implementation
	Disability Affairs	500 000	500 000	125 000	297 000	Budget under estimated
	Community Disaster	1 130 000	1 050 000	200 000	31,960	Supply chain did not procure all relieve materials

Vote No	Description	Total Budget	Ordinary budget	Quarter1		
				Projected budget	Actual expenditure	Reasons for variance
	Bursaries Community	1 000 000	850 000	850 000	499 499.85	Ongoing
	Community Development	950 000	650 000	-	-	-
	Children & Elderly Affairs	500 000	500 000	-	-	-
	Library Services & Daily Newspaper	1500 000	750 000	150 000	47 657.6	Outstanding payments

Vote No	Description	Total Budget	Ordinary budget	Quarter 1			Reasons for variance
				Projected budget	Actual expenditure		
	Exhuming Graves	100 000	50 000	-	-	-	
	Fire & Rescue – Mounted Pump Machine Service	0	0	-	-	-	
	Fire & Rescue – Fire Extinguisher	249 000	249 000	124 500	-	-	Extinguishers expires at the end of September and funds will be used during second quarter
	Fire & Rescue Smoke Detectors	1,700 000	900 000	225 000	None	-	To be spend in the 2 <sup>nd</sup> quarter
	Fire & Rescue Protective Clothing	324 000	324 000	81 000	-	-	Funds will be used on the 2 <sup>nd</sup> quarter. The Service provider has now been appointed

Vote No	Description	Total Budget	Ordinary budget	Quarter1		
				Projected budget	Actual expenditure	Reasons for variance
	Fire & Rescue Membership Fire Association	45 000	140 000	35 000	None	Funds will be used on the 3 <sup>rd</sup> quarter
	Traffic equipment	1 000 000	850 000	390	None	Supply chain process
	Speed measuring machine (calibration)	60 000	50 000	30	None	Supply Chain process
	Summons books	800 000	462 000	462	None	To be requested in the 2 <sup>nd</sup> quarter
	Traffic uniforms	1 000 000	750 000	400	None	Supply chain process

Vote No	Description	Total Budget	Ordinary budget	Quarter1		
				Projected budget	Actual expenditure	Reasons for variance
	Motor bike Calibration (DLTC)	100 000	50 000	25 000	None	Caliberated after six months
	Mapulaneng VTS calibrations (DLTC)	120 000	115 000	575 00	None	To be caliberated on the second quarter
	Licensing clearing material (DLTC)	1265 000	550 000	137 500	None	Waiting for Supply chain Management to process the requisitions
	Stationary (DLTC)	700 000	396 000	396 000	36 574 41	Reduced requisition quantities by Supply chain management
	Licensing Register Forms (DLTC)	450 000	250 000	125 000	None	To be purchased on the second quarter

Vote No	Description	Total Budget	Ordinary budget	Quarter 1		
				Projected budget	Actual expenditure	Reasons for variance
	Procurement of face values (DLTC)	100 000	-	50 000	None	To be purchased on the second quarter
	AARTO Forms (Traffic)	400 000	69 000	400 000	None	New Act not in force
	Upgrading repeater	1m	280 000	-	-	-
	Fire arms services (Traffic)	300 000	437 000	250 000	None	Supply chain process
	Installation of boom gate at Mhala DLTC	250 000	77 000	19 250	None	Waiting for SCM to process the requisition

Vote No	Description	Total Budget	Ordinary budget	Quarter1		
				Projected budget	Actual expenditure	Reasons for variance
	Purchase of grass cutter	120 000	-	-	-	-
	Commission Traffic Fines	1 000 000	-	450 000	450 000	Camera summons production improved
	HIV AND AIDS		1 029 000	1 029 000	45, 070,00	-
	Education and Training		75 000	20 000	-	Not used, it will be used in the 2 <sup>nd</sup> quarter
	Psychosocial Support		40 000	10 000	-	-

Vote No	Description	Total Budget	Ordinary budget	Quarter 1		
				Projected budget	Actual expenditure	Reasons for variance
	Breast Cancer Awareness		35 000	-		It will be carried out in the 2 <sup>nd</sup> quarter
	TB Awareness		28 000	-		It will be carried out in the third quarter
	Municipal Sport		406 000	250 000		The trip to Mangaung was not approved by the Municipal Manager

3.3 PERFORMANCE PLAN CORPORATE SERVICES (7%)

Functional Area	Objective	KPI/	Baseline	Annual	Ordinary/	Quarter 1	Portfolio of
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		Measurement		Target	budget	Projectio n	Actual	Reasons for variance	Improve ment measure	Evidence
<b>Human Resource Management (Staff establishment)</b>	To manage human resources and offer support Administrative to all departments	An updated staff establishment report	Filled posts in the organisational and vacancy positions were quantified.	Compile 4 quarterly reports on filled and vacancy rate.	0	Compile 1 quarterly report on filled and vacancy rate	Quarterly report submitted	None	None	Council resolutions on staff establishments reports
<b>HRM (Recruitment of staff)</b>	Ensure availability of human capital	Number of appointed employees with individual job descriptions	163 employees recruited for 2016/2017.	Recruitment of 100 critical positions to close gaps for service delivery and provide 100 individual job descriptions	48 000 000.00	Fill 25 critical positions and provide 25 job descriptions	03 critical positions filled with 3 job descriptions	Management to decide on positions to be filled as per the identified critical positions list	Finalize the prioritization of the critical posts against the shortfall target of 22 plus the 25 quarterly target	Appointment letters.
<b>HRM (Organogram)</b>	Reviewed staff establishment with the IDP	An approved Organogram	Approved Organisational Structure 2015/2016	An approved reviewed organogram						

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
Proper utilisation of staff (Leave management)	To manage and ensure productive utilization of personnel within the Municipality	Report on Controlled attendance registers against leave registers	All leave taken are registered and captured.	To conduct verification and submit reports.	110 000.00	Compile verification report	Leave audit report has been compiled.	None	None	Compiled leave management reports
Payrolls and head count	Ensuring that salaries are paid to existing staff	Signed workstation payrolls	Non signing and control of issuing salary accounts to employees.	To ensure that all employees sign payroll register on monthly basis.	0	Payroll registers to be signed on monthly basis.	Payroll registers signed	None	None	Signed workstations payrolls

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
<b>Labour Relations Management  (Training and workshops)</b>	Ensure sound work relation is maintained within BLM	Number of workshops on labour relations to be conducted to employees		Four workshops to be conducted		Conduct one workshop and issue a report.	One workshop conducted and report issued.	None	None	Attendance register and programme attached.

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
<b>Labour Relations Management (Disciplinary enquiries / grievances)</b>	Consequences management and update on disciplinary measures.	Updated cases of misconduct database submitted to CoGTA	4 updated cases of misconduct database was submitted to CoGTA	Updated 4 quarterly cases of misconduct database submitted to CoGTA		Submit updated cases of misconduct database to CoGTA	Updated cases of misconduct database to CoGTA submitted	None	None	Reports to CoGTA attached.
<b>LLF</b>	Ensure sound relations	Number of LLF meetings to be attended	4 LLF meetings were held per quarter.	12 meetings to be held.		3 LLF meetings to be conducted and issue one report.	3 LLF meetings conducted and report issued.	None	None	Attendance registers, minute and agenda
<b>OHS (meetings)</b>	Ensure sound management of occupational health and safety	Number of Occupational Health and Safety (OHS) Committee	4 OHS Committee meetings were held	Conduct 4 OHS Committee meetings		1 OHS Committee meeting	1 OHS Committee meeting held.	None	None	Attendance registers and minutes of OHS meetings.

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence	
						Projection	Actual	Reasons for variance	Improvement measure		
	issues	Meetings									
<b>OHS ( protective clothing &amp; equipment)</b>	Ensure employee have protective closing	Number of employee to receive protective clothing.		To ensure that 760 employees receive protective clothing.	250 000.00	Purchase of protective clothing to be procured in the 03 <sup>rd</sup> quarter i.e. ones -off.		To be purchased on third quarter. Its once- off	None		
<b>OHS ( medical examination)</b>	Ensure the availability of medical examination records for employee working in hazardous areas.	Number of employee to undergo medical examination		To ensure that 760 employees are medically examined by the registered medical practitioner for lungs, ears, eyes and sugar diabetes.	289 000.00						

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projectio n	Actual	Reasons for variance	Improve ment measure	
<b>Skills development and Staff Training Workshop</b>	To ensure capacity building within BLM staff	Number of staff to be trained as per WSP.	348 officials trained	189 officials to be trained	R1 460 00 0.00 (LGSETA)	31 officials to be trained	22 officials attended training	A request for procurement of training provider was submitted to SCM, so the SCM could not attract a suitable provider. The indicated that they will appoint through SAQA Website.	To appoint through SAQA	List of employees to be trained, Attendance registers and training report
					R350 000.00 (CORPORAT E)	7 Officials to be trained				

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projectio n	Actual	Reasons for variance	Improve ment measure	
<b>Skills development and</b>	To ensure capacity building within BLM staff	Number of councillors to be trained.	18 councillors trained	8 Councillors to be trained as per the WSP	R225 000.00	Issue a status quo on the training of councillors	03 COUNCILLORS ATTENDING TRAINING	A request for a procurement of training provider was submitted to SCM for 20 councillors, awaiting for advert	SCM must fast-track the processes	Attendance registers and training report
<b>Adult Education Training</b>	To ensure capacity building within BLM staff	Number of staff to be trained.	21 ABET Learners started in April 2017.	21 ABET Learners finish the programme by March 2017	Funded by Ntsangalala Business (External Funder)	Monthly monitoring of classes and quarterly report	21 ABET Learners attending classes	None	None	ABET Learners attendance registers

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projectio n	Actual	Reasons for variance	Improve ment measure	
<b>Workplace Skills Plan</b>	To have skills developme nt plan	Timeouts developmen t of WSP	1 WSP submitted for 2017/20 18 submitted to LGSETA	1 WSP 2018/2019 to be submitted to LGSETA and provide 4 WSP Implementatio n reports		Compile 1 report on the implement ation of the WSP.	1 WSP implementati on report was submitted to LGSETA	None	None	Approval or acknowledgment letter from LGSETA attached.
<b>Bursaries</b>	To provide officials with bursaries to further their studies.	Staff allocated /awarded with bursaries in line with the Bursary policy	21 officials provided with bursaries	16 officials to be awarded bursaries	R588 000.00	-	-	-	-	-



Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
<b>Preparation of EE plan.</b>	To ensure equal representation at all levels against discrimination and the promotion affirmative action.	An approved Employment Equity (EE) Plan.	A draft Employment Equity Plan is in place.	To have one EE Plan in place.	-	EE Plan is approved by the 30/09/2017.	EE plan approved	None	None	EE plan attached
<b>Implementation of EE Plan</b>	Ensure workforce balance.	Number of employees appointed in terms of the goals on the EE plan.	Minimal implementation of EE Plan.	To have four reports on implementation of the EE Plan.	263 000.00	Implementation of EE Plan and provide report to council.	Implementation of EE plan report provided	None	None	Implementation of EE plan report attached

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
Submission of annual report to Department of Labour.	To comply with EEA regulation s by reporting on the status of employe nt equity in the municipali ty.	Submitted Annual EE Report to the Dept. of labour by the due date.	2016/2017 Annual report to the Department of Labour.	Submit EE Annual report to the Department of Labour by the 16 <sup>th</sup> January 2018.						
Contract Development and Management	Provide legal advice to the management	Compliance with Section 116 of the MFMA: updated contract register.	Written Contracts and Contract Register in place.	Quarterly updated contract register.		Updated contract register.	Contracts register updated.	None	None	Updated contract register on ongoing contracts, Leases, Securities and Photo Copiers.

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projectio n	Actual	Reasons for variance	Improve ment measure	
<b>Legal Advisory and Administrative Services.</b>	To provide effective legal support	Number of reports on litigations, liabilities and claims.	Reports on litigation, liabilities and claims.	4 Registers on Litigations, Contingent Liabilities and claims and report to council.		1 Register on Litigations, Contingent Liabilities & Claims and report to council.	Register of contingent liabilities, litigations for the period July – September developed.	None	None	Register on Litigations, Contingents Liabilities & Claims and report to council.
<b>AUXILIARY SERVICE (Fleet management )</b>	To ensure proper utilisation of council fleet.	Number of fleet management reports	4 quarterly fleet management reports	Compile 4 quarterly fleet management reports		Compile 4 quarterly fleet management reports	1 quarterly Fleet management report compiled	None	None	Fleet management report and Council Resolution attached.
<b>Administrative support services</b>	To provide a clean and hygienic work environment, telecommunication services (phones, faxes,	Number of reports on the performance of the administrative support budget votes and provision of cleaning	Four reports on cleaning services	Compile (4) four reports on the performance of the administrative support budget votes and provision of cleaning services, tools	R381 000,00	1 report on the performance of the administrative support budget votes and provision of cleaning	Administrative reports compiled	None	None	Administrative reports attached.

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projectio n	Actual	Reasons for variance	Improve ment measure	
	photocopies and insurance services)	services, tools of trade and insurance services		of trade and insurance services		services, tools of trade and insurance services				
Registry	Provision of administration functional support through managing registry	Number of reports on the implementation of the approved File Plan	Four reports on the implementation of the approved File Plan	Compile 4 quarterly reports on the implementation of the approved File Plan		Compile 1 quarterly report on the approved File Plan	1 quarterly report on the approved file plan complied	None	None	Implementation on File Plan report attached.

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
<b>Implementation of council resolutions</b>	To ensure implementation of council resolutions	Number of Council Resolution Implementation Reports	4 quarterly reports were submitted to council	4 Quarterly reports	0	1 Quarterly report on implementation of council resolutions	Implementation of council resolutions report not yet done.	Waiting for ending quarter i.e. 30 November 2017.		No evidence
<b>Information Communication and Technology</b>	To manage and provide reliable ICT Infrastructure	Number of Compiled reports on ICT status against the ICT Governance Framework	4 reports on ICT status against the ICT Governance Framework done in 2016/17	4 reports on ICT status against the ICT Governance Framework	Internal driven	1 report on ICT status against the Governance Framework	1 ICT Report compiled and submitted to council.			

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projectio n	Actual	Reasons for variance	Improve ment measure	
<b>ICT meetings</b>	Ensure ICT governance	Number of ICT steering committee meetings		4 ICT Steering Committee meetings	Internal Driven	1 ICT Steering Committee meetings	ICT steering committee meeting conducted	-	-	Minutes and attendance registers
<b>Risk Management</b>	Manage all risks related to Corporate Services KPA	Developed Risk Action Log And Reports On Quarterly Basis	Corporate Services Strategic and Operational Risks Register 2016/17 in place	Update the Strategic and Operational Risk Registers with quarterly reports	Internal Driven	Update Risk Register and provide 1 Risk Management Report	Updated Risk Register	None	None	Copy of the updated Risk Register
<b>Performance Management</b>	Proper Alignment Of SDBIP with employees compacts	Number Of Performance Plans To Be Developed And Evaluated	Developed Risk Action Log And Reports On Quarterly Basis	Develop quarterly PMS reports	245 000.00	Submit 1 quarterly report on PMS	1 quarterly report on PMS submitted.	None	None	List of submitted assessed compacts to PMS.
<b>Departmental meetings</b>	Effective and efficient	Number of departmental meeting	A schedule of	Conduct 12 departmental		3 monthly departmental	3 monthly departmental meetings	None	None	Attendance registers and minutes of

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
	utilisation of municipal human resource	addressing HR issues	departmental meetings was scheduled	meetings		meetings conducted.				departmental meetings

3.3.1 SDBIP CORPORATE SERVICES: BUDGET

Vote No	Description	Ordinary Budget	Quarter 1		Reasons for improvement
			Projected	Actual expenditure	
BLMCORPOPEX031	Filing system	530 000.00			
BLMCORPOPEX001	Maintenance Motor Vehicles	1,000,000.00	250 000.00	80 000.00	
BLMCORPOPEX003	Employee's Bursaries	588,000.00			

Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
BLMCORPOPEX004	Cell phone Contract	4,857 000.00	1 214 250.00	192 000.00	
BLMCORPOPEX006	Conference and Workshop	65,000.00	16 250.00	-	
BLMCORPOPEX005	Books and Periodicals	565,000.00	-	-	
BLMCORPOPEX007	Occupational Health & Safety: Testing and Check-ups	43 000.00	10 750.00	-	
BLMCORPOPEX008	Advertising	714 000.00	178 500.00	-	
BLMCORPOPEX009	Fuel Vehicles	2, 920, 000.00	830 000.00	-	
BLMCORPOPEX030	Diesel	305 000.00	76 250.00	-	
BLMCORPOPEX010	Insurance Motor Vehicles & Buildings	7, 500 000.00	2 650 000.00	1 740 000.00	
BLMCORPOPEX011	Legal Fees	-	-	-	
	Litigations	2 712 000.00	678 000.00	-	
BLMCORPOPEX013	Protective Clothing	250 000.00	62 500.00	-	



Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
BLMCORPOPEX012	Licence Motor Vehicles	91,000.00	20,000.00	-	
BLMCORPOPEX014	Postage	31,000.00	5,000.00	-	
BLMCORPOPEX015	Printing & Stationery	250,000.00	100,000.00	-	
BLMCORPOPEX016	Medical Fitness Examination: Medical Fees	289,000.00	-	-	
BLMCORPOPEX017	Telephone Fax Internet	2,246,000.00	561,500.00	-	
BLMCORPOPEX018	Equipment IT: Battery Laptop	300,000	-	-	
BLMCORPOPEX019	Equipment IT: Chargers Laptop	300,000	100,000	-	
BLMCORPOPEX020	Equipment IT: Computer consumables	300,000	-	-	
BLMCORPOPEX021	Equipment IT: Hardware Components	200,000	100,000	-	
BLMCORPOPEX022	Equipment IT: Small Printers cartridges and toners	10,000	-	-	
BLMCORPOPEX023	Software Licensing	840,000	-	-	

Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
BLMCORPOPEX024	Antivirus Protection	300 000	300 000	-	
BLMCORPOPEX025	Microsoft 365 Licensing	800 000		-	
BLMCORPOPEX026	Call logging System Licensing	35 000		-	
BLMCORPOPEX027	ICT Infrastructure & Maintenance: Network infrastructure maintenance	700 000	700 000	-	
BLMCORPOPEX028	ICT Infrastructure & Maintenance: Bandwidth upgrade	500 000	500 000	-	
BLMCORPOPEX029	ICT Infrastructure & Maintenance: Backup Replication and Disaster Recovery	650 000	650 000	-	
BLMCORPOPEX030	ICT Infrastructure & Maintenance: AD & DNS	350 000	350 000	-	
BLMCORPOPEX031	ICT Infrastructure & Maintenance: Server Hardware Maintenance	250 000	250 000	-	
BLMCORPOPEX032	ICT Infrastructure & Maintenance: Mail Server (Exchange Server)	400 000	400 000	-	
BLMCORPOPEX033	ICT Infrastructure & Maintenance: Backup server	400 000	400 000	-	

Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
BLMCORPOPEX034	ICT Infrastructure & Maintenance: Domain Server	400 000	400 000	-	
BLMCORPOPEX035	ICT Infrastructure & Maintenance: UPS	60 000	60 000	-	
BLMCORPOPEX018	Staff Training Workshop	350, 000.00	84 000.00	8 000.00	
BLM DCS 020 LGSETA MANDATORY GRANT	Staff training workshop	1 460 000.00	265 000.00	-	
BLMCORPOPEX019	SALGA Bargaining Council	-	-	-	
BLMCORPOPEX020	SALGA Membership Fees	3, 400 000.00	850 000	-	
BLMCORPOPEX021	Cleaning Material	381,000.00	95 250.00	-	
BLMCORPOPEX022	Curtains Blinds	106,000.00	-	-	
BLMCORPOPEX023	Interview Attendance	26,000.00	6 500.00	-	
BLMCORPOPEX024	Service Level Agreement	650,000.00	162 500	1 487 000.00	
BLMCORPOPEX025	Wall Picture	65, 000.00	16 250.00	-	

Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
BLMCORPOPEX026	Refreshments	98,000.00	24 000.00	-	
BLMCORPOPEX037	Salaries	48,000 000.00	12 000 000.00	64 461 000.00	
BLMCORPOPEX038	Overtime	323,000.00	80 750.00	367 000.00	
BLMCORPOPEX039	Bonus (13 <sup>th</sup> Cheque)	3,900 000.00	975 000.00	119 000.00	
BLMCORPOPEX040	Performance Reward	245 000.00	-	110 000.00	
BLMCORPOPEX041	Leave	110 000.00	27 500.00	1 998 000.00	
BLMCORPOPEX042	Housing	55 000.00	13 750.00	93 000.00	
BLMCORPOPEX043	Travel ( Car) Allowance	2 036 000.00	509 000.00	4 239 000.00	
BLMCORPOPEX044	Skills Dev. Levy	125 000.00	31 250.00	754 000.00	
BLMCORPOPEX045	Temporary Workers	1,200 000.00	300 000.00	-	
BLMCORPOPEX046	Employees' Pension Fund	12,300 000.00	3 075 000.00	13 052 000.00	
BLMCORPOPEX047	Unemployment Insurance	491 000.00	122 750.00	482 000.00	

FIRST QUARTER REPORT 2017/2018

Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
BLMCORPOPEX048	Medical Aid	2,450,000.00	612,500.00	3,697,000.00	
BLMCORPOPEX049	Standby Allowance	5,000.00	1,250.00	376,000.00	
BLMCORPOPEX050	Shift Allowance	-	-	1,259,000.00	
BLMCORPOPEX051	Subsistence & Travelling	410,000.00	102,500.00	1,056,000.00	
BLMCORPOPEX052	Relocation Expenses	15,000.00	3,750.00	-	
BLMCORPOPEX053	Long Service Bonus	225,000.00	56,250.00	602,000.00	
	Employment equity	265,000.00		-	
	Job evaluation	636,000.00	636,000.00	-	
<b>CAPITAL BUDGET</b>					

Vote No	Description	Ordinary Budget	Quarter 1		Reasons for improvement
			Projected	Actual expenditure	
	Purchase of Vehicles	-			
	Honey Sucker Truck	-			
	Mayor's vehicle				
	Office Furniture	150 000.00			
	Purchase of Office Computers	120 000.00	120 000.00		
	Construction of Offices at BBR	2, 220 000.00		1 374 000.00	
	Purchasing of Office Equipment	250 000.00	62 500	-	
	Purchase of Fire Fighter Vehicle & Equipment	-		-	
	Purchase of auto-machine (Rental /Lease)	-			
	Purchase of water tankers	-			
	Purchase of Refuse Compactor Truck	-			

Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
	Purchase of Heavy Machinery	3 500 000.00			
	Procurement of Grader	3 500 000.00	-		
	Procurement of TLB	1 000 000.00	-		
	Procurement of Double Cab and Sedans	1 100 000.00	-		
<b>OFFICE OF THE SPEAKER</b>					
	Out of Pocket Expenses	212 000.00	212 000.00		
	Training Ward Committees	106 000.00	26 500.00		
	Transport Ward Committees	106 000.00	26 500.00		
	Capacitating Councillors	212 000.00	53 000.00		
	Ward Committee Support	-	-		
	CBP Review IDP	-	-		

Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
	Refreshment Council	90 000.00	22 500.00		
	Unemployment Insurance	262 000.00			
	Salaries Councillors	23,320 000.00	5 830 000.00		
	Pension Councillors	2,332 000.00			
	Medical Aid Councillors	365 000.00	91 250.00		
	Councillors Travel Allowance	6,360 000.00	1 590 000.00		
	Councillors risk Insurance	-			
<b>OFFICE OF THE MAYOR</b>					
	Mayoral Excellence Awards	350 000.00			
	Mayoral Izimbizo	450 000.00	112 000.00		
	Executive Mayor's Security	275 000.00	68 000.00		
	Refreshments Mayor	148 000.00	37 000.00		



Vote No	Description	Ordinary Budget	Quarter 1		
			Projected	Actual expenditure	Reasons for improvement
	Donations	369 000.00	92 000.00		
	Mayor's Outreach Programme	170 000.00	42 000.00		
	Mayor's Prayer Day	152 000.00	38 000.00		
	Skills Development	132 000.00	33 000.00		
	Mayor's Breakfast	1500 000.00	37 000.00		
	Mayor's Travel	280 000.00	70 000.00		

3.4 EDPE PERFORMANCE PLAN

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improve ment measure	
<b>Enhance Environmental sustainability</b>	Greening of RDP villages and rural schools	1 RDP and 8 schools to be greened	5 green settlements and 12 schools greened	1 RDP Village and 8 schools to be green by June 2018	247 000	2 schools	Not achieved	Requisition submitted to SCM for processing not yet finalised	SCM to fast track the processing of requisitions	-
<b>Climate Change</b>	To promote safe and secure environment for communities	Drafting of climate change strategy for BLM	Established Climate Change Committee	Completed Climate Change Strategy by June 2018	515 000	Submission and processing of requisition by SCM	Achieved	-	-	Advert
<b>Air quality</b>	To comply with the Air Quality Act no 39 of 2004).	Drafting of air quality management plan for BLM	Designated Air Quality Officer	Completed Air Quality Management Plan by June 2018	465 000	Submission and processing of requisition by SCM	Achieved.	-	-	Advert

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
<b>Environmental Programmes</b>	Promote functional environmental youth clubs	Number of sensitive areas identified		One sensitive area identified in seven regions	250 000	Resuscitation of youth clubs in all regions	Not achieved	Deferred due to the absence of the environmental education officer for two months	Scheduled for the second quarter	
<b>Outreach and campaigns</b>	Promotion of environmental awareness	Number of events held	9 events held in conjunction with partners	9 events to be held by June 2018	127 000	2 events	6 events held	Other events were done in conjunction with other departments		Attendance registers and reports
<b>Environmental Management Framework</b>	Ensure integration of environmental considerations into planning frameworks	Drafting of environmental Management framework	Integrated environmental implementation plan	Completed environmental management framework	370 000	Submission and processing of requisition by SCM	Not achieved	There was a delay due to absence of one officer who was on sick leave for two months	Requisition will be submitted for second quarter.	

Functional Area	Objective	KPI Measureme nt	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improve ment measure	
<b>Greenest Region Competition</b>	Ensure that regions implement green practices	Number of regions entering competition and supported	Greenest Municipality Competition	Eleven regions implementing green practices	375 000	Workshop for all regions	Not achieved	Done several attempts to conduct workshop failed due to Regional managers commitments	Schedule another meeting for second quarter.	
<b>Development of Regional Landfill site</b>	To comply with NEMWA	Construction of the Regional Landfill site	Authorisation for the site from DARDLEA	Phase one ( fencing and the guard house) Completed by June 2018	15 500 000	Submission and processing of requisition by SCM	Achieved			Advert
<b>Fencing of Hoxani transfer station</b>	Compliance with NEMWA	Fencing of Hoxani transfer station	Authorisation for the site from DARDLEA	Completed fence by June 2018	590 000	Submission and processing of requisition by SCM	Not achieved	The unit was not having a manager.	Manager appointed.	

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
<b>Reviewal of integrated waste management plan</b>	To comply with Waste Act (Act No 59 of 2008)	Reviewed Integrated waste management plan (IWMP)	Integrated waste management plan (IWMP)	Reviewed integrated waste management plan by June 2018	303 000	Submission and processing of requisition by SCM	Achieved			Advert
<b>Waste By- Laws</b>	To comply with Waste Act (Act No 59 of 2008)	Promulgation of Waste by laws	Draft waste by laws	Promulgation of Waste by laws by June 2018	120 000	Submission and processing of requisition by SCM	Not achieved	The section was not having a manager.	Manager appointed.	
<b>Waste Collection</b>	To minimise waste and create a healthy environment	Number of Skip Bins/ containers purchased for waste collection	77 Skip bins purchased for waste collection	50 skip bins to be purchased for waste collection by June 2017	970 000	Submission and processing of requisition by SCM	Achieved	Service provider appointed and 12 skip bins delivered		Appointment letter

Functional Area	Objective	KPI Measure	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1			POE
						Projection	Actual	Reasons for variance	
Land development Applications	To have well planned and coordinated settlement and businesses as directed by the SDF	Number of applications assessed and finalised	Lack of legal tools to process the applications	100% applications processed	Operational	100% applications processed	Achieved 200 received 75 approved 125 under process		List of applications
Facilitate for the Removal of illegal structures	To reduce illegal structures	2 demolitions of illegal structures at Dwarsloop and Injaka	Number of illegal structures demolished	100% facilitation for demolition of all illegal structures	R 185 000	100% Facilitation for demolition of all illegal structures	Achieved Facilitated for the removal of Illegal Structures at Inyaka and Beestekraai		Court order

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improve ment measure	
Awareness workshops	To capacitate key stakeholders	Number of awareness workshops	10 workshops held	4 workshops to be held with the Traditional Authorities (TA), Community and Councilors by June 2018	R 65 000	1 workshops to be held	Achieved 4 workshop held	Business licensing and town planning workshops were combined.		Attendance registers
Layout plans for Bulk Site demarcations	To provide well planned and secure sustainable human settlement	Number of Layout Plans drawn	0 layout plans drawn	4 layout plans for new settlements to be drawn by June 2018	R 2 000 000	1 layout plan to be drawn	Not achieved	The project is been re-advertised	Fast tracking SCM processes	
Formalisation of all R293 township (Shatale, Dwarsloop,	To provide well planned and secure sustainable human	Number of Title Deeds produced	1 200 title deeds issued	1 000 title deeds issued	R 1 000	200 title deeds to be issued	Not achieved 114 Title Deeds	Reluctance from communities to submit	CFO to hand over the delivered title deeds to communities	

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
Mkhuhlu and Thulamahashe A,B,C)	settlement						Issued	documents	with the office of the Executive Mayor	
URP& NDPG: Formalisation of Bushbuckridge CBD	To provide well-planned settlements with improved tenure rights for socio-economic development	Number of title deeds issued	Township Application Submitted	Opening of Township register by June 2018	R 3 002 000	Approval of town planning application	Not achieved	Layout Plan has to be amended to accommodate Hospital-View Township	Final draft done	



Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improve ment measure	
Formalisation of Acornhoek CBD	To providewell-planned settlements with improved tenure rights for socio-economic development	Number of title deeds issued	Preclinct Plan developed	Opening of Township register by June 2018	R 7 005 000	Submission of town planning application	Achieved Application submitted			Application
Formalisation of sefoma/matsikitsane	To providewell-planned settlements with improved tenure rights for socio-economic development	Number title deeds to be issued	Status Quo Report done	Opening of Township register by June 2018	R 3 502 000	Submission of town planning application	Achieved Application submitted			Application
Formalisation/land tenure upgrade of Malubana	To provide well-planned settlements with improved	Number of title deeds issued	Lay out Plan redrawn	Opening of Township register by June 2018	R 3 502 000	Submission of town planning application	Achieved Application submitted			Application

Functional Area	Objective	KPI Measure	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improve ment measure	
	tenure rights for socio-economic development									
Tenure Upgrading of Mkhuhlu A & Ext IA	To provide well-planned settlements with improved tenure rights for socio-economic development	Number of title deeds issued	Status Quo Report done	Opening of Township register by June 2018	R 3 502 000	Submission of town planning application	Achieved Application submitted			Application
Formalisation of College View	To provide well-planned settlements with improved tenure rights for socio-economic development	Number of title deeds issued	Township Register Opened	Title Deeds Issued by July 2018	R 1 000 000	Preparation of terms of reference	Achieved ToR's for appointment of Service provider prepared			Terms of reference

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improve ment measure	
Establishment of new townships (Rooboklaagte, Burlington, Rolle, Casteel and Lillydale)	To provide well-planned settlements with improved tenure rights for socio-economic development	Number of title deeds issued	Township Application and SG Diagram Approved	Issuing of Title Deeds for the Townships	R 1 000 000	Appointment of Service Provider	Achieved Service Providers appointed			Letters of appointment
Spatial Information Management (e.g. GIS)	Development of a GIS Strategy	Maximisation of the use of GIS both internally and external	GIS Policy	GIS Strategy	R 500 000	Appointment of the Service Provider	Achieved			Appointment letter
Spatial Information Management (e.g. GIS)	Effective usage of GIS by all directorate of the Municipality	Utilization of GIS by Ward Committee's	GIS Day Events for Councillors and Executive Official	1 Event for the Ward Committee	150 000	Approval for the Event	Achieved			Approved GIS programme
Spatial Information Management (e.g. GIS)	Implementation of the year one of the GIS Strategy	Year one of the GIS Strategy	GIS Policy	Implementation of year one of the three years GIS	1 000 000	-				

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1			POE
						Projection	Actual	Reasons for variance	
GIS	Strategy			Strategy					
Spatial Information Management (e.g. GIS)	Geo referencing and mapping of social facilities	Social Facilities Geo dataset	2003 Address survey	Social Facilities Geo dataset	500 000	Appointment of the Service Provider	Achieved		Appointment letter
Business Licensing operation	To issue business and trading licenses (new and renewals)	Number of business licenses issued	198 business license issued	100% applications processed		100% applications processed	- 79 new applications - 66 renewal applications Total : 145		Number of approved licenses and renewals
Monitor compliance for trading, conduct inspection of trading premises	Ensure that businesses comply with the regulations and conduct inspection as	Number of inspections conducted	426 businesses inspected	To be assessed and inspected		45 businesses to be inspected	122 business inspected		Number of inspected businesses with findings and recommendations

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter1				POE
						Projection	Actual	Reasons for variance	Improve ment measure	
	required									
<b>Awareness, operations and workshops</b>	To capacitate, regulate and enforce compliance	Number of awareness, operations and workshops	10 workshops held	4 operations to be conducted with business Community and 2 workshops with Councillors and ward committees by June 2018	R 65 000	1 workshops to be held	4 workshops conducted	Business licensing and town planning workshops were combined		Attendance registers
<b>Development of Business Trading Hours schedule and incorporation into the existing</b>	To ensure compliance & enforcement tools are in place to manage	Developed trading hours by-law and approved by Council	10 workshops held	Promulgation of the trading by-law and community workshops		Promulgation of the trading hours	The by-law has been gazetted			Promulgated business trading by-law with trading hours

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
trading by - law	operating hours in businesses	1								
Risk Management	Manage all risk related to EDPE KPA	Development of risk action Log and reports on the quarterly basis	Strategic and operational risk register developed	Develop action log to address identified operational and strategic risks.  Submit 4 reports on risk action log	Operational	Submit 1 report on updated risk action log	Achieved			Copy of updated risk action log

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
Performance Management	Proper alignment of SDBIP with employees compacts	Number of performance plans to be development and monitored	SDBIP Was Fully Cascaded to managers	Development of Performance Plans For All Employees Under EDPE services And Monitor The Implementation of SDBIP and do 4 Performance reviews	Operational	Conduct quarterly review	Achieved	-	-	Copies of reviewed performance compacts for all employees
IMPLEMENTATION OF COUNCIL RESOLUTIONS	To implement all Council resolutions relevant to the directorate	Number of council resolution implemented	Council resolution target was not specified	To report on the number of implemented council resolutions for 2017/2018	Operational	1 quarterly report	N/A	-	-	

Functional Area	Objective	KPI Measurement	Baseline/ Previous performance	Annual target	Ordinary budget	Quarter 1				POE
						Projection	Actual	Reasons for variance	Improvement measure	
<b>PROCUREMENT</b>	To ensure effective and efficient procurement	Number of procurement plans/ requisition submitted to SCM	Uncoordinated procurement	Procurement plan for all programmes to be submitted to SCM by June 2016	Operational	25 requisitions to be submitted	Achieved			Copies of all submitted requisitions
<b>HRM</b>	Effective and efficient utilisation of municipal human resource	Number of departmental meeting addressing HR issues	HRM target was not specified	Conduct 12 departmental meetings and submit minutes quarterly	Operational	To conduct monthly meetings and submit minutes quarterly	Not Achieved Had 2 meetings	Clash of meetings	Institutional programme of meetings now in place	Minutes and attendance registers of monthly meetings



3.4.1 SDBIP EDPE

Vote No	Description	Total Budget	Quarter 1		
			Projections	Actual expenditure	Reasons for variance
	Environmental Management-Clean up Campaigns	R173 000	R43 250		
	Greening programme	R247 000	R100 000	-	Requisition submitted for processing by SCM
	Informal Recycler Support	R273 000	No projection		
	Environment youth clubs	R250 000	R91 000	-	Requisition submitted for processing by SCM
	Commemorating Environment Days	R127 000	R31 750		
	Climate change adaptation strategy BLM	R515 000	No projection		
	Climate change	R152 000	R38 000	-	Awaiting delivery
	Greening of schools	R136 000	R34 000		
	EIA	R140 000	R35 000	5 600	
	Greenest region competition	R375 000	R93 750	R8 150.00	Done several attempts to conduct workshop failed due to managers commitments

Vote No	Description	Total Budget	Quarter 1		
			Projections	Actual expenditure	Reasons for variance
	Environmental Management Framework	R370 000	No projection		
	Computer equipment EMU	R65 000	R65 000	-	Requisition submitted for processing by SCM
	Development of air quality management plan	R465 000	No projection		
	Waste Collection	R970 000	No projection		
	Land use system, awareness and workshops	R293 000	R73 000		
	Removal of illegal structures	R 185 000	R46 000		
	Formalisation of College View	R 600 000	-		
	Formalisation/tenure upgrade of Malubana	R 1 452 000	R 300 000		
	URP: Formalisation of Bushbuckridge CBD/ Formalisation of CBD project	R 1 302 000	R 500 000		
	Formalisation of Acornhoek CBD	R1 520 000	R 300 000		
	Reviewal of SDF	R330 000	R82 000		

Vote No	Description	Total Budget	Quarter 1		
			Projections	Actual expenditure	Reasons for variance
	Formalisation of Mkhuhlu A & IA	R 1 102 000	R 250 000		
	Bulk site demarcations	R 680 000	R 170 000		
	Conveyance of approved townships		-		
	- Rolle				
	- Rooiboklaagte				
	- Burlington	R 1 000 000			
	- Casteel				
	- Lillydale				
	Formalisation of Matsitsane/Sefoma	R 1 482 000	R 400 000		
	GIS: Application Development	R 600 000	-		
	GIS: Equipments and Consumables	R 185 000	-		
	GIS: Awareness	R 100 000	-		
	GIS Software	R 876 000	-		

Vote No	Description	Total Budget	Quarter 1		
			Projections	Actual expenditure	Reasons for variance
	GIS Strategy	R336 000	-		
	Geo referencing and Mapping of Social Facilities	R361 000	-		
	GIS updating and maintenance	R592 000	-		
	LED Tourism Development Projects Support	R385 000	R180 000		
	LED Agricultural Development Projects Support	R455 000	300 000		
	LED SMME Development/Informal Trading Support	R265 000	R45 000		
	Tourism safety and Ambassador programme	R210 000	R55 000		
	BBR Information Centre	R222 000	R60 000		
	Formation of Bushbuckridge Agency	R1 390 000	R600 000		

4. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT (WEIGHT 20%)

4.1.1 PERFORMANCE PLAN/FINANCE

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter 1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
Revenue Management	Monitoring the implementation of capital projects and services	Tariff setting and correct	Number of tariff policies reviewed	Current tariffs do not address cost recovery	Review Tariff policies to align with MSA	Internally driven	Reviewed Tariffs	Reviewed tariffs implemented	n/a	n/a	Tariff adjustment report
		Valuation of properties	Updated valuation roll	The valuation roll is incomplete	Review the Municipal valuation roll	965 000	Reviewed Supplementary Valuation Roll	Implemented Supplementary Valuation Roll	n/a	n/a	Supplementary valuation roll
		Accurate billing	Number of billing reports generated	Billing not entirely accurate	12 Monthly billing reports generated		3 months Billing Report	3 billing reports	n/a	n/a	Billing reports per month

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
Revenue collection	Allocate available funds to identified priorities on a Multi-year Plan	To ensure monies owed to the municipality are collected in full	% increase in revenue collection	Revenue collection increased by 25%	To increase collection by 25%	Internally Driven	25% increase in revenue Collection	50% increase in revenue collection	n/a	n/a	Revenue collection reports per quarter
Revenue enhancement	Allocate available funds to identified priorities on a Multi-year Plan	To ensure customer statements are accurate and improved distribution of bills	Updated customer data base	-	Update the RES and implement	Internally Driven	Implemented revenue enhancement Strategy	Reviewed Revenue Enhancement Strategy	n/a	n/a	Updated RES and implementation reports
					Update customer database	557 000	Keep customer database up to date	Implemented Indigent register	n/a	n/a	Indigent report Reduced customer queries on non-receipt of statements

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
Revenue Enhancement	Monitoring the implementation of capital projects and services	To ensure monies owed by default customers are recovered in full	Enforce credit control policy	Credit control measures not enforced	All defaulting Government and Business customers with debt older than 60 days issued with demand letters	Internally Driven	Issue demand letters to all defaulting Government and Business customers with debt older than 60 days issued with demand letters	Demand Letters issued	n/a	n/a	Copies of demand letters
		To ensure monies owed by default customers are recovered in full	Enforce credit control policy	None	12 Monthly progress reports on debt collection	700 000	3 Debt collection reports	3 debt collection report	n/a	n/a	Reports of the debt collectors quarterly

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
Accounting and reporting		2015/16 AFS preparations and audit readiness	Preparation of AFS on accrual basis, that are GRAP compliant	GRAP compliant AFS	Prepare Interim and Annual Financial Statements for 2017/18	R 700 000	Submission of AFS to the AG by the end of August	AFS were submitted on the 31 <sup>st</sup> of August 2017 to AG.	none	none	AFS proof of submission to AG
Accounting and reporting		To improve audit opinions	Number of audit findings	98	50% of reduction of re-curing audit findings	Internally driven	1 Report on implementation of AAP	Final Audit Action Plan for 2015-16.	none	none	AAP 2015/16
Accounting and reporting		Improve audit opinion	Positive Audit Outcome	Unqualified Audit opinion	Unqualified audit outcome on financial information (AFS)	R 500 000	1.Co-ordinate submission of information requested by auditors 2. Audit steering committee meetings coordinated	1.RFI Register for 2016/17 audit available 2.5 steering committee meetings held in the first quarter	none	none	AG report 2015/16



Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
EXPENDITURE MANAGEMENT					Reviewed Financial Procedure Manual review	Internally driven	Review procedure manuals in line with recommendations from audit reports	Procedure manual to be aligned to mSCOA requirements after the 2016/17 audit.	none	none	Updated procedure manuals
		To ensure that payments are made and reported within the prescribed regulation.	Submit Sec 66 expenditure reports to CFO	Ensure that Salaries are paid and reported within the prescribed period	Submission of 4 Sec 66 expenditure reports	Internally Driven	4th quarter Section 66 reports submitted to Treasury	4th quarter Section 66 reports submitted to Treasury	none	none	Proof of submission of Quarter Section 66 reports
		Improve the IDP and budget planning process			Payment of all creditors within 30 days from the date received	Internally Driven	Payment of all creditors within 30 days from the date received	70% paid within 30 days	The transition to mscosa presented a number of	none	none

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
									challenges with capturing of orders and invoices for payment.		
Cash book		To keep running costs as low as possible	Monthly Cash flow projections	Ensure that there's sufficient funds for all payments	4 Quarterly cash flow statements prepared	Internally Driven	Quarter cash flow report	Quarter cash flow report	none	none	1 <sup>st</sup> Quarter cash flow report
		To ensure the bank account is effectively managed	Prepare monthly cash book reconciliation	Cashbook recons are done on monthly bases.	12 monthly Cashbook reconciliations within 7 days after the end of the month	Internally Driven	3 monthly Cashbooks reconciliation done	3 monthly Cashbooks reconciliation done	none	none	3 monthly Cashbooks reconciliation
Creditors	Conduct constant monitoring of municipal services	To recover the finances of the municipality	Financial Recovery of the BLM	Implementation of cost curtailment strategy	Ensure that there's sufficient funds for all payments	Internally Driven	3 Monthly bank statements	Positive bank balances maintained through out the	None	None	3 Months bank statement

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
	Conduct constant monitoring of municipal services	Improve filling of current documentation	Filling of documentation should be done Monthly	Limited control over document filling due to limited space and high vacancy rate in the unit	All documents for the current year are filed and access is limited to authorised personnel only	Internally Driven	3 monthly document control recon	All requests for payment documents submitted	none	none	NO limitation of scope findings by auditors

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
Main Expenditure Management Continued	Creditors	Ensure that BLM meets its financial obligations on projects	Create link between the Projects system and the financial management system to avoid duplications	Ensure that the information on financial and project systems are the same	12 monthly project control reconciliation with zero (0) exceptions	Internally Driven	3 monthly project control reconciliation with zero (0) exceptions	None	None	3 Project accounts recons for 1 <sup>st</sup> quarter	
		Conduct constant monitoring of municipal services	Process salary within the prescribed timeframe	Payment of salaries within scheduled dates	Payment of salary in line with the annual pay date schedule	Internally Driven	3 Monthly Payroll reports	none	none	Monthly Payroll reports	
		Accurate payment and recording of salary transactions	Accurate payment and recording of salary transactions	Implementation of VIP payroll management	Ensure seamless integration of Sage VIP and Evolution systems	Internally Driven	3 monthly Payroll journals per month	None	None	3 Payroll journals for 1 <sup>st</sup> quarter	

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target/UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
SCM	Compliance with relevant procure ment management legislative frame work and regulations	To develop, draft formula te and review policies and procedure manuals	Approved procure ment plan	Directorate s never submitted individual PP, as such SCM Unit could not produce yearly Procure ment Plan	Approved consolidated Procure ment Plan for 2017/ 18  Implement procure ment plans	Internally Driven	Approved consolidated Procure ment Plan for 2017/ 18	None	None	Approved Procure ment Plan 2017/18  Quarter reports on implementation of PPs	
	Demand Management	To ensure adherence to SCM regulations	Adherence to SCM policy and procedures	Pre-evaluation criteria on tender and quotation documents were aligned to the 2011 PPFA legal requirements	100% complained to the PPPFA 2017 and CSD Regulations	Internally Driven	All bids awarded compliant  Pre-evaluation criteria included on all tender and quotation documents and	None	None	1 <sup>st</sup> Quarter SCM policy implementation report  Bid documents	

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
				None (New target)	SCM Adherence to procurement plans	Internally driven	All Bid committee schedules drawn up and adhered to	However, the validity period of other projects expired due to non-sitting of the BEC committee	Review structures of the BEC	Bid committee schedules Bid committee attendance registers	
Supplier databases	Conduct constant monitoring of municipal services	To ensure adherence to SCM regulations	Adherence to SCM policy and procedures	CSD used to select suppliers for procurement	100% compliance to the CSD Regulations	Internally Driven	100% compliance to the CSD Regulations	Companies that are not registered on the CSD however providing critical services that are unavoidable	Treasury to provide exemption on situation raised above	Quarterly SCM policy implementation report for rotation of suppliers reported	
Contract Management	Conduct constant monitoring of municipal services	To ensure that the municipality complies with all its contractual obligations	Up to date contracts register	Up to date contracts register	Up to date contracts register	Internally Driven	Up to date contracts register	None	None	1st Quarter contracts register	

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL-TARGET	Ordinary Budget	Quarter1				POEs	
							Projection	Actual	Reasons for variance	Improvement measure		
		ons										
Budget	Allocate available funds to identified priorities on a multi-year Plan	100% Credible & Realistic Budget	Budget aligned to IDP	100% alignment of budget & IDP	100% Budget aligned to IDP No project plan, no budget	Internally driven	100% Budget aligned to IDP	None	None	Approved budget and IDP, project expenditure monitoring schedule		
	Conduct constant monitoring of municipal services	Credible Budget adjustment based on 6 months performance	Budget review aligned to IDP	Budget adjusted in January 2017	Budget adjusted in January 2018	Internally driven	Budget implemented	None	None	Memo to directorates New budget adjustment schedule		

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter 1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
	Preparation of Budget Time Table for 2017/18 to be approved by Council 10 months before new FY	Budget preparations	Budget review aligned to IDP	Final budget 2017/18 approved by 28 May 2017	Final budget 2018/19 approvals by 31 May 2018	Internally driven	Adoption of the budget preparation schedule	Budget preparation schedule adopted	None	None	Council resolution for approval of draft and final budget  Attendance register
	Conduct constant monitoring of municipal services	Budget management	Management of budget variances to avoid unauthorised expenditure	Unauthorised expenditures reduced drastically	12 monthly expenditure reports issued to directors	Internally driven	3 monthly reports with variance explanations to the directors	3 monthly reports with variance explanations submitted to directors			3 Monthly departmental management reports



Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter 1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
	Conduct constant monitoring of municipal services	Financial System: Timely availability of budgetary information to users	Ready access to accurate budgetary information	Ready access to accurate budgetary information	Full utilisation of budget modules on mSCOA Financial System. Monthly financial reports from system	Internally driven	Full utilisation of budget modules on mSCOA Financial System. Monthly financial reports from system	System fully utilised	None	None	System generated reports
Asset Management	Municipal financial viability and management	To ensure optimum inventory is kept at stores and accounted for in full	Number of stock counts reports produced	12 stock count conducted	12 stock count reports produced and reconciled to system inventory balances  Upgrade stores warehouse	Internally driven	3 stock count reports produced and reconciled to system inventory balances	Inventory count for the first quarter done	None	None	1 <sup>st</sup> Quarter Inventory reports

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs	
							Projection	Actual	Reasons for variance	Improvement measure		
					Implement water management & monitoring system Investigate value-adding activities on sewer stock							
Movable assets	Municipal financial viability and management	Ensure equitable allocation of movable assets to employees and accounted for in full	Reliable and up to date asset register	Movable assets accounted for in full and adequately barcoded	Full verification of movable assets and inventory lists pasted in each work station. GRAP compliant asset register	R 300 000	Reconciliation of inventory lists to asset register. Asset register updated.	Movable assets procured captured in full on excel spreadsheet	None	Orders for the procurement of movables to be approved in past evolution so as to update ledger	1st Quarter reports on additions	

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
	Municipal financial viability and management	To ensure immovable assets are accounted for in full	Accurate and up to date GRAP compliant asset register	WIP determined, Completed project capitalised.	GRAP compliant asset register	R 700 000	Unbundling of completed projects; capitalization of completed projects; valuation of municipal land	Excel report on CAPEX available	CAPEX orders to be update GL to be approved	Orders in the system to be approved as that will update the ledger	1st Quarter report on CAPEX
RISK	Assess the capacity of Bushbuckridge Local Municipality	Manage all risk related to EDPE KPA	Development Of Risk Action Log And Reports On The Quarterly Basis	Risk register developed and implemented	3 Quarter risk management reports	Internally driven	Develop action log to address identified operational and strategic risks.	Risk register developed	None	None	Updated risk register

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
PMS	Continuous assessment and staff development through PMS	Proper Alignment Of SDBIP with employees compacts	Number Of Performance Plans To Be Developed And Monitored	Performance Plans developed for all employees under finance and 4 Performance reviews conducted	Development of Performance Plans For All Employees Under Finance and 4 Performance reviews	Internally driven	Development of Performance Plans For All Employees Under Finance and 4 Performance reviews	All PPs developed	None	None	Performance Contracts reports
IMPLEMENTATION OF COUNCIL RESOLUTIONS	Ensure implementation of IDP priorities	To implement all Council resolutions relevant to the directorate	Number of council resolution implemented	Council resolutions for 2016/17 f/y implemented and reported on	4 Reports on implementation of council resolutions	Internally driven	Report on council resolutions implemented	Report on council resolutions implemented	None	None	Up to date Council Resolutions register

Functional Area	strategic objectives as per the IDP	Objective	KPI	Baseline/ Previous performance	Annual Target UAL TARGET	Ordinary Budget	Quarter1				POEs
							Projection	Actual	Reasons for variance	Improvement measure	
HRM	Assess the capacity of Bushbuckridge Local Municipality	Effective and efficient utilisation of municipal human resource	Number of departmental meeting addressing HR issues	4 departmental meetings held	4 departmental meetings	Internally driven	Minutes of departmental meeting held	5 Minutes of departmental meeting held	none	none	Attendance register and minutes

4.1.2 SDBIP FINANCE

Vote No	Description	Total Budget '000	Quarter 1		
			Projected	Actual expenditure	Reasons for variance
	Bad debts provision	122 304 000	61 152 000	0	-
	Data cleansing	557 000	278 500	0	-
	Equipment IT	452 000		0	-

Vote No	Description	Total Budget '000	Quarter 1		
			Projected	Actual expenditure	Reasons for variance
	Implementation of Pastel System	1 250 000		5 000	-
	Audit Fees	5 835 000	2 917 500	0	-
	Bank Charges	342 000	85 500	152 000	-
	Software Licensing Fees	1 115 000	278 750	611 000	-

Vote No	Description	Total Budget '000	Quarter 1		
			Projected	Actual expenditure	Reasons for variance
	Assets Register development	1 020 000	0	-	
	Property Valuation Roll	965 000	241 250	-	
	ICT Infrastructure & Maintenance	610 000	305 000	0	
	MSCOA Implementation	3 404 000	851 000	0	



Vote No	Description	Total Budget '000	Quarter 1		
			Projected	Actual expenditure	Reasons for variance
	Collection Costs	2 100 000		0	-

5. INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICES DELIVERY (WEIGHT 30%)

5.1 ROADS AND STORMWATER

Vote	KPA/Project	Strategic objectives as per the IDP	Objective	KPI/Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Resources for variance	Improvement measures	POEs
	Maintenance of Roads & Storm-water infrastructure	Monitoring the implementation of capital projects and services	Ensure accessibility and properly maintained access and internal roads	Percentage (%) of the Maintenance Plan	-	Implementation of annual maintenance plan	-	100% implementation of the quarterly target of the maintenance plan	20%	Delays on procurement of tools and resources	Implementation of procurement plan	Proof of procurement and monthly reports
	Construction of Culvert Bridge at Ka-Nghunghunyane School	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of bridges to be constructed	Lack of access across stream	100% Completion of bridge	R 1 400 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report

Vote	KPA/ Project	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Resources for variance	Improvement measures	POEs
	Construction of Culvert Bridge at Rolle D, E, F & G	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of bridges to be constructed	Lack of access across stream	100% Completion of bridge	R 1 400 000,00	5% construction progress	Not achieved R0.00	Delay on appointments	Implementation of procurement plan	Progress report
	Rehabilitation of tarred streets at Dwarsloop	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of roads	Maintenance of tarred streets	100% completion of 1.0 km road rehabilitation	R 1 200 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report
	Rehabilitation of tarred streets at Marite	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of roads	Maintenance of tarred streets	100% completion of 0,8 km road rehabilitation	R 800 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report

Vote	KPA/Project	Strategic objectives as per the IDP	Objective	KPI/Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Resources for variance	Improvement measures	POEs
	Rehabilitation of tarred streets at Mkhuhlu	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of roads	Maintenance of tarred streets	100% completion of 1.1 km road rehabilitation	R 1 000 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report
	Rehabilitation of tarred streets at Shatale	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of roads	Maintenance of tarred streets	100% completion of 1.2 km road rehabilitation	R 1 400 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report
	Rehabilitation of tarred streets at Thulamashane	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of roads	Completion of 1.2 km of road	100% Completion of bridge	R 1 400 000,00	5% construction progress	Not achieved R0.00	Delay on appointments	Implementation of procurement plan	Progress report

Vote	KPA/ Project	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Resources for variance	Improvement measures	POEs
	Construction of storm water drainage at Dwarisloop Phase 1 & 2	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of storm water drainage	1.0 km Completion of road	100% Completion of bridge	R 800 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report
	Construction of storm water drainage at Thulamahash	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of storm water drainage	Roads without storm-water	100% Completion of 1 km storm-water	R 800 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report
	Construction of walkways on the R533 roads and guardrails	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of road		100% Completion of 1.2 km walk way	R 800 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report

Vote	KPA/ Project	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Resources for variance	Improvement measures	POEs
	Road Markings at BLM Traffic Intersection	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of km of road markings	Routine maintenance	100% Completion of 2 km road markings	R 600 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report
	Installation of road signs at BLM Access Roads	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of signs	Routine maintenance	100% Completion of road signs installation as per the plan	R 400 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report
	Installation of carparks in all BLM facilities	Ensure implementation of IDP priorities	Provision of Roads, bridges and storm water infrastructure	Number of	-	100% Completion of carparks in 3 municipal buildings	R 600 000,00	5% construction progress	Not achieved R0.00	Delay on advertising	Implementation of procurement plan	Progress report

Vote	KPA/Project	Strategic objectives as per the IDP	Objective	KPI/Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Resources for variance	Improvement measures	POEs
	Construction of 4km roads from Calcutta to Mashonamini	Ensure implementation of IDP priorities	Provide safe and accessible roads and bridges	Number of KM of roads paved	4km of layer works, base and sub base. 95% construction progress	Completion of 5% construction of the road.	R 5 344 021.96	100% Construction progress	98% construction progress	The project is practical completed pending the snag list to be attended by the Contractor	The municipality to fast track the appointment of the consultants	Progress report
	Project planning Paving of internal streets in Matsitsane	Ensure implementation of IDP priorities	Provide safe and accessible roads and bridges	Approved Technical Report and Designs	All internal streets are gravel	Technical report, MIG approval and Designs complete	R 500 000	Appointment of consultant	Consultants not appointed	The municipality has not yet appointed consultant	The municipality to fast track the appointment of the consultants	None
	Project planning Paving of internal streets in Acornhoek	Ensure implementation of IDP priorities	Provide safe and accessible roads and bridges	Approved Technical Report and Designs	All internal streets are gravel	Technical report, MIG approval and Designs complete	R 500 000	Appointment of consultant	Consultants not appointed	The municipality has not yet appointed consultant	The municipality to fast track the appointment of the consultants	None

Vote	KPA/ Project	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Resources for variance	Improvement measures	POEs
	Project planning Paving of internal streets in Casteel	Ensure implementation of IDP priorities	Provide safe and accessible roads and bridges	Approved Technical Report and Designs	All internal streets are gravel	Technical report, MIG approval and Designs complete	R 500 000	Appointment of a consultant	Consultants not appointed	The municipality has not yet appointed consultants	The municipality to fast track the appointment of the consultants	None
	Project planning Paving of internal streets in Agincourt	Ensure implementation of IDP priorities	Provide safe and accessible roads and bridges	Approved Technical Report and Designs	All internal streets are gravel	Technical report, MIG approval and Designs complete	R 500 000	Appointment of a consultant	Consultants not appointed	The municipality has not yet appointed consultants	The municipality to fast track the appointment of the consultants	None
	Project planning Paving of internal streets in Hluvukani	Ensure implementation of IDP priorities	Provide safe and accessible roads and bridges	Approved Technical Report and Designs	All internal streets are gravel	Technical report, MIG approval and Designs complete	R 500 000	Appointment of a consultant	Consultants not appointed	The municipality has not yet appointed consultants	The municipality to fast track the appointment of the consultants	None



Vote	KPA/ Project	Strategic objectives as per the IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Resources for variance	Improvement measures	POEs
	Project planning Paving of internal streets in Lilydale	Ensure implementation of IDP priorities	Provide safe and accessible roads and bridges	Approved Technical Report and Designs	All internal streets are gravel	Technical report, MIG approval and Designs complete	R 500 000	Appointment of a consultant	Consultants not appointed	The municipality has not yet appointed consultant	The municipality to fast track the appointment of the consultants	None

5.2 SANITATION

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	POES

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	POES
	Sanitation	Ensure implementation of IDP priorities	Environmentally friendly and appropriate hygienic standards	Number of WWTW Upgraded	60% construction in progress	To complete 40% of Dwarsloop WWTW	R 4 000 000.00	80% construction progress	86% progress report	The Contractor has performed beyond expectation	The contractor to keep up the good work	Progress report
	Sanitation	Ensure implementation of IDP priorities	Environmentally friendly and appropriate hygienic standards	Construction of outfall sewer line from new hospital to Dwarsloop WWTW	No pipeline	To complete the project	R10 200 000	Appointment of service provider	Service provider appointed	BLM provided counter-funding to the DHS	Department of Human Settlement to provide monthly reports when project starts	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	POES
	Sanitation	Ensure implementation of IDP priorities	Environmentally friendly and appropriate hygienic standards	Number of toilets	322 toilets completed in 2016/17	To complete 400 toilet units	R5 000 000	Appointment of consultant	Panel of consultants and contractor appointed. Tender document drafted for appointment of contractors	None	None	List of panel of contractors
	Sanitation	Maintenance of infrastructure	WWTW refurbishment	Number of WWTW to be maintained	Existing infrastructure	7 WWTW	R2 100 000	2 WWTW	Requisition for material done	Delays in the procurement of material	The will be completed by the end of October 2017	Copy of requisition

Quarter 1												
Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	POES
	Sanitation	Maintenance of infrastructure	Refurbishment of sewer reticulation infrastructure	Number of Km to be maintained	Existing infrastructure	8 km	R1 532 000	2 km	Panel of contractor appointed	Finalizing of scope delayed	A contractor to be allocated by 27 October 2017	Progress report

5.3 PROGRAMME MANAGEMENT

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1			POES	
								Projected	Actual and expenditure	Reasons for variance		Improvement measure

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				POEs
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	
	Municipal Infrastructure Grant	Monitoring the implementation of capital projects and services	Compliance with the conditions of the grant (MIG)	Number of reports	12 reports	12 report to be submitted	None	3 Reports	3 reports achieved	None	None	DORA Reports
	Sports	Access to sport, culture and recreation	Provision of sports facilities	Number of sports facilities	-	100% completion of 2 sports facilities	R13 900 000	Appointment of Consultants	0% expenditure Panel of Consultants appointed and awaiting allocation	Delays in the appointment of consultants	Consultant will be allocated by 23 October 2017	List of appointed consultants

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				POEs
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	
	Bushbuckridge Regional Land Fill	Ensure implementation of IDP priorities	Provide access to decent sanitation	% of construction Progress	0% completed	Construction Regional landfill (Palisade fencing and Guard room)	R 15 500 000.00	20% construction progress	0% construction progress	The Contractor is not yet appointed	The municipality to expedite the appointment of the contractor	None
	Financial Management	Solicit additional funding for infrastructural development and services	Provision of basic infrastructure funding	% expenditure	100% MIG expenditure in 2017/2018	100% expenditure planned	R 394 080 000.00	25% expenditure	6% expenditure	The Contractors are not yet appointed in most of the projects	The municipality to expedite the appointment of the contractors	DORA Report

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				POEs
								Projected	Actual and expenditure	Reasons for variance	Improve ment measure	
	Financial Management	Water Services infrastructure Grant	Provision of Water infrastructure funding( Water Services Infrastructure Grant, WSIG)	% expenditure	100% WSIG expenditure in 2017/18	100% expenditure planned	R 110 000 000.00	20% expenditure	4%	The Contractors are not yet appointed for the projects	Appointment of contractors will start on 27 October 2017	Progress report
	Financial Management	Regional Bulk Infrastructure Grant	Provision of Bulk infrastructure funding(R BIG)	% expenditure	100% WSIG expenditure in 2017/18	100% expenditure planned	R 3 000 000.00	10% expenditure	0%	The Consultant are not yet appointed for the projects	The Municipality to expedite the appointment	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				POEs
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	
	Financial Management	Department of Energy Electrification grant	Provision of Electricity connections	% expenditure	100% DoE expenditure in 2017/18	100% expenditure planned	R 5 000 000.00	10% expenditure	59,5% expenditure	None	None	Monthly Report



5.4 WATER PROVISION

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	New Forest and Orimocco Bulk Supply (B14)	Ensure implementation of IDP priorities	To provide water to the residents of Bushbuckridge	60% of construction progress	0%	40% Completion of bulk supply	R 5 000 000,00	80% Construction progress	75% R 1 561 315.64	The contractor was on and off on site due to Cash flow challenges	The contractor to submit invoices in time.	Progress reports
	Completion of outstanding works Tsakani Branch (A5)	Ensure implementation of IDP priorities	To provide water to the residents of Bushbuckridge	89% of construction progress	0%	11% Completion of bulk supply	R 5 000 000,00	95% Construction progress	89% R 0.00	The contractor has been off side the past two months due to non availability of the Engineer	The municipality has taken a decision to finalise the project by its own	Progress reports

Vote	KPA	Strategic objective as per IDP	Objective	KPI/Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Agincourt and Ireagh Bulk water supply (B22)	Ensure implementation of IDP priorities	To provide water to the residents of Bushbuckridge	88% of construction in progress	0%	12% Completion of bulk supply	R 3000 000,00	95% Construction in progress	88% R 0.00	The municipality has terminated the services of Rand water on the project	The will be appointed by the end of October to finalise the projects	None
	Chavelagaza Bulk water supply	Ensure implementation of IDP priorities	To provide water to the residents of Bushbuckridge	Length of pipeline (KMs)	No bulk connection to reservoir	100% Completion of bulk supply	R 3500 000,00	Appointment of a consultant Draft technical report	0% expenditure	Delays in allocating a consultant	Consultant will be appointed by 23 October 2017	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Kumani	Provision of Water	% of completion	0% households reticulated	Reticulating 533 households Phase1	R11 000 000	Appointment of a contractor 5% Construction progress	0% R0:00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Mambumbu, Zola, Songeni	Provision of Water	% of completion	0% households reticulated	Reticulating 727 households Phase1	R15 000 000.00	Appointment of a contractor 5% Construction progress	0% R0:00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Allandale A & B	Provision of Water	% of completion	0% households reticulated	Reticulating 727 households Phase1	R15 000 000.00	Appointment of a contractor 5% Construction progress	0% R0:00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Orinoco A West	Provision of Water	% of completion	0% households reticulated	Reticulating 1259 households Phase1	R46 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Violetbank B	Provision of Water	% of completion	0% households reticulated	Reticulating 967 households Phase1	R20 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Maviljan A and B Manteng	Provision of Water	% of completion	0% households reticulated	Reticulating 1 345 households Phase1	R 27 766 899.60	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Alexandra	Provision of Water	% of completion	0% households reticulated	Reticulating 727 households Phase1	R 15 000 000.00	Appointment of a contractor 5% Construction progress	0% R0:00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Sandford	Provision of Water	% of completion	0% households reticulated	Reticulating 727 households Phase1	R 15 000 000.00	Appointment of a contractor 5% Construction progress	0% R0:00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Marongwane phase2	Provision of Water	% of completion	60% households reticulated	Reticulating 466 households Phase1	R 9 611 881.55	20% Construction progress	90%	The contractor has performed the expectation	The contractor to keep up the good work	Progress reports

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Goromani	Provision of Water	% of completion	0% households reticulated	Reticulating 727 households Phase1	R 15 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed.	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Belfast	Provision of Water	% of completion	0% households reticulated	Reticulating 727 households Phase1	R 15 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed.	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Ludlow	Provision of Water	% of completion	2125 households reticulated	Reticulating 100 households Phase 2	R 4 220 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed.	The Municipality to expedite the appointment of the contractor	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Saselani	Provision of Water	% of completion	0% households reticulated	Reticulating 727 households Phase1	R 15 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Mamelodi & Kgapama di	Provision of Water	% of completion	0% households reticulated	Reticulating 485 households Phase1	R 10 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Khalanyo ni, Tsakane & Madile	Provision of Water	% of completion	0% households reticulated	Reticulating 969 households Phase1	R 20 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Matsikitsane & Fenyane	Provision of Water	% of completion	70% households reticulated	Reticulating 315 households Phase1	R 9 500 000.00	85% Construction progress	95% R0.00	The service provider has performed beyond expectation	The service provider to keep up the good work.	Progress reports
	Water reticulation	Water reticulation at Ceko	Provision of Water	% of completion	0% households reticulated	Reticulating 497 households	R 11 200 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Burlington	Provision of Water	% of completion	60% households reticulated	Reticulating 509 households	R 10 500 000.00	20% Construction progress	90% R 6 366 158.59	The service provider has performed beyond expectation	The service provider to keep up the good work	Progress reports



Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Madras	Provision of Water	% of completion	0% household reticulation Consultant appointed	Reticulating 485 households Phase 1	R 10 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Mphenyatsatsi	Provision of Water	% of completion	0% household reticulation & Consultant appointed	Reticulating 967 households Phase 1	R 20 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Thabakgo	Provision of Water	% of completion	0% households reticulated	Reticulating 484 households Phase 1	R 10 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at MP Stream Water Reticulation	Provision of Water	% of completion	0% households reticulated	Reticulating 1 211 households	R 25 000 000.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Soweto	Provision of Water	% of completion	0% households reticulated	Reticulating 968 households Phase 1	R 52 000 000.00	Appointment of a contractor 5% Construction progress	4% R 2,406,604.06	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Sandford	Provision of Water	% of completion	0% households reticulated	Reticulating 927 households Phase1	R 15 000 000.00	Appointment of a contractor 5% Construction in progress	0% R0:00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water reticulation	Water reticulation at Agincourt	Provision of Water	% of completion	0% households reticulated Consultant appointed	Reticulating 388 households	R 8 000 000.00	Appointment of Consultant	0% R0:00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water reticulation	Water reticulation at Thusanan	Provision of Water	% of completion	0% household reticulated Consultant appointed	Reticulating 462 households Phase1	R 9 534 832.00	Appointment of a contractor 5% Construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Planning for Water reticulation	Water reticulation at Islington	Provision of Water	% of completion		Appointment of a consultant Technical report approval	R 1 000 000.00	Draft technical report	0% R0.00	The Consultant and the Contractor are not yet appointed	The Municipality to expedite the appointment of both the Consultant and contractor	None

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1					
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE	
	Planning for Water reticulation	Water reticulation at Eglington /Share	Provision of Water	% of completion		Appointment of a consultant Technical report approval	R 1 000 000.00	Draft technical report	0% R0.00	The Consultant is not yet appointed	The Municipality to expedite the appointment of the consultant	None	
	Planning for Water reticulation	Water reticulation at Welverdi end	Provision of Water	% of completion		Appointment of a consultant Technical report approval	R 1 500 000.00	Draft technical report	0% R0.00	The Consultant is not yet appointed	The Municipality to expedite the appointment of the consultant	None	

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water provision	Bulk water provision in Belfast	Provision of Water	% of completion	EIA and Water use licence applications done, awaiting approvals	100% complete	R4 000 000	35% construction progress	0% R0.00	The Contractor is not yet appointed	The Municipality to expedite the appointment of the contractor	None
	Water provision	Bulk water provision in Setlhare	Refurbishment of a package plant	% of completion	The infrastructure is existing	Monitor the implementation by EDM	EDM	3 reports				Progress reports

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and Expenditure	Reasons for variance	Improvement measure	POE
	Water provision	Maintenance of infrastructure	Boreholes refurbishment	Number of boreholes to be maintained	Existing infrastructure	1000 boreholes	R5 135 000	250 boreholes	Tender closed for the appointment of a panel of contractors	The tender was advertised late	Bid Evaluation Committee to speed up the process	None
	Water provision	Maintenance of infrastructure	WTW refurbishment	Number of WTW to be maintained	Existing infrastructure	5 WTW	R422 000	2 WTW	Requisition were done awaiting approval by procurement	Delays in submitting requisition	Submission of a revised procurement plan	Progress report

5.5 ELECTRICITY

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	POE
	INEP (Integrated National Electrification Programme)	Monitoring the implementation of capital projects and services	Compliance with the conditions of the grant (INEP)	Number of reports	12 reports	12 reports to be submitted		R5 000 000	R0:00	DoE has not deposited funds in the municipality.	DoE to deposit funds in the municipality by October 2017	Progress reports
	Electricity of household projects	Ensure implementation of IDP priorities	Electrification of households	Number of households connected	145 380 households have access to electricity while 1340 are without	322 households	R5 000 000	Appointed one contractor. 30% construction in progress	Appointment of Contractors 20% Construction in progress	None	None	Progress reports



5.6 HUMAN SETTLEMENTS & BUILDING

Vote	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1					
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	POE	

V o t e	KPA	Strategic objective as per IDP	Objective	KPI/ Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	POE
	Maintenance of Municipal Infrastructure (Municipal Buildings)	Monitoring the implementation of projects and services	Provision of Sustainable and adequate Municipal Buildings	Compliance with National Building Regulations and Building Standards Act 103 of 1977 and OHS Act	12 Number of Projects Completed	12 Maintenance Projects to be Implemented	R 2 500 000	2 Projects	5 Completed (Marite Ablution, Painting of Casteel Reg Off, Casteel Phase 2 & Construction of Guardrooms: Newline & Craighburn)	None	None	Progress reports and completion certificates

Vote	KPA	Strategic objective as per IDP	Objective	KPI/Measurement	Baseline	Annual target	Total Budget	Quarter 1				
								Projected	Actual and expenditure	Reasons for variance	Improvement measure	POE
	Maintenance and Refurbishment of Municipal Infrastructure (Municipal Halls)	Monitoring the implementation of projects and services	Provision of Sustainable and adequate Municipal Buildings for revenue collection	Compliance with National Building Regulations and Building Standards Act 103 of 1977 & OHS Act	Number of Projects Completed	3 Projects to be implemented (Mkhulu Comm Hall, Mavlijan Comm Hall & Merriam Mogakane Hall)	R 3 000 000	Procurement Processes	1 Tender Project (Specification)	None	None	Progress report

**6. GOOD GOVERNANCE AND PUBLIC PARTICIPATION (WEIGHT 10%)**

**6.1 MUNICIPAL MANAGER UNITS**

**6.2 MUNICIPAL MANAGER UNITS**

Functional Area	Objectives	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary/ adjusted budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
SDBIP	Ensure compliance	Availability of SDBIP and 4 quarterly Reports	2016/17 SDBIP was developed and approved by July 2016 and 4 quarterly reports were done	Developed 2017/18 SDBIP by July and 4 implementation reports	Internal driven	Developed 2017/18 SDBIP by July and 1 implementation report	Achieved	-	-	SDBIP, Council resolution, publication notice and letters of submission

Functional Area	Objectives	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary/ adjusted budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
Performance agreements	Proper Alignment Of SDBIP with employees compacts	Availability of performance plan & Number of assessments conducted	6 performance agreement developed and signed timeously	6 performance agreement developed and signed before end of July 2017	Internal driven	6 performance agreement developed and signed before end of July 2017	Achieved	-	-	Performance plans and review 4 reports and attendance register
Regional offices performance	Provide support to regional officers	Number of assessment to Assess the functionality of regional office	Two assessment on the functionality of regional offices	Develop Regional officers performance plans and 2 assessments to assess the functionality of regional offices	Internal driven	1 assessments to assess the functionality of regional offices	Meeting for General assessment for functionality done	-	-	Invitation, Minutes, agenda and attendance register

Functional Area	Objectives	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary/ adjusted budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
PMS automation	To develop a PMS that is effective and electronic	Development of terms and reference and do design and development of PMS electronically	Benchmarking for PMS automation was done in May 2017	Procurement of the software by June 2018.	Internal driven	Develop TOR for PMS automation	TOR for automation done	-	-	TOR on PMS System
Annual report	Reported information to consolidated and made available	Availability of Draft Annual Report	2015/2016 Annual report was done and approved by council in January 2017	Consolidation of Annual report 2016/2017 and ensure adoption by council in January 2018		Draft annual report be ready by August 2017	Achieved	-	-	Draft annual Report and council resolution for APR

Functional Area	Objectives	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary/ adjusted budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
IDP public participations	To have proper community participation IDP	Number of IDP public participation to be conducted	9 PP conducted in 2016/17	9 public participation	-	-	-	-	-	Advert, Agenda, attendance register
IDP process plan	To comply with IDP legislative requirements	Develop the IDP process plan and submit to council by end of August 2016	IDP process plan was done in 2016/2017	Approval of IDP process plan by third quarter	-	-	-	-	-	Process plan, council resolution

Functional Area	Objectives	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary/ adjusted budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
Sectoral plans	Ensure review of sector plan	Number of sectoral plans to be reviewed.	LED strategy was done in 2016/17	2 sectoral plans to be done by third quarter	Internal driven	-	-	-	-	Sectoral plans and council resolutions
Development of IDP	To establish 1 year service delivery plan	Ensure that IDP is aligned with legislation framework. Credible IDP	IDP done in 2016/2017	Ensure that IDP is aligned with legislation framework. Credible IDP	-	-	-	-	-	IDP documents, council resolution, letters of submitting and publication notices
Risk management	Risk assessment on both strategic and operation assessment	Adherence and compliance on risk relevant legislations	Strategic and operational risk assessment conducted	Conduct strategic and operational risk assessments by first quarter and fourth quarter for following f/Y		Conduct strategic and operational risk assessments	Achieved	-	-	Operational risk reports



Functional Area	Objectives	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary/ adjusted budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
Risk implementation plan	Ensure compliance of risk management framework	Approved risk management implementation plan	Risk management	Approved risk management implementation plan	-	Approved risk management implementation plan	Not achieved	The meeting did not sit due to unavailability of the chairperson	Ensure the implementation of the risk plan will be approved in November 2017.	Implementation plan and AC minutes
Risk management policy development and review	To ensure that all relevant policy documents are developed and reviewed timeously for the proper running of IA.	Reviewed charter, policy, RC charter & manual approved by the Risk Committee.	Reviewed charter, policy, RC charter & manual approved by the Risk Committee	Reviewed charter, policy, RC charter & manual approved by the Risk Committee by first quarter	-	Reviewed charter, policy, RC charter & manual approved by the Risk Committee	Achieved	-	-	charter, policy/strategy, RC charter & procedure manual and approval letters
Staff management Meetings	Management of operational functions of the	Provide support and monitor the effectiveness of regional office	4 meetings conducted	Conduct (12) monthly meeting to monitor the effectiveness of	Internal driven	Conduct (4) monthly meeting to monitor the effectiveness	Achieved	-	-	attendance register and minutes

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Functional Area	Objectives	KPI/ Measurement	Baseline/ previous performance	Annual target	Ordinary/ adjusted budget	Quarter 1				POEs
						Projection	Actual	Reasons for variance	Improvement measure	
	municipality			regional offices and Unit managers		of regional and Unit managers				

6.2.1 PERFORMANCE PLAN INTERNAL AUDIT

KPA	Objective	KPI/ Measurement	Baseline	Annual Target UAL TARGET	Budget	Quarter 1				POES
						Projected & Budget	Actual	Reasons for variance	Improv ement measur e	

KPA	Objective	KPI/ Measurement	Baseline	Annual Target UAL TARGET	Budget	Quarter 1				POEs
						Projected & Budget	Actual	Reasons for variance	Improvement measure	
Internal Audit policy development and review	Ensure that all planned audit assignments are performed	To ensure that all relevant policy documents are developed and reviewed timeously for the proper running of IA.	Reviewed IA charter, IA policy, AC charter & IA manual approved by the Audit Committee.	Reviewed IA charter, IA policy, AC charter & IA manual approved by the Audit Committee to be in line with the IIA standards.	Internal driven	Review IA charter, IA policy, AC charter & IA manual and to be approved by the Audit Committee.	Internal Audit documents reviewed awaiting approval by the Audit Committee	None	None	IA charter, IA policy, AC charter & IA manual approved by the Audit Committee
Strategic plan & annual plan	Ensure that all planned audit assignments are performed	Ensure that the three year strategic plan and the annual plan is developed	Annual plan and three year strategic plan approved by the Audit Committee.	Internal Audit plan approved and implemented.	Internal driven	Ensure that all planned audit assignments are performed	Annual plan and three year strategic plan approved by the Audit Committee			Annual plan and three year strategic plan

KPA	Objective	KPI/ Measurement	Baseline	Annual Target UAL TARGET	Budget	Quarter 1				POEs
						Projected & Budget	Actual	Reasons for variance	Improv ement measur e	
Implementation of the internal audit plan	Ensure that all planned audit assignments are performed	Audit reports	-	Conducts and implement the audit plan		Occupational Health and Safety	Achieved	Achieved	None	Report
						Sanitation Management	Achieved	Achieved	None	Report
						Water Management	Achieved	Achieved	None	Report
						Cash Management	Achieved	Achieved	None	Report

KPA	Objective	KPI/ Measurement	Baseline	Annual Target UAL TARGET	Budget	Quarter 1				POEs
						Projected & Budget	Actual	Reasons for variance	Improvement measure	
Follow up reviews on previous queries raised	Ensure that management addresses weaknesses raised by the AG & IA	Submitted reports to management, the Audit Committee and Council on a quarterly basis	reports to management, the Audit Committee and Council on a quarterly basis done	Submitted reports to management, the Audit Committee and Council on a quarterly basis	Internal driven	Follow-up Action Log	Achieved	None	None	Reports
Perform Performance management	To ensure that the Municipality's performance management system is audited as required by the MSA & Performance	Reports at the end of each quarter on the status of internal control with regards the performance management	Reports at the end of each quarter on the status of internal control with regards the performance management	Reports at the end of each quarter on the status of internal control with regards the performance management	Internal driven	Alignment of SDBIP, Budget and IDP	In - progress	Too many AD hoc audit are provided to be performed by the unit.	Intervention from the Municipal Manager	Engagement letter

KPA	Objective	KPI/ Measurement	Baseline	Annual Target UAL TARGET	Budget	Quarter 1				POEs
						Projected & Budget	Actual	Reasons for variance	Improv ement measur e	
	regulations.	system	system done	system						

6.2.2 COMMUNICATION

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary / budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
<b>Customer Care and Complaints Management</b>	Timeous respond to clients and community complaints.	Complaints register and number of resolved complaints	Complaint Management committee and suggestion boxes in place.	Undated Complaints register and list (number) of resolved issues	Internal driven	1 <sup>st</sup> quarter Updated complaints register (action log) and list of resolved issues	Consolidated and updated complaints register and resolved complaints	None		Undated Complaints Register (action log), List of resolved issues
<b>Effective and Improved communication in both internal and external</b>	Inform and educate community about municipal actions, programmes and projects.	Ensure all municipal activities are effectively Communicated to internal and external stakeholders and produced number of quarterly reports	All municipal activities were communicated internally via website, newspapers, radio and notices during 2016/2017	Ensure all municipal activities are effectively Communicated to internal and external stakeholders and produced 4 quarterly reports	Internal driven	Ensure all municipal activities are effectively Communicated to internal and external stakeholders and produced 1 quarterly reports	Consolidated report	None		Consolidated report.



Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary / budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
<b>Newsletter Production and Delivery</b>	Inform and educate community about the successes, programmes, projects and plans of the municipality	Number of newsletters issued	4 quarterly Newsletters done and 40 000 copies were distributed in 2016/2017	Produce 4 quarterly newsletters and deliver 40 000 copies by July 2018	R1 400 000	Produce and deliver 1 Issue/version of 10 000 Newsletters	July to September Newsletter produced and delivery	None		Copy of Newsletter and distribution lists.
<b>Establish And Maintain Media Relations, Media Monitoring And Analysis</b>	To ensure good relations with media houses	Number of contracts to be signed with local media houses	3 SLA were signed with local media houses in 2016/17	4 contracts to be signed with local media houses by end of September 2017 and monitor the implementation of the SLAs	Internal driven	4 contracts to be signed with local media houses by end of September 2017	5 Contracts signed. Database for media houses established. LCF meeting held by-monthly	None		4 SLAs and quarterly monitoring reports
<b>Positive Corporate Image, Marketing and Branding</b>	To build the positive image of the municipality	Develop a policy for marketing	Marketing policy not in place	To Develop a policy for marketing and continuously monitoring the implementation	Internal driven	To Develop a policy for marketing	Not done	Marketing policy not yet developed. Service provider appointed	Council Meeting/sitting. Supply Chain processes	Installed signage pictures. Municipal profile document

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Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary / budget	Quarter 1				Portfolio of Evidence
						Projection	Actual	Reasons for variance	Improvement measure	
				in					for installation of road signage	

6.2.3 PERFORMANCE PLAN INTERNAL AUDIT

KPA	Objective	KPI/ Measurement	Baseline	Annual Target	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Enabler	POEs
						Projected & Budget	Projected & Budget	Projected & Budget	Projected & Budget		
Internal Audit policy development and review	Ensure that all planned audit assignments are performed	To ensure that all relevant policy documents are developed and reviewed timeously for the proper running of IA.	Reviewed IA charter, IA policy, AC charter & IA manual approved by the Audit Committee.	Reviewed IA charter, IA policy, AC charter & IA manual approved by the Audit Committee to be in line with the IIA standards.	-	Review IA charter, IA policy, AC charter & IA manual and approved by the Audit Committee.	-	-	-	Audit Committee Support	IA charter, IA policy, AC charter & IA manual approved by the Audit Committee
Strategic plan & annual plan	Ensure that all planned audit assignments are performed	Ensure that the three year strategic plan and the annual plan is developed	Annual plan and three year strategic plan approved by the Audit Committee.	Internal Audit plan approved and implemented	-	Ensure that all planned audit assignments are performed	-	-	-	Audit Committee Support	Reports
Implementation of the	Ensure that all planned	Audit reports	-	Conducts and	-	Occupational Health and	Fleet Management	Project Management	Assets Management	Management	Reports

KPA	Objective	KPI/ Measurement	Baseline	Annual Target	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Enabler	POEs
						Projected & Budget	Projected & Budget	Projected & Budget	Projected & Budget		
internal audit plan	audit assignments are performed			implement the audit plan		Safety	t	t	t	t Support	
						Human Resource	Good Governance	Supply Chain Management	Revenue Management	- Management Support	Reports
							Expenditure Management	Cash Management		Management Support	Reports
								MFMA		Management Support	Reports

KPA	Objective	KPI/ Measurement	Baseline	Annual Target	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Enabler	POEs
						Projected & Budget	Projected & Budget	Projected & Budget	Projected & Budget		
Follow up reviews on previous queries raised	Ensure that management addresses weaknesses raised by the AG & IA	Submitted reports to management, the Audit Committee and Council on a quarterly basis	reports to management, the Audit Committee and Council on a quarterly basis done	Submitted reports to management, the Audit Committee and Council on a quarterly basis		Follow-up Action Log	Follow-up Action Log	Follow-up Action Log	Follow-up Action Log	Management Support	Reports
Perform Performance management	To ensure that the Municipality's performance management system is audited as required by the MSA &	Reports at the end of each quarter on the status of internal control with regards the performance management	Reports at the end of each quarter on the status of internal control with regards the performance management	Reports at the end of each quarter on the status of internal control with regards the performance management		Alignment of SDBIP, Budget and IDP	1 <sup>st</sup> Quarter Performance Management	2 <sup>nd</sup> Quarter Performance Management	3 <sup>rd</sup> Quarter Performance Management	Template	Reports

KPA	Objective	KPI/ Measurement	Baseline	Annual Target	Quarter				Enabler	POEs
					1	2	3	4		
	Performance regulations.	system	system done	system	Projected & Budget	Projected & Budget	Projected & Budget	Projected & Budget		
					Budget					

6.2.4 COMMUNICATION

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary budget	Quarter				Enabler	Portfolio of Evidence
						1	2	3	4		
Customer Care and Complaints Management	Timeous respond to clients and community complaints.	Complaints register and number of resolved complaints	Complaint Management committee and suggestion boxes in place.	Undated Complaints register and list (number) of resolved issues	Internal driven	1 <sup>st</sup> quarter Updated complaints register (action log) and list of resolved issues	2 <sup>nd</sup> quarter Updated complaints register (action log) and list of resolved issues	3 <sup>rd</sup> quarter Updated complaints register (action log) and list of resolved issues	4 <sup>th</sup> quarter Updated complaints register (action log) and list of resolved issues	Management support	Undated Complaints Register (action log), List of resolve issues

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/ budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Enabler	Portfolio of Evidence
						Projection	Projection	Projection	Projection		
Effective and Improved communication both internal and external	Inform and educate community about municipal actions, programmes and projects.	Ensure all municipal activities are effectively communicated to internal and external stakeholders and produced number of quarterly reports	All municipal activities were communicated internally and externally via website, newspaper, radio and notices during 2016/2017	Ensure all municipal activities are effectively communicated to internal and external stakeholders and produced 4 quarterly reports	Internal driven	Ensure all municipal activities are effectively communicated to internal and external stakeholders and produced 1 quarterly reports	Ensure all municipal activities are effectively communicated to internal and external stakeholders and produced 1 quarterly reports	Ensure all municipal activities are effectively communicated to internal and external stakeholders and produced 1 quarterly reports	Ensure all municipal activities are effectively communicated to internal and external stakeholders and produced 1 quarterly reports	Availability of information/content	Consolidated report
Newsletter Production and Delivery	Inform and educate community about the successes, programmes, projects and plans of the municipality	Number of newsletters issued	4 quarterly Newsletters done and 40 000 copies were distributed in 2016/2017	Produce quarterly newsletters and deliver 40 000 copies by July 2018	R1 400 000	Produce and deliver 1 Issue/version of 10 000 Newsletters	Produce and deliver 1 Issue/version of 10 000 quarterly Newsletters	Produce and deliver 1 Issue/version of 10 000 quarterly Newsletters	Produce and deliver 1 Issue/version of 10 000 quarterly Newsletters	validity of the printing contract	Copy of Newsletter and distribution lists.

Functional Area	Objective	KPI/ Measurement	Baseline	Annual Target	Ordinary/budget	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Enabler	Portfolio of Evidence
						Projection	Projection	Projection	Projection	Projection	Projection				
	ty														
<b>Establish And Maintain Media Relations, Media Monitoring And Analysis</b>	To ensure good relations with media houses	Number of contracts to be signed with local media houses	3 SLA were signed with local media houses in 2016/17	4 contracts to be signed with local media houses by end of September 2017 and monitor the implementation of the SLAs	Internal driven	4 contracts to be signed with local media houses by end of September 2017	monitor the implementation of the SLAs	monitor the implementation of the SLAs	monitor the implementation of the SLAs	monitor the implementation of the SLAs	monitor the implementation of the SLAs	monitor the implementation of the SLAs	Budget and information/content availability	4 SLAs and quarterly monitoring reports	
<b>Positive Corporate Image, Marketing and Branding</b>	To build the positive image of the municipality	Develop a policy for marketing	Marketing policy not in place	To Develop a policy for marketing and continuously monitoring the implementation	Internal driven	To Develop a policy for marketing	monitoring the implementation	monitoring the implementation	monitoring the implementation	monitoring the implementation	monitoring the implementation	monitoring the implementation	Management support	Installed signage pictures, Municipal profile document	



6.3 SDBIP MUNICIPAL MANAGER



Vote No	Description	Total Budget	Quarter 1		
			Projected		
	Official functions	875 000	218 750	-	Requisitions not made
	Refreshment	56 000	14 000	-	Requisitions not made
	Special services	1 724 000	431 000	-	Requisitions not made
	Risk Management	319 000	79 750	25 000.00	Under budgeted
	Communications	4 446 000	1 111 500	903 692.00	Other invoices not processed
	PMS Workshop and Training	120 000	30 000	5 000	Trainings still on progress
	PMS Automation	900 000	225 000	25 000	Over budgeted
	Audit Committee Allowance	435 000	108 750	38 000	Over budgeted
	Pro Audit Software	118 000	29 500	10 000	Over budgeted
	Operational Support Mkhuhlu Regional Office	50 000	12 500	-	Requisitions not made
	Operational Support Lillydale Regional Office	50 000	12 500	-	Requisitions not made
	Operational Support Marite Regional Office	50 000	12 500	-	Requisitions not made

Vote No	Description	Total Budget	Quarter 1	
			Projected	
	Operational Support Maviljan Regional Office	50 000	12 500	Requisitions not made
	Operational Support Dwaarsloop Regional Office	50 000	12 500	Requisitions not made
	Operational Support Shatale Regional Office	50 000	12 500	Requisitions not made
	Operational Support Thulamahashe Regional Office	50 000	12 500	Requisitions not made
	Operational Support Casteel Regional Office	50 000	12 500	Requisitions not made
	Operational Support- Acorhoek Regional Office	50 000	12 500	Requisitions not made
	Operational Support- Hluvkani Regional Office	50 000	12 500	Requisitions not made
	Operational Support Angicourt Regional Office	50 000	12 500	Requisitions not made
	Office of the Municipal Manager	213 000	53 250	Requisitions not made

### 6.3.1 CONCLUSION

	<p>The purpose of this 1<sup>st</sup> quarter is to make possible for the relevant stakeholder groups to evaluate progress made by the municipality towards achieving its vision and mission. This plan serves as key element of aligning IDP and budget in terms of service delivery KPA and other related KPA.</p> <p>The challenge is to ensure accurate planning and submission of accurate data which will make it possible for the PMS Unit to consolidate the plan against the five Key Performance Areas.</p> <p>Regardless of this it is anticipate that this plan does justice to the situation on the ground and that it achieves what it purport to achieve.</p>

### 6.3.2 AUTHORISATION

TITLE	INITIALS AND SURNAME	COMMENTS	SIGNATURE	DATE
Municipal Manager	C. LISA	Supported		27/10/2017
Executive Mayor	C.S Nxumab	Supported		27/10/2017