



SECOND QUARTER REPORT 2019/20

SECOND QUARTER INSTITUTIONAL PERFORMANCE REPORT (OCT-DEC 2019)

1. Purpose

The purpose of this report is to give feed-back regarding the institutional performance per Key Performance Area (KPA) scorecard for the second quarter of 2019/20 financial year. The institutional scorecard is derived from the SDBIP. This report is based on information received from the municipal directorates for second quarter assessment of performance ending December 2019.

2. **The Detailed score card (SDBIP report) is attached as an annexure.** Below is the Municipality's service delivery performance report as at second quarter (31 December 2019). Where targets have not been achieved, the challenges, and corrective measures are specified. The corrective measures are designed to ensure that all the targets are achieved by the end of the financial year, notwithstanding the challenges that delayed the targets in the second quarter of the year.

3.1 The tables below provide an overview performance of the Municipality against the second-quarter targets and as allocated per Department and KPA.

Departments	Number of Targets	Targets Achieved	% Achieved	Targets not Achieved	% not Achieved
Municipal Manager	23	18	78%	5	22%
Budget and Treasury	18	16	89%	2	11%
Corporate Services	30	16	53%	14	47%
Community Services	9	9	100%	0	0%
Technical Services	24	10	42%	14	58%
SPED	9	7	78%	2	22%
Overall Organizational Performance	113	76	67%	37	33%

This report is an objective view of institutional performance based on the Service Delivery and Budget Implementation Plan (SDBIP) for second quarter 2019/20. This quarter **113** Key Performance Indicators were assessed. **79** Key Performance Indicators which constitute **70%** met their targets and **34** Key Performance Indicators which constitute **30%** did not meet targets. The breakdown per KPA is as follows:

- ❖ Spatial Rationale had **7** indicators and all **5** indicators achieved targets while **2** indicators failed to achieve their target.
- ❖ Basic Services had **32** indicators and **15** indicators achieved targets while **17** indicators failed to achieve their targets.
- ❖ Local Economic Development had **3** indicators and all **3** indicators achieved targets.
- ❖ Financial Viability had **16** indicators and **13** indicators achieved targets and **3** indicators failed to achieve their targets.
- ❖ Good Governance and Public Participation had **37** indicators and **30** indicators achieved targets and **7** failed to achieve targets.
- ❖ Municipal Transformation and Organizational Development had **18** indicators and **13** indicators achieved targets and **5** failed to achieve targets.

KPAs	Number of Targets	Targets Achieved	% Achieved	Targets not Achieved	% not achieved
Spatial Rationale	7	5	71%	2	29%
Basic Services and Infrastructure Development	32	15	47%	17	53%
Local Economic Development	3	3	100%	0	0%
Financial Viability	16	13	81%	3	19%
Good Governance and Public Participation	37	30	81%	7	19%
Municipal Transformation and Organizational Development	18	13	72%	5	28%
Overall Organizational Performance	113	79	70%	34	30%

3.2 2019/20 Second Quarter Institutional Performance

Total Number of Targets	Percentage Achieved	Percentage Not Achieved	Recommendation
113	70% Achieved	30% Not Achieved	Accounting officer to request for revision of the SDBIP and budget adjustment to meet the projected targets before end of the financial year

3.3 SUMMARY OF TARGETS NOT ACHIEVED, CHALLENGES, PROGRESS AND RECOMMENDATIONS

Project	Targets	Second Quarter Status	Actual Progress (Achieved/Not Achieved)	Challenges	Recommended Corrective Action To Be Taken
Update of LUMS	All land use application to be approved in	17/21 applications received approved within 30days	Not Achieved	Outstanding supporting documents and	All future application will be screened prior consideration

	30days of the receipt	All buildings plans applications to be approved in 90days of the receipt	42/47 applications received approved within 90 days	Not Achieved	Outstanding supporting documents	pending public participation	All future application will be screened prior consideration
KPA 2 BASIC SERVICE DELIVERY KEY PERFORMANCE INDICATORS							
TECHNICAL SERVICES							
The oaks internal street	1km road completed	620m road bed completed	Not Achieved	Not Achieved	Delay in removal of electrical poles by ESKOM	Electrical pole removed and the remaining 380m will be completed by 28 February 2020	
Rehabilitation of Hoedspruit internal street	500m road completed	0m road completed (tender advertised)	Not Achieved	Not Achieved	Non-appointment of contractor	Process at adjudication committee stage and 500m road to be completed by 30 March 2020	

Maruleng low level bridge	Appointment of a contractor	Contractor not appointed (scoping report completed)	Not Achieved	Delay in completion of the scoping report by the consultant	Contractor to be appointed by 29 February 2020
Rehabilitation of Kampersus access road	600m road completed	0m road completed (tender advertised)	Not Achieved	Non-appointment of contractor	Process at adjudication committee stage and 600m road to be completed by 30 March 2020
Maruleng indoor sports centre	Project Completed	Roofing in progress	Not Achieved	insufficient budget to complete the project	sufficient budget to be allocated during the budget adjustment
Electricity	10	0	Not Achieved	Lack of capacity to maintain the lights	Procurement of a service provider for maintenance of the streetlights
Street lighting	74	0	Not Achieved	Lack of capacity to maintain the lights	Procurement of a service provider for maintenance of the streetlights

Buildings	6	5	Not Achieved	2nd quarter report could not be provided as the official responsible for maintenance is suspended	Director of Technical Services should take responsibility
Fencing of London landfill site	Poles Planted	Poles not Planted(Tender advertised)	Not Achieved	Non-appointment of contractor	Process at evaluation committee stage and poles to be planted by 31 March 2020
Fencing of cemeteries	Poles Planted	Poles not Planted(Tender advertised)	Not Achieved	Non-appointment of contractor	Process at evaluation committee stage and poles to be planted by 31 March 2020
KPA 2: BASIC SERVICE DELIVERY KEY PERFORMANCE INDICATORS					
CORPORATE SERVICES					
IT equipment	100 laptops procured	100 laptops not procured	Not Achieved	Delay in none appointment of contractor due to delay in the evaluation	100 laptops to be procured by the 29 February

software	Software upgraded	no software upgrade	Not Achieved	process(bid at adjudication committee stage.) No reasons provided	No reason provided
Vehicles	Appointment of service provider	Service provider not appointed	Not Achieved	Non-appointment of contractor(due to the delay by the user department to submit Specification	Specification submitted and service provider to appointed by 31 March 2020
Office equipment	Appointment of service provider	Service provider not appointed	Not Achieved	Non-appointment of contractor(due to the delay by the user department to submit Specification	Specification submitted and service provider to appointed by 31 March 2020
KENYA MUNICIPALITY WATER SUPPLY AND SEWERAGE BOARD FINANCIAL STATEMENTS 2019/2020 POLICE AND TREASURY					
Revenue collection	72%	68% were collected during	Not Achieved	The payment was made from debt	The municipality is still experience

			the 2nd quarter as compare to mid-year budget			challenges with payment for rates and taxes from the farms
Personnel Expenditure	50% spend	35% spent	Not Achieved	None appointment on the S56 positions	Vacant S56 positions to be filled by 31 March 2020	
Maintenance expenditure	50% spend	34% spent	Not Achieved	Lack of fixed assets maintenance plan	Plan to develop fixed assets maintenance plan in progress. Routine maintenance is being prioritized by technical service department	
KPA 5 GOOD GOVERNANCE AND PUBLIC PARTICIPATION MUNICIPAL MANAGER						
Internal auditing	% internal audit findings resolved	88%	Not Achieved	The follow up report is update	The agreed action is monitored	

					after issuing of each audit	monthly and quarterly through management and AC
	% of Audit and Performance Committee resolutions implemented	100%	Not Achieved		The audit committee resolutions are updated after each AC meeting	Resolution register is monitored monthly through management and the audit committee
Risk Management	% implementation of identified risks mitigations	100%	Not Achieved		Management not effectively implementing the agreed action to mitigate the risk	Awareness will be created to ensure the management implementation the agreed action
Risk Management	Number of Institutional Risk Management Committee meetings held	2	Not Achieved		Management did not meet the quorum for the meeting scheduled to take place during the 2nd quarter	2 risk management committee meeting will be held during the 3rd quarter in order to remedy the situation
Corporate Services						

Public Participation	Number of public participation meetings (imbizos) held	2	Not Achieved	None availability of councillors	To have two Imbizo/public participation in the third quarter
	Number of community feedback meetings held	28	Not Achieved	Due to the other Municipal Programmes	The department to make sure that the municipal program doesn't clash with the community feedback meetings schedule
Mayoral bursary fund	Number of learners supported	4	Not Achieved	Only 5 students applied and 3 qualified for the bursary	The department to make sure that the go to schools to make sure all the learners knows about the bursary
Traditional Leaders allowance	Number of traditional leaders receiving allowance for attending council meetings and activities	4	Not Achieved	Council dates clashes with the traditional deals calendar	Circular of council schedule meetings to traditional leaders at the beginning of the second quarter and meeting

						individual leaders to ascertain reasons for non-attendance
Technical Services						
Energy Forum	Number of energy forums hosted	2		Not Achieved	The energy forum is hosted by the district and no invitation was issued for fourth quarter	Liaise with the district to convene quarterly meetings
PMS	Number of senior managers (section 54 and S56) with signed performance agreements within prescribed timeframe	6		Not Achieved	None appointment on the S56 positions	Vacant S56 positions to be filled by 31 March 2020
Employment Equity Plan	Number of staff complement with disability	5		Not Achieved	Resignation in October 2017	The municipality is above the national norm regarding

					employees with disability
HR Working Groups	Number of sessions held	2	Not Achieved	No invitation was issued for second quarter	The district to issue the invite as per schedule
Strategic planning Ethics	Number of team building sessions held	1	Not Achieved	Cost containment	To adjust the indicator during the budget adjustment

4. CONCLUSION

This comprehensive report was able to paint a clear picture on areas of strengths as well as weaknesses. It will be used as a yard stick to strengthen areas of achievements and improvements on areas of weaknesses for the first quarter report of the financial year and other reports.

5. RECOMMENDATIONS

Adherence in the Municipal Performance Management Framework.



SECOND QUARTER REPORT

SIGNED BY THE MUNICIPAL MANAGER


3/01/2020

MR. MAGABANE T.G

400	Ensure that planning and development is informed by the Spatial Development Framework	SDF	Number of Spatial Development Framework implemented	1 Spatial Development Framework implemented	1 Spatial Development Framework implemented	1 Spatial Development Framework implemented	1 Spatial Development Framework implemented	None	None	Achieved	SPED	Reports on the implementation of the SDF
400	Ensure that Land Use Management Scheme is updated	Update of LUMS	30 days	30 days	30 days	30 days	21 applications received and approved within 30 days	4 applications pending approval	Outstanding Documents are pending public participation	Not Achieved	SPED	LUMS updated reports
400	Ensure that GIS is updated	Update of GIS	4	4	4	4	47 Building Plans approved within 90 days	5 Building Plans pending approval	Outstanding Documents	Not Achieved	SPED	Quarterly reports
400	Ensure that SPLUMA campaigns are conducted to educate communities about the act	SPLUMA campaigns	4	4	4	4	2 Campaigns held (09-18 (Maboneng Village) 22-09-19 (Sulaya Village)	None	None	Achieved	SPED	Quarterly reports
400	Ensure LUMS campaigns are to educate communities about the usage of land	Land Use Management Scheme campaigns	4	4	4	4	2 Campaigns held (09-19 (Maboneng Village) 22-09-19 (Sulaya Village)	None	None	Achieved	SPED	Quarterly reports
400	Setting aside an amount for the acquisition of land	Land acquisition for development	3,000,000	750,000	750,000	1,500,000	1,500,000	None	None	Achieved	SPED	Financial statement
500	To up grade a road from gravel to paved road	To open internal streets	1.3km	1km	1km	1.3km	1.3km	0.3km	0.3km	Not Achieved	Technical Services	Completion certificate
500	To up grade a road from gravel to paved road	Sanitary gateway access road	400m	400m	400m	400m	400m	400m	400m	Achieved	Technical Services	Completion certificate
500	To up grade a road from gravel to paved road	Calais Internal Street	750,000	750,000	750,000	750,000	750,000	750,000	750,000	Achieved	Technical Services	Appointment letter
500	To up grade a road from gravel to asphalt road	Balloon access road	14,176,000	14,176,000	14,176,000	14,176,000	14,176,000	14,176,000	14,176,000	Achieved	Technical Services	Completion certificate
500	To rehabilitate a road	Rehabilitation of 100m internal streets	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	Not Achieved	Technical Services	Completion certificate
500	To rehabilitate a road	Rehabilitation of 2 km road	1000000	1000000	1000000	1000000	1000000	1000000	1000000	N/A	Technical Services	Completion Certificate

500	To rehabilitate a road	Bismack access road	Number of metres of low cutting completed	Designs completed	2,000,000		500m low cutting	No target this quarter	No target this quarter	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	Technical Services	Progress reports
500	Construction of lowlevel bridges	Mankweng low level bridges	Number of low level bridges constructed	New	10,000,000		4	Appointment of Consultant	Appointment of Contractor	Appointment of Contractor	Contractor not appointed	Contractor not appointed	Appointment of Contractor	Delay in completion of the scoping report by the consultant	Contractor to be appointed by 29 February 2020	Not Achieved	Technical Services	completion certificate
500	To up grade a road from gravel to paved road	Butswana access road	Number of kilometres of Butswana access road paved	1.2 km road bud	6,000,000		1.2 km	1.2km base layer completed	1.2km paving completed	1.2km paving completed	1.2km paving completed	1.2km paving completed	None	None	None	Achieved	Technical Services	Completion Certificate
500	To up grade a road from gravel to paved road	Madisa access road	Number of kilometres of Madisa access road paved	20m	2,000,000		10m	10m base layer completed	10m road complete	10m road complete	10m road complete	10m road complete	None	None	None	Achieved	Technical Services	Completion Certificate
500	To up grade a road from gravel to paved road	Witwona access road	Number of metres of Witwona access road paved	300m base completed	5,000,000		300m	300m base layer completed	300m road paved	300m road paved	300m road paved	300m road paved	None	None	None	Achieved	Technical Services	Completion Certificate
500	To up grade a road from gravel to paved road	Newfins Out-Falls access road	Number of metres of Newfins Out-Falls access road paved	500m road bed	7,000,000		10m	500m base layer completed	500m road paved	500m road paved	500m road paved	500m road paved	None	None	None	Achieved	Technical Services	Completion Certificate
500	To rehabilitate a road	Kompass access road	Number of metres of Kompass road rehabilitated	Designs completed	4,500,000		500m	500m base layer complete	500m road completed	500m road completed	500m road completed	500m road completed	None	None	None	Not Achieved	Technical Services	Completion certificate
500	To up grade a road from gravel to paved road	Worcester access road	Number of kilometres of Worcester access road paved	500m road bed	6,500,000		1.5km	1.5km base layer completed	1.5km road completed	1.5km road completed	1.5km road paved	1.5km road paved	None	None	None	Achieved	Technical Services	Completion Certificate
500	To up grade a road from gravel to paved road	Selnye in Mankweng access road	Number of kilometres of Selnye in Mankweng access road	New	750,000			Contractor Appointed	Appointment of Consultant	Appointment of Consultant	Consultant Appointed	Consultant Appointed	None	None	None	Achieved	Technical Services	Completion certificate
600	Ensure the provision of refuse removal services to households in the landfill site in Worcester	Refuse removal from households in the landfill site in Worcester	Number of households with basic waste removal/collection by 30/06/19	11 206	7,725,000		11 206	11,206	11,206	11,206	11,206	11,206	None	None	None	Achieved	Community Services	Quarterly reports
600	Ensure the construction of indoor sports centre	Indoor sports centre	Number of commercial, industrial and sporting centres with access to solid waste removal services	50 business			50 business establishments	50 business establishments	50 business establishments	50 business establishments	50 business establishments	50 business establishments	None	None	None	Achieved	Community Services	Quarterly reports
500	Ensure the construction of community hall	Community hall	% of indoor sports centre completed	Brick wall completed	6,000,000		100% completion	95 % floor, aluminium and gears completed	Project Completed	Project Completed	Roofing in progress	Project Completed	Insufficient budget to complete the project	Insufficient budget to complete the project	Insufficient budget to complete the project	Not Achieved	Technical Services	Completion certificates
500	Ensure the construction of community hall	Community hall	Designs of community hall completed	New	750		Designs completed	No target this quarter	No target this quarter	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	Technical Services	Appointment letter

500	Ensure the construction of sports field	Cades Sports Field	% completion construction work of Cades Sports Field	Drilling of boreholes and installation of golf lawn	15,580,400	60 % of sports field constructed	30% completion of the entire block	40% Fencing of sports field and installation of lawn	40% fencing completed	None	None	None	Achieved	Technical Services	Progress reports
500	Ensure that municipal electrical assets are maintained (high mast lights)	Electricity	Number of high mast lights maintained	New	200,000	30	No target this quarter	10	0	10	Lack of capacity to maintain the lights	Procurement of a service provider for maintenance of the streetlights	Not Achieved	Technical Services	Quarterly reports
500	Ensure appropriate maintenance of street lighting	Street lighting	Number of street lights maintained	148	300,000	148	37	74	0	74	Lack of capacity to maintain the lights	Procurement of a service provider for maintenance of the streetlights	Not Achieved	Technical Services	Quarterly reports
500	Ensure appropriate maintenance of roads and bridges	Roads and bridges	Number of municipal roads and bridges maintained	308km	750,000	308km	Maintenance of 77km of 308km road	Maintenance of 154km of 308km road	503.1km	49.7km	None	None	Achieved	Technical Services	Quarterly reports
500	Ensure appropriate maintenance of buildings	Buildings	Number of municipal buildings maintained	13	300,000	13	3	6	5	1	2nd quarter report could not be provided as the official responsible for maintenance is suspended	Director of Technical Services should take responsibility	Not Achieved	Technical Services	Quarterly reports
500	Ensure appropriate maintenance of vehicles	Routine maintenance of vehicles	Number of vehicles maintained	10	1,000,000	10	10	10	10	None	None	None	Achieved	Corporate Services	Maintenance reports
500	Ensure appropriate maintenance of machines	Machines	Number of municipal heavy machines maintained	3	1,000,000	3	3	3	3	None	None	None	Achieved	Corporate Services	Quarterly reports
500	Ensure the construction of community jail	Parks and gardens	Number of parks and gardens maintained	8	150,000	8	8	8	8	None	None	None	Achieved	Community Services	Quarterly reports
500	Ensure that cemeteries are fenced	Fencing of cemeteries and Landfilled site	Number of cemeteries fenced	5	2,000,000	5	Contractor appointed	Poles planted	Poles not planted (under advertisement)	Poles planted	Non-appointment of contractor	Process of evaluation committee stage and poles to be planted by 31 March 2020	Not Achieved	Technical Services	Completion certificates
500	Ensure that landfilled site is fenced	Fencing of London Landfilled site	Number of landfilled site fenced	New	4,000,000	1	Contractor appointed	Poles planted	Poles not planted (under advertisement)	Poles planted	Non-appointment of contractor	Process of evaluation committee stage and poles to be planted by 31 March 2020	Not Achieved	Technical Services	Completion certificates

Item ID	Description	Quantity	Unit Cost	Total Cost	Progress	Notes	Department	Status	Other Info
300	To purchase office furniture	Executive Tables: 3 Office chairs: 2 High top chairs: 10 Visitors chairs: 14 Stromcom chairs and 600 chairs for 3 community halls	1,000,000		No target this quarter	No target this quarter	Corporate Services	N/A	Financial report
200	To purchase IT equipments	IT equipments	500,000		Development of specification and submission to budget and treasury for procurement of goods	100 laptops procured	Corporate Services	Not Achieved	Financial report
300	Ensure the software is upgraded	Software upgraded	100,000		Software upgraded	Software upgraded	Corporate Services	Not Achieved	Reports
500	Ensure the upgrading of the existing access control equipments	Access control equipments upgraded	500,000		No target this quarter	Development of specification and submission to budget and treasury	Corporate Services	Achieved	Reports
500	Purchasing of plant and equipment (lawn mowers)	Plant and Equipment	250,000		No target this quarter	No target this quarter	Community Services	N/A	Financial report
500	Purchasing and repair of air conditioners	Air conditioners	500,000		Development of specification and submission to budget and treasury	Appointment of service provider	Technical Services	Not Achieved	Financial report
500	Purchasing of two way radios	Two way radios	500,000		No target this quarter	No target this quarter	Community Services	N/A	Financial report
10	Purchasing of municipal vehicles	Municipal vehicles	6,000,000		Development of specification and submission to budget and treasury	Appointment of service provider	Corporate Services	Not Achieved	Financial report
10	Purchasing of office equipment	Office equipment	350,000		Development of specification and submission to budget and treasury	Appointment of service provider	Corporate Services	Not Achieved	Financial report
400	Ensure that K2G is supported	K2G support	200,000		2 (environmental monitors & river restoration)	4 (environmental monitors & river restoration)	SPED	Achieved	Quarterly reports
400	Ensure that LED programmes are supported	LED programmes	150,000		2	4	SPED	Achieved	Quarterly reports
400	Ensure that LED Fountains are conserved	LED Fountains	operational		1	N/A	SPED	N/A	Quarterly reports
400	Ensure the provision of tourism courses in the municipal area	Tourism courses	700,000		No target this quarter	No target this quarter	SPED	N/A	Quarterly reports

400	Ensure the creation of EPWP (N/A)	Number of jobs created through EPWP (N/A)	1:13,000	150	113	67	150	331	181	None	None	Achieved	Technical Services	Quarterly reports
300	Ensure credible valuation roll in place by 30 June 2019	Supplementary valuation roll implemented	Operational	1	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	N/A	SPCED	Summary of valuations compiled detail on financial system
300	To enhance revenue	Revenue enhancement strategy reviewed	Operational	1	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	N/A	Budget and Treasury	2018/17 Enhancement Revenue Strategy
300	Ensure compliance to asset and inventory management policy (SRAP 17)	80% compliance to Asset standard (SRAP 17)	Operational	12	100% compliance to Asset standard (SRAP 17)	100% compliance to Asset standard (SRAP 17)	100% compliance to Asset standard (SRAP 17)	100% compliance to Asset standard (SRAP 17)	None	None	None	Achieved	Budget and Treasury	Quarterly reports
300	Ensure compliance to asset and inventory management policy (SRAP 17)	Number of assets update schedules	Operational	12	3 Updated schedule of assets changes	3 Updated schedule of assets changes	3 Updated schedule of assets changes	3 Updated schedule of assets changes	None	None	None	Achieved	Budget and Treasury	Quarterly reports
300	To fully comply with supply chain regulation and National Treasury guide on procurement processes	Supply chain management	Operational	4	100% compliance to SCM regulations	100% compliance to SCM regulations	100% compliance to SCM regulations	100% compliance to SCM regulations	None	None	None	Achieved	Budget and Treasury	Quarterly reports
300	Improved financial viability	Cost coverage	Operational	3 months	3 SCM reports	3 SCM reports	3 SCM reports	3 SCM reports	None	None	None	Achieved	Budget and Treasury	Quarterly reports
300	Improved financial viability	Revenue collection	Operational	70%	71%	74%	72%	72%	18% more collected during the 2nd quarter as compared to mid-year budget.	The payment was made from debt owed by government department and taxes from the terms	None	Not Achieved	Budget and Treasury	Financial reports
300	Improved financial viability	Debt coverage	Operational	0%	0%	0%	0%	0%	0%	None	None	Achieved	Budget and Treasury	Financial reports
300	Ensure that budget management is in line with MSCOA	MSCOA	Operational	100%	100%	100%	100%	100%	100%	None	None	Achieved	Budget and Treasury	Progress integration reports
300	To ensure compliance with budget and reporting regulations	Number of S71 reports submitted to the mayor and provincial treasury within 10 working days of start of the month	Operational	12	3	3	3	3	0	None	None	Achieved	Budget and Treasury	Quarterly reports
300	To ensure compliance with budget and reporting regulations	Number of S62 reports submitted to Council within 30 days of the end of each quarter	Operational	4	1	1	1	2	0	None	None	Achieved	Budget and Treasury	Quarterly reports
300	To ensure compliance with budget and reporting regulations	Number of S72 reports submitted to Council and provincial treasury after assessment by the accounting officer by 28 January	Operational	1	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	N/A	Budget and Treasury	Mid-year report
300	To ensure compliance with budget and reporting regulations	Number of Adjustment Budget reports submitted to Council in terms of S25	Operational	1	1 Budget Adjustment Report	1 Budget Adjustment Report	1 Budget Adjustment Report	1 Budget Adjustment Report	None	None	None	Achieved	Budget and Treasury	Council Resolution
300	Submission of annual financial statements within prescribed timeframe	Submitted within prescribed timeframe	Operational	20 Reports	5	5	5	10	3 AFMA reports (revenue, expenditure, section 71 report, SCM and Assets)	None	None	Achieved	Budget and Treasury	Council Resolutions
300	Submission of annual financial statements within prescribed timeframe	Submitted within prescribed timeframe	Operational	AFS submitted to AG 31/08/19	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	N/A	Budget and Treasury	AFS

200	Submission of Annual Performance Report within prescribed timeframes	Operational	Submitted within prescribed timeframes	Operational	Final Annual Performance Report to AG by 31/08/19	Finalised Annual Performance Report submitted to AG 31 August	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	Municipal Manager	APR
300	Improved management of municipal grants expenditure	Personnel Expenditure	90%	56,179,039	100%	25%	50%	38% of the budget was spent for Personnel budget.	15% was not spent	None appointment on the 536 positions	None appointment on the 536 positions	None appointment on the 536 positions	Budget and Treasury	Financial report
300	Ensure compliance to MIG expenditure	MIG Expenditure	100%	261,162,000	100%	25%	50%	55% was spent on MIG Projects when compare to budget	16% was not spent	slow moving of the projects	There was an action plan for rate access road that needed to be removed	Achieved	Budget and Treasury	Financial report
300	Improved allocation of maintenance budget	Maintenance Expenditure	28%	3,880,000	100%	25%	50%	34% of the repairs and maintenance was spent when compare to budget	15% was not spent	Lack of fixed assets maintenance plan	Plan to develop fixed assets maintenance plan in progress. Routine maintenance is being prioritised by technical services	Not Achieved	Budget and Treasury	Financial report
300	Improved expenditure on capital budget	Capital Expenditure	79%	52,275,000	100%	25%	50%	51% was spent on capital expenditure when compare to budget	1%	None	None	Achieved	Budget and Treasury	Financial report
300	Ensure effective and efficient utilization of fleet	Fleet management	12	Operational	12	3	6	None	None	None	None	Achieved	Budget and Treasury	Quarterly reports
GOVERNANCE AND COMPLIANCE														
200	Ensure improved audit opinion	External Auditing	Unqualified audit opinion	4,500,000	Unqualified audit opinion	No target this quarter	No target this quarter	(Unqualified)	None	None	None	Achieved	Municipal Manager	A-G Auditing Action Plan progress report
200	Ensure improved audit opinion	Operational	100%	Operational	100%	25%	50%	9%	50%	74% of the action plan was addressed at 1st quarter. The report was issued on 28 November 2019. The action plan was completed by December 2019	Monitoring of the action plan to be done during the 3rd quarter of the financial year	Achieved	Municipal Manager	A-G Auditing Action Plan progress report
200	To improve municipal internal controls and systems	Internal Auditing	80%	Operational	Submit AG Action Plan to Council by 31 January	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	N/A	Budget and Treasury	A-G Auditing Action Plan
200	To promote good governance	Internal auditing	96%	Operational	Submit AG Action Plan to Council by 31 January	25%	50%	30%	50.0%	As at 1st quarter 74% of the issues were addressed from the previous audit. The report was issued on 31 November 2019 so there was insufficient time to finalise the action plan	Progress on the action plan to be reported in 3rd quarter report as monitoring will kickstart in January 2020	Achieved	Budget and Treasury	Implementation reports
200	To promote good governance	Internal auditing	100%	Operational	Submit AG Action Plan to Council by 31 January	25%	50%	81%	19%	As at 1st quarter 74% of the issues were addressed from the previous audit. The 2018/19 audit report was issued on 30 November 2019 so there was insufficient time to finalise the action plan	Progress on the action plan to be reported in 3rd quarter report as monitoring will kickstart in January 2020	Achieved	Budget and Treasury	Implementation reports
200	To promote good governance	Internal auditing	100%	800,000	100%	100%	100%	81%	19%	Follow up report is updated upon finalisation of each audit in order to track management and audit progress	Continuous monitoring of implementation plan for the agreed audit through management and audit committee	Not Achieved	Municipal Manager	Council resolution and reports

		16			16	4	4	4	8	None	None	None	Achieved	Corporate Services	Quarterly reports
	Number of subcommittee committees meetings held														
200	To promote community participation and accountability	Public Participation	Number of public participation meetings (inboxes) held	6	650,000	4	1	1	2	107 Sep 2019, Turney, ward 8)	None availability of councillors	Not Achieved	Corporate Services	Quarterly reports	
			Number of community feedback meetings held	49	Operational	56 (4 per ward)	14	14	26	20	Due to the other Municipal Programmes	Not Achieved	Corporate Services	Quarterly reports	
280	To provide accountability	Complaints Management	% of complaints resolved	100%	Operational	100%	100%	100%	100%	100%	None	Achieved	Municipal Manager	Complaints Management Register	
10	Ensure effective and efficient functioning of ward committees	Ward committees support	Number of functional ward committees	14	3,407,000	14	14	14	14	14	None	Achieved	Corporate Services	Quarterly reports	
10	Ensure effective and efficient functioning of ward committees	Ward committees support	Number of monthly ward committees report is submitted	148	operational	148	42	42	84	42	None	Achieved	Corporate Services	Quarterly reports	
200	Ensure effective and efficient communication	Communication	Communication strategy reviewed and implemented annually	2018/19	65,500	Communication strategy reviewed and implemented	4	4	4	4	Implementation of the Strategy	Achieved	Municipal Manager	Council Resolution & policy reports	
10	Provide visible support to needy families	Mayor's bursary fund	Number of learners supported	4	650,000	4	4	4	4	3	Only 5 students applied	Not Achieved	Corporate Services	Quarterly reports	
10	Ensure that traditional leaders receive allowances for attending council meetings	Traditional Leaders allowances	Number of traditional leaders receiving allowances for attending council meetings and activities	4	12,000	4	4	4	4	0	Council dailies clashes with the traditional leaders calendar	Not Achieved	Corporate Services	Financial report	
200	Ensure that DRM strategic planning session is held in order	Disaster Risk Management strategic planning session	Number disaster risks management strategic planning session held	0		1	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	Community Services	Quarterly reports	
200	Ensure that DRM strategic planning session is held in order	Disaster Risk Management strategic planning session	Number of Disaster Risk Management Plan reviewed	2018/19		1	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	Community Services	Reviewed DRM Plan	
200	Ensure that DRM strategic planning session is held in order	Disaster Risk Management strategic planning session	Number disaster risks management awareness campaigns held	12	1,200,000	4	1	1	2	2	None	Achieved	Community Services	Quarterly reports	
600	Provide support to designated groups	Elderly	Number of elderly initiatives supported	4	100,000	4	1	1	2	2	None	Not Achieved	Municipal Manager	Quarterly reports	

600	Provide support to elderly	Marking 16 Days of activism	Number of 16 days of activism initiatives supported	1	No target this quarter	1	1	1	None	None	Achieved	Municipal Manager	Reports
600	Provide support to HIV/AIDS initiatives	HIV/AIDS programmes	Number of HIV/AIDS awareness road shows held	24	3	6	6	6	None	None	Achieved	Municipal Manager	Quarterly reports
600	Provide support to designated groups	Gender programme	Number of gender meetings held	4	1	2	2	2	None	None	Achieved	Municipal Manager	Quarterly reports
600	Provide support to designated groups	Women's month programme	Number of women's month activities initiated and supported	2	2	No target this quarter	N/A	N/A	N/A	N/A	N/A	Municipal Manager	Reports
600	Congratulate mothers who give birth on the 1st January	New born baby	Number of hospital notified	1	1	No target this quarter	N/A	N/A	N/A	N/A	N/A	Municipal Manager	Quarterly reports
600	Provide support to designated groups	Modeling youth programmes	Number of youth initiatives initiated supported	8	6	No target this quarter	N/A	N/A	N/A	N/A	N/A	Municipal Manager	Quarterly reports
600	Ensure that Mayoral sports tournament is organised	Mayoral sports tournament	Number of Mayoral sports tournament held	2	2	No target this quarter	N/A	N/A	N/A	N/A	N/A	Community Services	Quarterly reports
600	Provide support to designated groups	Disability Programme	Number of disability focus meetings held	2	1	2	2	2	None	None	Achieved	Municipal Manager	Quarterly reports
600	Encourage and reward best performance	March to best performing schools	Number of schools receiving awards	3	3	No target this quarter	N/A	N/A	N/A	N/A	N/A	Municipal Manager	Reports
600	Provide support to arts and cultural programmes	Arts & cultural support programme	Number of arts and cultural initiatives supported	8	4	No target this quarter	N/A	N/A	None	None	Achieved	Community Services	Quarterly reports
600	Provide support to business through business guidance awareness campaigns	Educational programmes	Number of cancer education held	1	1	No target this quarter	N/A	N/A	N/A	N/A	N/A	Community Services/Municipal Manager	Quarterly reports
600	Ensure that road awareness campaigns are held	Artistic Alive	Number of artistic alive campaigns held	2	2	No target this quarter	N/A	N/A	None	None	Achieved	Community Services	Quarterly reports
600	Ensure that greening initiatives are initiated	Greening programme	Number of greening initiatives initiated	2	1	2	2	2	None	None	Achieved	Community Services	Quarterly reports
600	Ensure that educational awareness campaigns on waste management are held	Educational Awareness campaign on waste management	Number of awareness campaigns on waste management organised	1	1	No target this quarter	N/A	N/A	None	None	Achieved	Community Services	Quarterly reports
10	Ensure that the officer of the year competition is held	Officer of the year	Number of officer of the year competitions held	0	1	No target this quarter	N/A	N/A	None	None	Achieved	Corporate Services	Quarterly reports
600	Ensure that energy forums are held	Energy Forum	Number of energy forums hosted	4	1	2	2	2	The energy forum is held by the district and no further meetings for fourth quarter	None	Not Achieved	Technical Services	Quarterly reports
600	Ensure that library awareness campaigns are held	Library awareness campaigns	Number of library awareness campaigns held	4	1	2	2	2	4 (Mokemabipi, Makelak, a 4 Sep 2019 and Seligakijana and Mesabud 5 Sep 2019)	None	Achieved	Community Services	Quarterly reports
	Hosting Go Lampa	Go Lampa Movie	Number of events hosted	1	1	No target this quarter	N/A	N/A	N/A	N/A	N/A	SPED	Quarterly reports
	Hosting of SAMISA event	SAMISA	Number of events hosted	New	1	No target this quarter	N/A	N/A	N/A	N/A	N/A	Community Services	Quarterly reports

800	Ensure that cleaning campaigns are held in villages	Cleanest village	Number of cleanest village campaign held	30,000	1	1	No target this quarter	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	Community Services	Quarterly reports
200	Ensure that DP (Budget Review)	DP Review	DP (Budget adopted by Council by 31 May 2020)	300,000	1	1	Analysis, Strategy and draft projects	Analysis, Strategy and draft projects	Analysis, Strategy and draft projects	None	None	None	Achieved	Municipal Manager	Council resolution
200	To ensure that DP strategies are reviewed	DP/PLS strategic planning session	Number of strategic planning session held	350,000	1	1	1 session	1 session	1 session held (25-26-11-2019)	None	None	None	Achieved	Municipal Manager	Report
200	Sustain management of performance for Section 54 & 56 Managers	PMS	Number of senior managers (section 54 and 56) with signed performance agreements within prescribed timeframe	Operational	6	6	No target this quarter	No target this quarter	3	3	3	Not Achieved	Municipal Manager	Signed Performance Agreements	
200	Sustain management of performance for Section 54 & 56 Managers	PMS	Number of formal assessments conducted (S4 & 56)	Operational	2	2	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	Municipal Manager	Assessment reports	
200	Sustain management of performance for other officials other than Section 54 & 56 Managers	PMS	Number of other officials other than S4-56 managers with Performance Plans	Operational	20	20	Development of Performance Plans	Development of Performance Plans	No development of Performance Plans	Development of Performance Plans	Development of Performance Plans	Not Achieved	Corporate Services	Performance Plans	
200	Promote institutional accountability and compliance to PMS framework	PMS	Number of in-year performance management reports submitted to Council	Operational	4	4	1	2	2	None	None	Achieved	Municipal Manager	Quarterly reports	
200	Promote institutional accountability and compliance to PMS framework	PMS	Number of Annual and oversight reports adopted within stipulated timeframes	Operational	1	1	Draft annual performance report	Draft annual performance report	Draft Annual Report	None	None	Achieved	Municipal Manager	Council Resolution	
10	Ensure consolidated work force	Skills development	Number of employees and contractors captured in terms of Workforce Skills plan	1,200,000	70	20	20	20	41	21	21	Achieved	Corporate Services	Training reports	
10	Ensure that municipalities appoint people with the necessary skills that will enable them to accelerate the delivery of basic services	Workforce skills plan (Technical skills)	Number of municipal personnel with technical skills/capacity (technicians and engineers)	Operational	3	3	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	Corporate Services	Quarterly reports	
10	Strengthen the effectiveness and efficiency of municipal human competency requirements (financial management)	Workforce skills plan (Spatial Planning skills)	Number of municipal personnel with financial minimum competency requirements	Operational	7	7	No target this quarter	No target this quarter	N/A	N/A	N/A	N/A	Corporate Services	Quarterly reports	

10	Ensure that people from equity target are appointed in the three highest levels of the municipal management	Employment Equity Plan	Number of staff compliant with disability	5	375,000	975,000	750,000	1,500,000	Operational	Operational	5	4	1	Registration in October 2017	The municipality is above the national norm regarding employees with disability	Not Achieved	Corporate Services	EE reports
10	Ensure that people from equity target are appointed in the three highest levels of the municipal management	Employment Equity Plan (NEP)	Number of people from equity target employed in the three highest levels of the municipality (National indicator)	3	No target this quarter				Operational			1	None	None	Achieved	Corporate Services	EE reports	
10	Ensure that HR Working Group sessions are held	HR Working Groups	Number of sessions held	4	1	1	2		50,000		1	1		No initiation was issued for second quarter	Not Achieved	Corporate Services	Reports	
10	Ensure that Team Building sessions are held	Strategic planning Ethics	Number of team building sessions held	New	No target this quarter		1		100,000		1	0		Cost containment	Not Achieved	Corporate Services	Reports	
10	Ensure compliance of work force	Workforce sub-plan	Amount actual spend (1% of the salary budget of municipality) on implementing workforce skills plan (National indicator)	4192,998	375,000	975,000	750,000	1,500,000					159265,57	The invoice from service provider was received but, it delayed the payment processes	Not Achieved	Corporate Services	Financial report	
10	Maximize efficiency of payroll management	Payroll management	% accuracy on payroll information	Payroll system in place	100%	100%	100%		97,384,050		100%	100%	None	None	Achieved	Corporate Services	Payroll report	
10	Ensure compliance of overtime regulation	HR Management (Overtime management)	% compliance to overtime regulation	100%	100%	100%			57,462,986		100%	100%	None	None	Achieved	Corporate Services	Overtime report	
10	Provide specific legal support	Legal Services	Number of labour agreements resulting in law suit against the municipality	0	0	0	0	1,500,000			0	0	None	None	Achieved	Corporate Services	Report	
10	Ensure that the municipality has SLA with all service providers	Legal Services	Number of service providers with signed Service Level Agreement	20	5	5	10	25			5	10	None	None	Achieved	Corporate Services	Quarterly reports	
10	Ensure sound labour practices	Labour Forum	Number of Local forum Meetings held	4	1	1	2		OPEX		1	2	229 Nov 18 and 25 Nov 19)	None	Achieved	Corporate Services	Quarterly reports	
10	Ensure safe and healthy working environment	OHS	Number of 6-year compliance reports on OHS generated	4	1	1	2		250,000		1	2	None	None	Achieved	Corporate Services	Quarterly reports	
10	To ensure implementation of law enforcement	Policy development by-laws and reviews	Number of by-laws developed/reviewed	2 (rules & trading regulations)	No target this quarter	No target this quarter	No target this quarter		Operational		No target this quarter	N/A	N/A	N/A	N/A	Corporate Services	Policy and by-law register	
			Number of by-laws promulgated	1	No target this quarter	No target this quarter	No target this quarter		Operational		No target this quarter	N/A	N/A	N/A	N/A	Corporate Services	Policy and by-law register	
	To ensure that policy workshop is held	Policy workshop	Number of policy workshops held	1	No target this quarter	No target this quarter	No target this quarter		250,000		No target this quarter	N/A	N/A	N/A	N/A	Corporate Services	Initiations & attendance register	
	Providing and improving compliance to municipal regulatory environment	Policy	Number of policies developed/reviewed	57	No target this quarter	No target this quarter	No target this quarter		Operational		No target this quarter	N/A	N/A	N/A	N/A	Corporate Services	Policy and by-law register	