

Thabo Mofutsanyana District Municipality 2017/18 REVIEWED SDBIP MAY 2018



KPA	Weight	Strategic Objective	Measurable Objective	KPI	Reviewed Budget	Initial Budget	Frequency	Baseline	2017/18 Initial Annual Target	2017/18 Reviewed Annual Target	Q3	Q4	Evidence	
KPA 1: BASIC SERVICE DELIVERY														
Infrastructure & Transport Services														
Infrastructure														
Basic Service and Transport	Arrive Alive Posters and road Safety Campaigns	Number of Arrive Alive Campaigns conducted in the Second Quarter of 2017/18 Fin Year	R 101 000	R 232 000	Y	New	2 Arrive Alive Campaigns	1 Arrive Alive Campaign		-			Invitation, Photos, Signed Report, And Attendance Register	
		Road Network Data System	Procurement of the GSI system 100% by the 30 June 2018	R 2 400 000	R 2 400 000	Q	NEW	100% Procurement of the GSI system	100% Procurement of the GSI system	25% Quarterly Report & GIS model Mapping	25% Quarterly Report & Road Network Intergration			Quarterly Reports Data Verification & Collections and Analysis
	Promote Energy Conservation and Efficient Demand Management	Conduct 100% Technical Energy Audits at Thabo Mofutsanyana District Municipality's Offices by 30 June 2018	R 6 000 000	R 6 000 000	Q	New	Conduct 100% Technical Energy Audits	Conduct 100% Technical Energy Audits	25% Quarterly Progress Report	25% Close- Out Report				Pre- Audits & Quarterly Reports & Business Plan
		District Energy Forums	Number of District Energy Fora held	OPEX	OPEX	Q	4	4 Fora	4 Fora	1 Forum	1 Forum			Invitation, Signed Report, & Attendance Register
	To Facilitate Access to Water and Meeting Province and six Locals of Thabo Mofutsanyana	District Water and sanitation forums	Number of District Water and sanitation fora held	OPEX	OPEX	Q	4	4 Fora	4 Fora	1 Forum	1 Forum			Invitation, Signed Report & Attendance Register
Meetings with Province (Dep.of Roads & Transport) and Local Municipality(RRAMS)		Number of meetings with Province (Dept. of Police, Roads & Transports) and the 6 Local Municipalities	CAPEX	CAPEX	Q	10	10 Meetings	09 Meetings	2 Meetings	2 Meetings			Invitation, Signed Report, & Attendance Register	
COMMUNITY SERVICES														
Social Development														
Sports														
Provide a variety of sport and recreation facilities for staff and communities	To ensure that sport is promoted in all communities	Develop 2018/2019 OR Tambo games schedule by 30 June 2018.	R 456 416	R 40 500	Y	30-Aug-16	Schedule by 30 June 2018	Schedule by 30 June 2018	-	Schedule by 30 June 2018			Agenda, Signed minutes and Signed developed 2017/18 OR Tambo Games Schedule	
		Number of OR Tambo games meetings attended by 30 Sep 2018			Q	12 Meetings	4 Meetings	4 Meetings	-	-	Invitation, Agenda, Attendance Register & signed Minutes of Meeting			
		Delivering District team to the provincial games OR Tambo games by 31 Oct 2017.			Y	31-Oct-17	Delivering District team by 31 Oct 2017	Delivering District team by 31 Oct 2017	Delivering District team by 31 Oct 2017	-	-	Team Lists & Photos & Report		
		Successful hosting of the 2017/18 District OR Tambo games by Oct 2017 and selection of team to represent the District at the provincial OR Tambo games			Y	03-Oct-17	Successful hosting of Games by 31 Oct 2017	Successful hosting of Games by 31 Oct 2017	Successful hosting of Games by 31 Oct 2017	-	-	Comprehensive Report, Photos and List of Section of Team		
Arts & Culture														
Promote Arts and Culture	To Promote Arts and Culture in Thabo Mofutsanyana District	Number of Arts & Culture fora held	OPEX	OPEX	Q	New	3 Fora	3 Fora	1 Forum	1 Forum			Invitation, Photos, Signed Reports and attendance register	
		Compiling Artists data base in the entire District by the 31 Dec 2017	OPEX	OPEX	Q	New	Compiled data base	Compiled data base	-	-			Invitation, Photos, Signed Reports and attendance register	
Initiation Schools	Promote Healthy and Safe Circumcision of Initiates	Number of Workshops and Assessment of Initiation Schools held with Traditional Leaders, Initiation Schools Committees and Community	OPEX	OPEX	Q	New	12 Workshops	8 Workshops	1 Workshop	1 Workshop			Invitation, Photos, Signed Reports and attendance register	
		Number of meetings held with Government departments (SAPS & Health) and Initiation Schools Leaders	OPEX	OPEX	Q	New	5 Meetings	3 Meetings	1 Meeting	1 Meeting			Invitation, Photos, Signed Reports and attendance register	
Fire Management Services														
To Improve the District Fire Services	Number of fire safety workshops Conducted	OPEX	OPEX	OPEX	New	2 workshops	2 workshops	1 Workshop	-				Invitation, Photos, Signed Reports and attendance register	
		Number of fire safety Awareness Conducted	OPEX	OPEX	OPEX	4	4 Safety Awarenesses	4 Safety Awarenesses	1 Safety Awareness	1 Safety Awareness			Invitation, Photos, Signed Reports and attendance register	
Municipal Health Services														
Food control	Number of food premises inspected	600 Inspections	OPEX	OPEX	M	1855	600 Inspections	600 Inspections	150 Inspections	150 Inspections			Inspection Report	
		Dihlabeng 140 Inspections					Dihlabeng 140 Inspections	35 Inspections	35 Inspections					
		Setso 100 Inspections					Setso 100 Inspections	25 Inspections	25 Inspections					
		Mantsopa 80 Inspections					Mantsopa 80 Inspections	20 Inspections	20 Inspections					
		Nketoana 80 Inspections					Nketoana 80 Inspections	20 Inspections	20 Inspections					
		Phumelela 100 Inspections					Phumelela 100 Inspections	25 Inspections	25 Inspections					
		Maluti A Phofung 100 Inspections					Maluti A Phofung 100 Inspections	25 Inspections	25 Inspections					
		220 samples					220 samples	55	55					
		Dihlabeng 44 Samples					Dihlabeng 44 Samples	11 Samples	11 Samples					
		Setso 36 Samples					Setso 36 Samples	9 Samples	9 Samples					

BASIC SERVICE DELIVERY	To provide a comprehensive Municipal Health and Environmental Management Service to the Community of Thabo Mofutsanayana District Municipality	Number of milk samples taken	R 208 138	R 500 000	M	726	Mantsopa 36 Samples	Mantsopa 36 Samples	9 Samples	9 Samples	Samples Report from Laboratory				
							Nketoana 32 Samples	Nketoana 32 Samples	8 Samples	8 Samples					
Water Quality monitoring	Number of water samples taken	R 208 138	R 500 000	M	1057	220 samples	220 samples	55	55	Samples Report from Laboratory					
						Dihlabeng 44 Samples	Dihlabeng 44 Samples	11 Samples	11 Samples						
Health Surveillance of Premises	Number of Childcare Facilities Inspected	OPEX	OPEX	M	575	100	100 Inspections	25	25	Inspection Report					
						Dihlabeng 24 Inspections	Dihlabeng 24 Inspections	6 Inspections	6 Inspections						
						Setso 16 Inspections	Setso 16 Inspections	4 Inspections	4 Inspections						
						Mantsopa 16 Inspections	Mantsopa 16 Inspections	4 Inspections	4 Inspections						
						Nketoana 8 Inspections	Nketoana 8 Inspections	2 Inspections	2 Inspections						
	Non-food premises					OPEX	OPEX	M	New		80 Inspections	80 Inspections	20	20	Inspection Report
											Dihlabeng 16 Inspections	Dihlabeng 16 Inspections	4 Inspections	4 Inspections	
											Setso 12 Inspections	Setso 12 Inspections	3 Inspections	3 Inspections	
											Mantsopa 12 Inspections	Mantsopa 12 Inspections	3 Inspections	3 Inspections	
											Nketoana 12 Inspections	Nketoana 12 Inspections	3 Inspections	3 Inspections	
Number of Health Care Risk Waste generators inspected	OPEX	OPEX	M	72	48 Inspections	48 Inspections	12	12	Inspection Report						
					Dihlabeng 8 Inspections	Dihlabeng 8 Inspections	2 Inspections	2 Inspections							
					Setso 8 Inspections	Setso 8 Inspections	2 Inspections	2 Inspections							
					Mantsopa 8 Inspections	Mantsopa 8 Inspections	2 Inspections	2 Inspections							
					Nketoana 80 Inspections	Nketoana 80 Inspections	2 Inspections	2 Inspections							
Disposal of the dead	OPEX	OPEX	M	161	48 Inspections	48 Inspections	12	12	Inspection Report						
					Dihlabeng 8 Inspections	Dihlabeng 8 Inspections	2 Inspections	2 Inspections							
					Setso 8 Inspections	Setso 8 Inspections	2 Inspections	2 Inspections							
					Mantsopa 8 Inspections	Mantsopa 8 Inspections	2 Inspections	2 Inspections							
					Nketoana 8 Inspections	Nketoana 8 Inspections	2 Inspections	2 Inspections							
Environmental Health awareness	Environmental Health awareness campaign conducted	OPEX	OPEX	M	20	12 Overall Campaigns	12 Overall Campaigns	3	3	Campaign Report, attendance and Pictures					
						Water & Sanitation 2	Water & Sanitation 2	1 Campaign	-						
						Health & Hygiene 2	Health & Hygiene 2	-	1 Campaign						
						Food Safety/Control 4	Food Safety/Control 4	1 Campaign	1 Campaign						
						Communicable Diseases 2	Communicable Diseases 2	1 Campaign	-						
Number of waste disposal sites inspected	OPEX	OPEX	M	73	20 Inspections	20 Inspections	6	6	Inspection Report						
					Dihlabeng 4 Inspections	Dihlabeng 4 Inspections	1 Inspection	1 Inspection							
						Setso 3 Inspections	Setso 3 Inspections	1 Inspection	1 Inspection						
						Mantsopa 3 Inspections	Mantsopa 3 Inspections	1 Inspection	1 Inspection						

KPA2: LOCAL ECONOMIC DEVELOPMENT													
Local Economic Development & Tourism													
Local Economic Development													
Local Economic Development	20%	SMMEs Development	Ensure that SMMEs have Access to market by successful hosting of textile fashion show	Successful Hosting of TMD Textile & Fashion- Design Expo by 31 Mar 2018	R 145 191	R 279 900	Y	New	31-Mar-18	31-Mar-18	31-Mar-18	-	Invitation,Photos , Signed Reports of the Event and attendance register
			Availability of Equipment to assist SMMEs to increase productivity,Deliver on time & Create Jobs	Procurement of tools of trade for SMMEs by 31 Dec 2017	R 500 000	R 500 000	y	New	31-Dec-17	31-Dec-17	-	-	Photos,Report and Acknowledgement of goods by the Beneficiaries
		Marketing and Promotions	Marketing & Promoting Local Products at Tourism shows & exhibitions	Procurement of Exhibitions Stand, furniture for Gateway show by 30 Sep 2017	R 170 000	R 170 000	Q	30-Sep-16	30-Sep-17	30-Sep-17	-	-	Submission request to Municipal Manager ,Proof of Purchase, and Delivery note -Hotel Invoice
				Transporting Crafters to Showcase their products at the Cherry Festival by 31 Dec 2017	R 15 000	R 15 000	Q	31-Dec-15	31-Dec-17	31-Dec-17	-	-	Photos ,attendance register and Report
		Create an Enabling Enviroment for Agri-Economic Growth & Development	Farmer Support Programme	Number of Farmers assisted with Tools of trade	R 1 245 424	R 1 600 000	Q	Not Achieved	Assisting 15 Farmers	Assisting 15 Farmers	-	Assisting 15 Farmers	Submission request to Municipal Manager ,Proof of Purchase, Deed of Donation and Pictures
				Number of District Agriculture and Rural Development forum meeting held	OPEX	OPEX	Q	2 For a	4 Fora	4 Fora	1 Forum	1 Forum	Invitation, Agenda, Attendance Register & Approved signed Minutes of Meeting
			Agricultural Exhibitions / Shows	Sending 13 farmers to NAMPO Day by 30 June 2018	OPEX	OPEX	Y	New	Sending 13 farmers / 13 learners by 2018/06/30	Sending 13 farmers / 13 learners by 2018/06/30	-	Sending 13 farmers / 13 learners by 2018/06/30	Signed Report , attendance Register and Photos
				Sending 13 farmers to agri 5 Commodities workshop by 30 Sep 2017	OPEX	OPEX	Y	Not Achieved	30-Sep-17	30-Sep-17	-	30-Jun-17	Signed Report , attendance Register and Photos
		To Ensure Capacity Buidling of emerging farmers	Training of emerging 50 Emerging farmers on the following : Animal Health , Piggery Production , Poultry Production , Animal Nutrition and Vegetable Production by 30 Jun 2018	R 50 000	R 80 000	Q	Not Achieved	30-Jun-18	30-Jun-18	-	30-Jun-18	Signed Report , attendance Register and Photos	
		JOB Creation											
EPWP													
Poverty Alleviation and job Creations	To create job opportunities for unemployed Communities	EPWP Incentive Grant report to be sent toPublic Works 7 days after end of each quarter	R 2 142 000	R 2 142 000	M	246	7 days after end of each quarter	7days after end of each quarter	7th days after the end of each quarter	7th days after the end of each quarter	Signed monthly Reports		
KPA 3: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT													
CORPORATE SERVICES													
Create a Responsive and Accountable Administration	15%	To support council and its committees	Submission of Items from all departments to MM for Council Agenda 5 days before the Council meeting	Opex	Opex	Q	5 Days	5 Days before the Council meeting	5 Days before the Council meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	Distribution List	
			Distribution of Agenda to Council Member 3 days before the Council meeting	Opex	Opex	Q	3 Days	3 Days Before the Council Meeting	3 Days Before the Council Meeting	3 Days Befor Council Meeting	3 Days Befor Council Meeting	Distribution List	
			Submission of Items to Mayor for MAYCO Agenda 5 days before the MAYCO meeting	Opex	Opex	Q	2 Days	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	Distribution List	

MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Maintain the Institutional Capacity to implement the IDP and accompanying programmes effectively and efficiently		Distribution of Mayco Agenda to secretary of the Executive Mayor 2 days before the Mayco meeting.	OPEX	OPEX	Q	2 Days	2 Days Before the Council Meeting	2 Days Before the Mayco Meeting	2 Days Before the Mayco Meeting	2 Days Before the Mayco Meeting	Distribution List	
	Human Resource											
	To Promote Sound Human Resource Management Practices	Number of HR Portfolio Committee meetings held	OPEX	OPEX	Q	5 Meetings	12 Meetings	12 Meetings	3 Meetings	3 Meetings	Portfolio Committee meeting agenda, Signed minutes and attendance register.	
		Number of Human Resources policies reviewed	OPEX	OPEX	Q	7 Policies Reviewed	2 Policies	2 Policies	-	1 Policy	Proof of submission to Council, Human Resources Policies and Council resolution	
	Review of the Municipal Organogram in order as to ensure Alignment with IDP	Review Municipal Organogram by 31 Mar 2018	OPEX	OPEX	Y	Not Achieved	31-Mar-18	31-Mar-18	31-Mar-18	-	Proof of submission to Council, Reviewed Organogram and council resolution	
	To develop Workplace skills plan and annual training report	Workplace skills plan & ATR developed and submitted to LGSETA by the 30 April 2018	OPEX	OPEX	Y	29-Apr-16	30-Apr-18	30-Apr-18	-	30-Apr-18	Screen Print for submission to LGSETA	
		Skills Audit Forms to be Handed Over to Employees by 31 Jan 2018	OPEX	OPEX	Y	Not Achieved	02-Jan-18	31-Jan-18	31-Jan-18	-	Distribution List From the departments	
		Employment Equity Report to be Submitted to the Department of Labour by the 15 Jan 2018	OPEX	OPEX	Y	Not Achieved	31-Jan-18	15-Jan-18	15-Jan-18	-	Print screen for submission to Dept of Labour and EE Plan	
	To Maintain Sound Labour Relations	Number of LLF meetings to be held	OPEX	OPEX	Q	5 Meetings	6 Meetings	6 Meetings	1 Meeting	2 Meetings	Attendance Register and Signed Minutes of Meetings	
	Communications											
Improve Access to Communication	Ensure Communication Strategy is in place	New 5- Year Communication Strategy (2017-2021) developed and submitted to the Municipal Manager by 31 July 2017	OPEX	OPEX	Y	22-Jul-15	31-Jul-17	31-Jul-17	-	-	Signed Submission Register and Reviewed Communication Strategy	
	Information Dissemination through various Communications Channels	Number of Internal Newsletters Published	OPEX	OPEX	M	12	12 Newsletters	12 Newsletters	3 Newsletters	3 Newsletters	Published Internal Newsletters	
		Number of External Newsletters Published	OPEX	OPEX	Q	Not Achieved	4 Newsletters	2 Newsletters	1 Newsletter	1 Newsletter	Published eXternal Newsletters	
		Number of Communication Platforms used	OPEX	OPEX	Q		6 Communication Platforms	6 Communication Platforms	2 Communication Platforms	1 Communication Platform	Social Media,emails,Websites,Internet,Factsheets,Speeches,Booklets and Brochures	
		Number of Communication Channels used	OPEX	OPEX	Q		27 Communication Platforms Channels & Products used	6 Communication Channels	6 Communication Channels	1	1 Communication Channel	Advertorials,Audio&Video tapes,Billboards Radios, TV , Newspapers & Flyers
	Communications Support to Local Municipalities Communicators	Number of Communication Products used	OPEX	OPEX	Q		6 Communication Products	6 Communication Products	2 Communication Products	1 Communication Product	Factsheets,Speeches,Booklets and BrochuresSocial Media Platforms,emails,Websites,Internet, Flashes & Tapes	
		Number of Communicators Fora Held	OPEX	OPEX	Q	5 For a	4 Fora	4 Fora	1 Forum	1 Forum	Invitation, Agenda ,Attendance Register and Minutes of Meetings	
		Number of Communications Workshops Held	OPEX	OPEX	Q	2 Workshops	1workshop	1workshop	-	1 Workshop	Invitation , signed Report,Attendance Register & Photos	
	Corporate Image and Brand Awareness	Number of consultations with Local Municipalities communicators to advise them on communication issues	OPEX	OPEX	Q	4 Local Municipalities	12 consultations with Local Municipalities communicators	12 consultations with Local Municipalities communicators	1 Workshop	3 Consultations	Signed Report and Attendance register	
		Number of brand promotion activities conducted	OPEX	OPEX	Q		12 brand promotion activities	12 brand promotion activities	3 Activities	3 Activities	Pictures and Signed Report	
	Media Engagement	Number of brand Image promotion and Campaign advertisement produced	OPEX	OPEX	Q		4 Branding,Promotions & Marketings	8 brand Image promotion and Campaign advertisement	8 brand Image promotion and Campaign advertisement	1 Brand Promotions	1Brand Promotions	Media Adverts
		Quarterly Media Monitoring and Analysis Report Produced 10 Days after the end of the quarter and be submitted to the Municipal Manager and Executive Mayor	OPEX	OPEX	Q	4 Days	10 Days after the end of the quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	10 Days after the end of the quarter	Signed Report and Submission Register	
		Number of Media Statements(e.q. Advisories/Announcements/Oped/Articles) Released	OPEX	OPEX	Q	25 Media Statements Released	12 Media Statements	12 Media Statements	3 Media Statements	3 Media Statements	Media Statements ,Advisories and Announcements	
		Number of Media Empowerment Activities Held	OPEX	OPEX	Q	4 Activities	Media Empowerment Activities	Media Empowerment Activities	1 Media Empowerment Activities	-	Signed Report,Attendance Register & Photos	
		Number of Visits to Media Houses	OPEX	OPEX	Q	11 Visits	4 Visits to Media Houses	4 Visits to Media Houses	1 Visit to Media House	1 Visit to Media House	Signed Report ,Attendance Register & Photos	
		Number of Media engagement sessions conducted	OPEX	OPEX	Q	2 Sessions	4 Media engagement sessions	4 Media engagement sessions	1 session	1 session	Signed Report ,Attendance Register & Photos	
		Number of Media Interviews	OPEX	OPEX	Q	29 Media slots/Interviews	12 Media Interviews	12 Media Interviews	3 Media Interviews	3 Media Interviews	Newspapers Clips Audio Tapes Audio Visual Tapes	
	Information Technology											
	Safe IT Systems are in place	Ensure secure ICT environment	Number of IT security reports Compiled	OPEX	OPEX	M	New	12 security reports	12 security reports	3 security reports	3 security reports	Monthly System generated reports of Firewall and Antivirus
		Functional Disaster recovery solution	Number of Test disaster recovery solution Ran	OPEX	OPEX	Q	New	4 Test disaster recovery	4 Test disaster recovery	1 TestDisaster Recovery	1 TestDisaster Recovery	System Logs or Test Results

		Ensure Compliance with section 75 of MFMA	100% of Website Update Requests Carried out within a Day	OPEX	OPEX	M	100% Updates	100% Website Update Requests	100% Website Update Requests	100% Website Update Requests	100% Website Update Requests	Sign Off Form
		Ensure that IT Meetings are held	Number of ICT steering committee meetings Coordinated quarterly	OPEX	OPEX	Q	New	4 meetings	4 meetings	1 meeting	1 meeting	Invitation, Agenda, Attendance Register and Minutes
		Security										
		Ensure the Effective Security Plans and Policies are adhered	Ensure timeous submission of Reports	Number Of Quartely Sectional Reports Submitted to the MM within 10 Days After the end of the Quarter	OPEX	OPEX	Q	Not Ahieved	10 Days After the end of the Quarter	10 Days After the end of the Quarter	10 Days After the end of the Quarter	10 Days After the end of the Quarter
		Ense Development of Plans and Policies	Review of the Security Plan by the 31 March 2018	OPEX	OPEX	Y	Not Ahieved	31-Mar-18	31-Mar-18	31-Mar-18	-	Drafted Security Plan and Council Resolution
			Review of the Security Policy by the 31 March 2018	OPEX	OPEX	Y	Not Ahieved	31-Mar-18	31-Mar-18	31-Mar-18	-	Drafted Security Policy and Council Resolution
KPA 4: MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT												
MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT	20%	FINANCE										
		PAYMENTS										
		To Facilitate Payments	Payment of Creditors within 30 Days of Receipt of Invoice	OPEX	OPEX	M	Not Ahieved	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	Creditors Ageing Analysis Report
			Preparation of Cashbooks within 10 Days After the end of the Month	OPEX	OPEX	M	3 Days After end of Month	10 Days After the end of the Month	10 Days After the end of the Month	10 days After the end of the Month	10 days After the end of the Month	Last Transaction Date in the Cashbook
			Preparation of Creditors Reconciliation within 10 After the end of the Month	OPEX	OPEX	M	Not Ahieved	10 Days After the end of the Month	10 Days After the end of the Month	10 Days After the end of the Month	10 Days After the end of the Month	Recons Approval Date
			Preparation of VAT Reconciliation after Submission of VAT Return within 10 days After Submissions of Returns	OPEX	OPEX	M	3 Days After Submission	10 Days After Submissions of Returns	10 Days After Submissions of Returns	10 Days After Submissions of Returns	10 days After Submissions of Returns	Vat Return Submission Date and the Approval of Recon
			Submission of VAT Return within 30 Days After the end of the Month	OPEX	OPEX	M	30 Days After end of Month	30 Days After the end of the Month	30 Days After the end of the Month	30 days After the end of the Month	30 days After the end of the Month	Submission Date (EasyFile)
			Reconciliation between Payroll and General Ledger within 5 working days After the end of the Month	OPEX	OPEX	M	7 Days After end of Month	5 Days After the end of the Month	5 Days After the end of the Month	5 days After the end of the Month	5 days After the end of the Month	Approval Date
			Payment of salaries & allowances 25 Days After the beginning of each month	OPEX	OPEX	M	22 Days of each Month	25 Days After the beginning of each month	25 Days After the beginning of each month	25 Days After the beginning of each month	25 Days After the beginning of each month	Bank Proof of payment
		Prepare Staff Benefits Expenditure	Prepare quarterly expenditure report on staff benefits	OPEX	OPEX	Q	4 expenditure reports on staff benefits	4 expenditure reports on staff benefits	4 expenditure report on staff benefits	1 expenditure on staff benefits	1 expenditure report on staff benefits	Report submitted in terms of MFMA
		BUDGETING										
		To Facilitate Budgeting	Submit the Review of Budget & Tariffs Annually by 31 Jan 2018	OPEX	OPEX	Y	28-Jan-16	31-Jan-18	31-Jan-18	31-Jan	-	Acknowledgement letter from Provincial & National Treasury And Council Resolution
			Submission of income and expenditure report within 10 working days after the end of the month (Section 71 Report)	OPEX	OPEX	M	7 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 days after the end of the month	10 days after the end of the month	Signed Section 71 Report
			Submissions of Annual Financial statement to Office of the Auditor General by 31 Aug 2016	OPEX	OPEX	Y	31-Aug-15	31-Aug-17	31-Aug-17	-	-	Signed Receipt Form/Date Stamp on e-mail
			Compile Budget time table by the 31 Aug 2017	OPEX	OPEX	Y	24-Jul-15	31-Aug-17	31-Aug-17	-	-	Signed Receipt Form (Corporate)
			Submission of draft budget and tariffs to council for tabling by the 31 March 2018	OPEX	OPEX	Y	31-Mar-16	31-Mar-18	31-Mar-18	-	-	Signed Receipt Form (Corporate)
			Submission of budget by the 31 May 2018 to council for approval	OPEX	OPEX	Y	27-May-16	31-May-18	31-May-18	-	31-May-18	Signed Receipt Form (Corporate)
		Preparation of bank reconciliation report within 10 Days (10th day of every subsequent month)	OPEX	OPEX	M	3 Days After end of Month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	Approval Date of the Recon	
		SUPPLY CHAIN MANAGEMENT										
		Procurement of Goods & Services	Compilation and review of supplier's database quarterly within 10 days After the end of the Quarter	OPEX	OPEX	Q	Not Ahieved	10 Days after the end of the Quarter	10 Days after the end of the Quarter	10 Days after the end of the Quarter	10 Days after the end of the Quarter	Signed Suppliers Printout
Monthly reporting of all tenders awarded within 10 Days After the end of the Month	OPEX		OPEX	M	2 Days After end of Month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	Singed Monthly Report		
Annual invitation of service providers for inclusion in the Supply Chain Management Database by 31 July 2017	OPEX		OPEX	Y	Not Ahieved	31-Jul-17	31-Jul-17	-	-	Newspaper advert for invitation of suppliers. Updated database with newly added suppliers.		
To Develop and Support local Co-operatives	Number of Local SMME's that TMDM has procured services from.	OPEX	OPEX	Q	Not Ahieved	20 Local SMME's	20 Local SMME's	5 Local SMME's	5 Local SMME's	Local Coperatives Procurement signed Report		
	Number of Local Entrepreneurs that TMDM has procured services from	OPEX	OPEX	Q	Not Ahieved	20 Local Entrepreneurs	20 Local Entrepreneurs	5 Local Entrepreneurs	5 Local Entrepreneurs	Local Coperatives Procurement signed Report		
Ensure Strict Internal Controls	Develop Internal Control Measures and Procedure Manuals in the Directorate by the 30 October 2017	OPEX	OPEX	Y	Not Ahieved	30-Oct-17	30-Oct-17	-	-	Signed Report of reviewed internal control measures. Procedure manual		
	Review the Supply Chain Management Policy in terms of Chapter 11 of the MFMA and Submit it to Council for Approval by 31st May 2018	OPEX	OPEX	Y	27-May-16	31-May-18	31-May-18	-	31-May-18	Reviewed SCM Policy and Council resolution		
ASSET MANAGEMENT												
		Updating of Assets Register within 10 Days After the end of the Month	OPEX	OPEX	M	Not Ahieved	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	GRV Date & capturing Date	
		Monthly Asset reconciliation between the GL and the Asset Register within 10 Days After the end of the Month	OPEX	OPEX	M	4 Days After end of Month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	Approval Date of the Recon	

		To Facilitate Management of Assets	Assets verification annually by the 10th July 2017	OPEX	OPEX	Y	06-Jul-15	10-Jul-17	10-Jul-17	-	-	Signed Stocktake report	
			Monthly inventory reconciliation between the inventory list and the GL within 10 working days	OPEX	OPEX	M	4 Days After end of Month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	10 Days after the end of the month	Approval Date of the Recon	
			100% of assets insured by the 31st July 2017	OPEX	OPEX	Y	30-Jun-15	Assets insured by the 31 Jul 2017	Assets insured by the 31 Jul 2017	-	-	Insurance documents of assets	
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION													
Good Governance and Public Participation	15%	Corporate Governance, Good Governance and Community Participation	Internal Audit										
			Review and Submission of Internal Audit Charter to Audit Committee by 30 Sep 2017	OPEX	OPEX	Y	03-Jul-15	30-Sep-17	30-Sep-17	-	-	Reviewed Internal Audit Charter, Audit Committee minutes	
			Ensure that properly Approved Internal Audit Charter and Coverage Plan are in place	Submission of Internal Audit Charter to Council by 31 Oct 2017	OPEX	OPEX	Y	05-Aug-15	31-Oct-17	31-Oct-17	-	-	Signed Submission Register , Adopted Internal audit Charter and Council resolution/Minutes
				Submission of Internal Audit Coverage Plan to Audit Committee by 30 Sep 2017	OPEX	OPEX	Y	Not Achieved	30-Sep-17	30-Sep-17	-	-	Approved Internal Audit plans, Audit Committee minutes
				Submission of Internal Audit Coverage Plan to Council by 31 Oct 2017	OPEX	OPEX	Y	Not Achieved	31-Oct-17	31-Oct-17	-	-	Signed Submission Register , Adopted Internal audit plans and Council resolution/Minutes
				Overall Quarterly Internal Audit Reports submitted to the Municipal Manager by the 25th after the end of the Quarter	OPEX	OPEX	Q	25th After the End of the Quarter	25th After the End of the Quarter	25th After the End of the Quarter	25th After the End of the Quarter	25th After the End of the Quarter	Signed Submission Register and submitted overall Reports
			Review of Audit Performance Charter	Review Audit & Performance Charter by 30 Sep 2017	OPEX	OPEX	Y	03-Jul-15	30-Sep-17	30-Sep-17	-	-	Reviewed Audit & Performance Committee Charter, Audit Committee minutes
				Submission of Audit & Performance Charter to Council by 31 Oct 2017	OPEX	OPEX	Y	05-Aug-15	31-Oct-17	31-Oct-17	-	-	Signed Submission Register
			Audit and Performance Committee	Number of ordinary audit and performance committee meetings	OPEX	OPEX	Q	4 meetings	4 meetings	4 meetings	1 meeting	1 meeting	Minutes of Meetings and attendance register
			Risk Management										
			Ensure that Strategies and plans are in place	Review and Submission of Fraud Prevention Plan/strategy, Risk Policy and Strategy to Risk Management Committee by 31 May 2018	OPEX	OPEX	Y	31-May-18	30-Sep-17	31-May-18	-	-	Attendance register, Approved minutes of the Risk Management Committee
				Submission and Approval of Fraud Prevention Plan/Strategy, Risk Management Policy and Strategy to council by 30 June 2018	OPEX	OPEX	Y	30-Jun-18	31-Oct-17	30-Jun-18	-	-	Attendance and Minutes of Meetings
				Number of risk maturity Reports Issued by Risk Management Committee to the Accounting Officer	OPEX	OPEX	Q	2 Risk Maturity Reports	4 Signed Risk maturity Reports	4 Signed Risk maturity Reports	1 Signed Risk maturity Report	1 Signed Risk maturity Report	Risk Maturity Reports
				Number of risk management training sessions conducted	OPEX	OPEX	Q	New	4 Training sessions	4 Training sessions	1 Training session	1 Training session	Invitations, attendance register and report
				Number of risk assessment conducted	OPEX	OPEX	Q	New	4 Risk assessment Registers	4 Risk assessment Registers	1 Risk assessment Register	1 Risk assessment Register	Signed off risk registers and reports submitted to council structures
			Risk Management Committee Meetings	Number of risk management Committee Meetings Held	OPEX	OPEX	Q	2 Meetings	4 Meetings	4 Meetings	1 Meeting	1 Meeting	Attendance Register & Minutes of Meetings
			IDP & PMS										
			Make the IDP a working Document for all staff	Submission of 2018/19 IDP Process Plan by 31 August 2017	OPEX	OPEX	Y	24-Jul-15	31-Aug-17	31-Aug-17	-	-	Internal Mail Register
				Submission of 2016/17 Draft Annual Report to AG by 31 Aug 2017	OPEX	OPEX	Y	31-Aug-15	31-Aug-17	31-Aug-17	-	-	AG Acknowledgement of Receipt
				Tabling of 2016/17 Draft Annual Report to Council by 31 Jan 2018	OPEX	OPEX	Y	28-Jan-16	31-Jan-18	31-Jan-18	31-Jan-18	-	Copy Of draft Annual Report & Council Resolution
				Submission of 2016/17 Final Annual Report to Council for Adoption by 31 Mar 2018	OPEX	OPEX	Y	31-Mar-16	31-Mar-18	31-Mar-18	31-Mar-18	-	Copy Of Draft IDP & Council Resolution
				Tabling of 2018/19 Draft IDP to Council by 31 Mar 2018	OPEX	OPEX	Y	31-Mar-15	31-Mar-18	31-Mar-18	31-Mar-18	-	Signed Revised IDP
				Signing of Final 2018/19 SDBIP 28 Days After Adoption of the Budget	OPEX	OPEX	Y	22-Jun-16	28 Days After Budget Adoption	28 Days After Budget Adoption	-	28 Days After Budget Adoption	Signed SDBIP
				Number of District IDP Managers Fora Held	OPEX	OPEX	Q	4 For a	4 Fora	4 Fora	1 Forum	1 Forum	Attendance Register & Minutes of Meetings

APPROVED BY:

SIGNATURE :
 CLLR. Malefu VILAKAZI
 EXECUTIVE MAYOR

DATE :