



**MOHOKARE**  
LOCAL MUNICIPALITY

# **SDBIP 2014/2015**

## INTRODUCTION

Service Delivery and Budget Implementation Plan (SDBIP) details the implementation of service delivery and the budget for the financial year in compliance with the Municipal Finance Management Act (MFMA), 2003 (Act 56 of 2003).

To implement the budget the SDBIP serves as an understanding between the administration, Council, and the community, on how the implementation of the budget will give effect to the achievement of the goals and objectives set by the council to meet the needs of the community during the applicable financial year.

The SDBIP facilitates the process of holding management accountable for their performance. It provides the basis for measuring performance in the delivery of services.

It gives effect to the Integrated Development Plan (IDP) and the budget of the municipality. The budget gives effect to the strategic priorities of the municipality and is not a management plan.

The three most important components of the SDBIP are:-

- Monthly projections of Revenue to be collected from each source
- Monthly projections of Operating and Capital expenditure and revenue per vote; and
- Quarterly projections of Service Delivery Targets and Performance Indicators for each vote.

## LEGISLATIVE REQUIREMENTS

In terms of the provisions of the Local Government: Municipal Finance Management Act, 2003, all municipalities should prepare and adopt the SDBIP. Section 1 of the MFMA describes the SDBIP as a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c) (ii) for the implementation of the municipality's service delivery and execution of its annual budget.

### MFMA Extract

#### Definition

“service delivery and budget implementation plan” means a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA) for implementing the municipality's delivery of municipal services and its annual implementing the municipality's delivery of municipal services and which must indicate —

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(a) projections for each month of—

- (i) revenue to be collected, by source;
- (ii) operational and capital expenditure, by vote;

- (b) service delivery targets and performance indicators for each quarter; and
- (c) any other matters that may be prescribed, and includes any revisions of such plan by the mayor in terms of section 54(1)(c) of the MFMA;

## **REPORTING ON THE SDBIP**

This section covers reporting on the SDBIP as a way of linking the SDBIP with the oversight and monitoring operations of the administration.

A series of reporting requirements are outlined in the MFMA. Both the mayor and the accounting officer have clear roles to play in preparing and presenting these reports.

The SDBIP provides an excellent basis for generating the reports for which MFMA outlines very clear outlines. The reports then allow the Councillors of the Mohokare Local Municipality to monitor the implementation of service delivery programs and initiatives across the municipality.

## **MONTHLY REPORTING**

Section 71 of the MFMA stipulates that reporting on actual revenue targets and spending against the budget should occur on a monthly basis. This reporting must be conducted by the accounting officer of a municipality not later than 10 working days, after the end of each month.

### **Reporting must include the following:**

- i. actual revenue, per source;
- ii. actual borrowings;
- iii. actual expenditure, per vote;
- iv. actual capital expenditure, per vote;
- v. the amount of any allocations received

If necessary, explanation of the following must be included in the monthly reports:

- a.** any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote
- b.** any material variances from the service delivery and budget implementation plan and;
- c.** any remedial or corrective steps taken or to be taken to ensure that the projected revenue and expenditure remain within the municipalities approved budget.

## **QUARTERLY REPORTING**

Section 52 (d) of the MFMA compels the mayor to submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality within 30 days of the end of each quarter. The quarterly performance projections captured in the SDBIP form the basis for the mayor's quarterly report.

## **MID-YEAR REPORTING**

Section 72 (1) (a) of the MFMA outlines the requirements for mid-year reporting. The accounting officer is required by the 25th January of each year to assess the performance of the municipality during the first half of the year taking into account –

- (i) the monthly statements referred to in section 71 of the first half of the year;
- (ii) the municipalities service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
- (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
- (iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities.

Based on the outcomes of the mid-year budget and performance assessment report, an adjustments budget may be tabled if actual revenue or expenditure amounts are materially different from the projections contained in the budget or the SDBIP.

The SDBIP is also a living document and may be modified based on the mid-year performance review. Thus the SDBIP remains a kind of contract that holds the municipality accountable to the community.

## **NATIONAL TREASURY, CIRCULAR No.13.**

Circular 13 of the National Treasury outlines the framework for municipalities to prepare SDBIP. The SDBIP of Mohokare has been prepared in terms of the provisions of the Circular 13.

According to Section 53 of the MFMA, the Mayor is expected to approve the SDBIP within 28 days after the approval of the budget.

## Approval of the Service Delivery and Budget Implementation Plan

According to Section 53 of the MFMA, the Mayor is expected to approve the SDBIP within 28 days after the approval of the budget. This section requires her to take all reasonable steps to ensure that the SDBIP is approved within 28 days. In addition, the Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are circulated or made public within 14 days after its approval.

Mohokare Local Municipality's final SDBIP was concluded along with the final IDP and final Budget 2014/2015. All levels of the SDBIP should be formally submitted by the Municipal Manager to the Mayor within 14 days after the final Budget Approval and subsequently approved by the Mayor within 28 days after budget approval. Therefore, the Mayor will circulate these planning, monitoring and evaluation tools to the general public within 14 days after her approval.

**SUBMITTED BY:** \_\_\_\_\_ **(MUNICIPAL MANAGER)**  
**DATE** :

**APPROVED BY :** \_\_\_\_\_ **(MAYOR)**  
**DATE** :

**FS163 Mohokare - Supporting Table SA25 Budgeted monthly revenue and expenditure**

Description	Ref	Budget Year 2014/15											
		July	August	Sept.	October	November	December	January	February	March	April	May	June
<b>R thousand</b>													
<b>Revenue By Source</b>	-												
Property rates		978	978	978	213 <sup>3</sup>	978	978	978	978	978	978	978	978
Property rates - penalties & collection charges		51	51	51	51	51	51	51	51	51	51	51	51
Service charges - electricity revenue		1 958	1 958	1 958	1 958	1 958	1 958	1 958	1 958	1 958	1 958	1 958	1 958
Service charges - water revenue		825	825	825	825	825	825	825	825	825	825	825	825
Service charges - sanitation revenue		725	725	725	725	725	725	725	725	725	725	725	725
Service charges - refuse revenue		487	487	487	487	487	487	487	487	487	487	487	487
Service charges – other		-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		50	50	50	50	50	50	50	50	50	50	50	50
Interest earned - external investments		-	-	1	-	1	-	1	-	1	-	1	0
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	-
Dividends received		1	1	1	1	1	1	1	1	1	1	1	1
Fines		250	250	250	250	250	250	250	250	250	250	250	250
Licences and permits		0	0	0	0	0	0	0	0	0	0	0	0
Agency services		-	-	-	-	-	-	-	-	-	-	-	-
Transfers recognised – operational		-	-	5 951	5 951	5 951	5 951	5 951	5 951	5 951	5 951	5 951	5 951
Other revenue		557	557	557	557	557	557	557	557	557	557	557	557
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>5 882</b>	<b>5 882</b>	<b>11 834</b>	<b>14 068</b>	<b>11 834</b>	<b>11 833</b>	<b>11 834</b>	<b>11 833</b>	<b>11 834</b>	<b>11 833</b>	<b>11 834</b>	<b>11 833</b>
<b>Expenditure By Type</b>	-												
Employee related costs		4 374	4 374	4 374	4 374	4 374	4 374	4 374	4 374	4 374	4 374	4 374	4 374
Remuneration of councillors		265	265	265	265	265	265	265	265	265	265	265	265
Debt impairment		-	-	2 391	-	-	2 391	-	-	2 391	-	-	2 391
Depreciation & asset impairment		-	-	-	-	-	-	-	-	-	-	-	28 427

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Finance charges		209	209	209	209	209	209	209	209	209	209	209	209
Bulk purchases		1 500	1 500	1 500	1 500	1 500	1 500	1 500	1 500	1 500	1 500	1 500	1 500
Other materials		–	–	–	–	–	–	–	–	–	–	–	–
Contracted services		7	7	7	7	7	7	7	7	7	7	7	7
Transfers and grants		–	–	576	576	576	576	576	576	576	576	576	576
Other expenditure		3 198	3 198	3 198	3 198	3 198	3 198	3 198	3 198	3 198	3 198	3 198	3 198
Loss on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
<b>Total Expenditure</b>		<b>9 554</b>	<b>9 554</b>	<b>12 521</b>	<b>10 130</b>	<b>10 130</b>	<b>12 521</b>	<b>10 130</b>	<b>10 130</b>	<b>12 521</b>	<b>10 130</b>	<b>10 130</b>	<b>40 948</b>
<b>Surplus/(Deficit)</b>		<b>(3 672)</b>	<b>(3 672)</b>	<b>(687)</b>	<b>3 938</b>	<b>1 704</b>	<b>(688)</b>	<b>1 704</b>	<b>1 703</b>	<b>(687)</b>	<b>1 703</b>	<b>1 704</b>	<b>(29 115)</b>
Transfers recognised – capital		–	–	13 038	–	13 038	–	13 038	–	13 038	–	13 038	–
Contributions recognised – capital		–	–	(12 864)	–	(12 864)	–	(12 864)	–	(12 864)	–	(12 864)	–
Contributed assets		–	–	(1 623)	–	(1 623)	–	(1 623)	–	(1 623)	–	(1 623)	(0)
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>(3 672)</b>	<b>(3 672)</b>	<b>(2 136)</b>	<b>3 938</b>	<b>255</b>	<b>(688)</b>	<b>255</b>	<b>1 703</b>	<b>(2 136)</b>	<b>1 703</b>	<b>255</b>	<b>(29 115)</b>
Taxation													–
Attributable to minorities													–
Share of surplus/ (deficit) of associate													–
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>(3 672)</b>	<b>(3 672)</b>	<b>(2 136)</b>	<b>3 938</b>	<b>255</b>	<b>(688)</b>	<b>255</b>	<b>1 703</b>	<b>(2 136)</b>	<b>1 703</b>	<b>255</b>	<b>(29 115)</b>

**FS163 Mohokare - Table A5 Budgeted Capital Expenditure by vote, standard classification and funding**

Vote Description  R thousand	Ref	2010/11	2011/12	2012/13	Current Year 2013/14				2014/15 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2014/15	Budget Year +1 2015/16	Budget Year +2 2016/17
<b><u>Capital expenditure – Vote</u></b>											
<b><u>Multi-year expenditure to be appropriated</u></b>	2										
Vote 1 - COUNCIL & EXECUTIVE		-	-	-	-	-	-	-	-	-	-
Vote 2 – FINANCE		-	-	-	-	-	-	-	-	-	-
Vote 3 - CORPORATE SERVICES		-	-	-	-	-	-	-	-	-	-
Vote 4 - COMMUNITY SERVICES		-	-	-	-	-	-	-	-	-	-
Vote 5 - TECHNICAL SERVICES		-	-	-	-	-	-	-	-	-	-
Vote 6 - [NAME OF VOTE 6]		-	-	-	-	-	-	-	-	-	-
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-
<b>Capital multi-year expenditure sub-total</b>	7	-	-	-	-	-	-	-	-	-	-
<b><u>Single-year expenditure to be appropriated</u></b>	2										
Vote 1 - COUNCIL & EXECUTIVE		-	-	-	-	-	-	-	7	7	8
Vote 2 – FINANCE		-	-	837	331	794	794	-	625	283	285
Vote 3 - CORPORATE SERVICES		7 182	-	611	-	-	-	-	170	180	190
Vote 4 - COMMUNITY SERVICES		-	-	3 368	3 049	2 803	2 803	-	5 588	4 882	5 095
Vote 5 - TECHNICAL SERVICES		22 799	17 672	29 237	45 991	37 770	37 770	-	66 046	89 595	27 428
Vote 6 - [NAME OF VOTE 6]		-	-	-	-	-	-	-	-	-	-
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-



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Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-
<b>Capital single-year expenditure sub-total</b>		<b>29 980</b>	<b>17 672</b>	<b>34 053</b>	<b>49 371</b>	<b>41 367</b>	<b>41 367</b>	<b>-</b>	<b>72 436</b>	<b>94 947</b>	<b>33 006</b>
<b>Total Capital Expenditure – Vote</b>		<b>29 980</b>	<b>17 672</b>	<b>34 053</b>	<b>49 371</b>	<b>41 367</b>	<b>41 367</b>	<b>-</b>	<b>72 436</b>	<b>94 947</b>	<b>33 006</b>
<b><u>Capital Expenditure – Standard</u></b>											
<b><i>Governance and administration</i></b>		<b>7 182</b>	<b>-</b>	<b>1 448</b>	<b>331</b>	<b>794</b>	<b>794</b>	<b>-</b>	<b>801</b>	<b>471</b>	<b>483</b>
Executive and council					-	-	-	-	7	7	8
Budget and treasury office				837	331	794	794	-	625	283	285
Corporate services		7 182		611	-	-	-	-	170	180	190
<b><i>Community and public safety</i></b>		<b>-</b>	<b>-</b>	<b>3 368</b>	<b>3 049</b>	<b>2 803</b>	<b>2 803</b>	<b>-</b>	<b>5 588</b>	<b>4 882</b>	<b>5 095</b>
Community and social services				1 000	27	-	-	-	1 857	1 967	2 075
Sport and recreation				2 367	3 022	2 803	2 803	-	3 565	2 739	2 834
Public safety				1	-	-	-	-	167	177	186
Housing											
Health											
<b><i>Economic and environmental services</i></b>		<b>12 828</b>	<b>7 432</b>	<b>2 200</b>	<b>7 230</b>	<b>1 000</b>	<b>1 000</b>	<b>-</b>	<b>12 630</b>	<b>11 589</b>	<b>11 959</b>
Planning and development											
Road transport		12 828	7 432	2 200	7 230	1 000	1 000	-	12 630	11 589	11 959
Environmental protection											
<b><i>Trading services</i></b>		<b>9 971</b>	<b>10 240</b>	<b>27 038</b>	<b>38 761</b>	<b>36 770</b>	<b>36 770</b>	<b>-</b>	<b>53 416</b>	<b>78 005</b>	<b>15 469</b>
Electricity				2 456	1 781	1 781	1 781	-	3 666	8 780	8 912
Water		3 648	8 875	16 332	25 116	23 124	23 124	-	48 405	68 715	6 019
Waste water management		6 323	1 365	8 249	11 864	11 864	11 864	-	482	510	538
Waste management					-	-	-	-	864	-	-
<b><i>Other</i></b>											
<b>Total Capital Expenditure - Standard</b>	<b>3</b>	<b>29 980</b>	<b>17 672</b>	<b>34 053</b>	<b>49 371</b>	<b>41 367</b>	<b>41 367</b>	<b>-</b>	<b>72 436</b>	<b>94 947</b>	<b>33 006</b>
<b><u>Funded by:</u></b>											
National Government		29 375	17 672	29 826	47 993	38 893	38 893	-	64 319	90 109	27 970
Provincial Government											
District Municipality											
Other transfers and grants											
<b>Transfers recognised - capital</b>	<b>4</b>	<b>29 375</b>	<b>17 672</b>	<b>29 826</b>	<b>47 993</b>	<b>38 893</b>	<b>38 893</b>	<b>-</b>	<b>64 319</b>	<b>90 109</b>	<b>27 970</b>
<b>Public contributions &amp; donations</b>	<b>5</b>			1 000							
<b>Borrowing</b>	<b>6</b>										
<b>Internally generated funds</b>		605		3 227	1 379	2 474	2 474	-	8 117	4 839	5 036
<b>Total Capital Funding</b>	<b>7</b>	<b>29 980</b>	<b>17 672</b>	<b>34 053</b>	<b>49 371</b>	<b>41 367</b>	<b>41 367</b>	<b>-</b>	<b>72 436</b>	<b>94 947</b>	<b>33 006</b>

# COUNCIL SCORECARD

KPA 2	Public participation								
Strategic objective (SO6)	Participate in Mohokare								
Objectives	Key Performance Indicator(s)	Baseline information (13/14)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
To develop a municipal governance system that complies with international standards	Monthly ward committee meetings held	12 monthly ward committee meetings held per ward	12 monthly committee ward meetings	3 monthly ward committees meetings	3 monthly ward committees meetings	3 monthly ward committees meetings	3 monthly ward committees meetings		
	General monthly ward meetings held	4 quarterly general ward meetings held per ward	4 quarterly general ward meetings per ward	1 general ward meetings held per ward	1 general ward meetings held per ward	1 general ward meetings held per ward	1 general ward meetings held per ward		
	Council portfolio committees functional	Council portfolio committees functional 12/13	Functional portfolio committees	1 Council committee sitting per committee	1 Council committee sitting per committee	1 Council committee sitting per committee	1 Council committee sitting per committee		
	Public participation plan in place	No plan in place	Developed public participation plan in place	Approved public participation plan	Implementation of public participation programmes	Implementation of public participation programmes	Implementation of public participation programmes	R 118 800	

KPA 2	Public participation								
Strategic objective (SO6)	Participate in Mohokare								
Objectives	Key Performance Indicator(s)	Baseline information (13/14)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
	Implemented Mayoral Imbizo program bi-annually	2013/2014 Mayoral Imbizo programme	Developed and approved Mayoral Imbizo programme	Approved and implemented Mayoral Imbizo programme	Implementation of mayoral imbizo's	Implementation of mayoral imbizo's	-		
To develop a municipal governance system that complies with international standards	Developed and approved special programmes	2013/2014 year plan/programmes	2014/2015 approved year plans by June 2015	Implementation of programmes	Implementation of programmes	Review and table the draft year plan/programme	Adopted year plan /programme	R 252 000	
	Developed and approved Youth development year plan	2013/2014 year plan/programmes	2014/2015 approved year plans by June 2015	Implementation of programmes	Implementation of programmes	Review and table the draft year plan/programme	Adopted year plan /programme	R117 000	
	Launch stakeholder's forum (chaired by the Mayor) for 13/14	Adhoc functional Mohokare stakeholder forum	Effectively functioning Mohokare stakeholder forum	Launch stakeholder forum. 3 meetings held	3 stakeholder forum meetings	3 stakeholder forum meetings	3 stakeholder forum meetings		
	Publication of ordinary council meeting schedule	Published Schedule	Publicised annual schedule of ordinary Council meetings	Publicised annual schedule of Council meetings	-	-	-		

# **MUNICIPAL MANAGER'S OFFICE**

KPA 5	Local Economic development								
IDP Strategic objective (SO2)	Local Economic Development								
Objectives	Key Performance Indicators	Baseline information (2013/2014)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Developed Local Economic Development Strategy, inclusive of;	Developed Local Economic Development Strategy, inclusive of;	No LED strategy in place	Developed LED strategy inclusive of key economic drivers included	-	-	-	Developed LED Strategy		
▪ SMME Development Strategy	▪ SMME Development Strategy	No SMME development strategy	SMME development strategy in place	-	-	-	SMME developed plan in place		
▪ Co-operatives development plan	▪ Co-operatives development plan	No Co-operatives development plan in place	Developed and approved Co-operatives development plan	-	-	-	Co-operatives development plan approved		
▪ Tourism development strategy	▪ Tourism development strategy	No tourism development strategy	Tourism development strategy in place	-	-	-	Tourism development strategy developed and approved		
▪ Local economic investment planning and exploring initiatives	▪ Local economic investment planning and exploring initiatives	Local Economic investment planning initiatives not documented & explored	Local economic investment plan developed and approved	-	-	-	Local economic investment plan developed and approved		

KPA 5	Local Economic development								
IDP Strategic objective (SO2)	Local Economic Development								
Objectives	Key Performance Indicators	Baseline information (2013/2014)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Level of contribution to LED by all municipal departments	Level of contribution to LED by all municipal departments	Not verified	Documented level of contribution by the Municipality	-	-	-	Recorded level of contribution to LED by the municipality		
Number of Co-operatives established and assisted	Number of Co-operatives established and assisted	LED Manager to provide information	10 Co-operatives established (municipal support)	-	-	-	10 Co-operatives established		
Number of SMMEs established and assisted	Number of SMMEs established and assisted	LED Manager to provide information	20 SMMEs established (municipal assist)	-	-	-	20 SMMEs established (municipal assist)		
Implemented Extended Public Works Programme	Number of jobs created through EPWP	Number of jobs created in 2013/2014	Identified Programmes for EPWP within the Municipality	Appointment of laborers and Implementation of EPWP programmes	Jobs created and monitoring, evaluation and reporting of EPWP programmes	Jobs created and monitoring, evaluation and reporting of EPWP programmes	Jobs created and monitoring, evaluation and reporting of EPWP programmes	R1M	

KPA 3	Good governance and Administration								
Strategic objective (SO4)	Good governance in Mohokare								
Objectives	Key Performance Indicator	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Ensuring 100% compliance to legislature for Council operations	1 Ordinary Council meeting per quarter	4 ordinary Council meetings held in 2013/14	4 ordinary council meetings	1 ordinary Council meeting	1 ordinary Council meeting	1 ordinary Council meeting	1 ordinary Council meeting	OPEX	
To increase by 80% the operations and departmental controls of Human Resources by June 2015	1 HRD strategy developed and reviewed annually	HRD strategy adopted in May 2014	Reviewed HRD strategy	Implementation of the strategy	Implementation of the strategy	Review and adopt draft HRD strategy	Reviewed HRD strategy for 2015/2016	OPEX	
	Effect the implementation of the Human Resource Information System	HRIS from SALGA to be piloted in Mohokare in 2014/2015	Effective HRIS	-	Workshop on HRIS in municipalities by SALGA	-	Implementation of the HRIS		
	SALGA Human Resource Profiling	Existing systems and processes within the Human Resource	Annual Human Resource Performance Report	SALGA visit on Human Resource Profiling	Implementation of the Human Resource Planning	Implementation of the Human Resource Planning	Implementation of the Human Resource Planning		



<b>KPA 3</b>	<b>Good governance and Administration</b>								
<b>Strategic objective (SO4)</b>	<b>Good governance in Mohokare</b>								
<b>Objectives</b>	<b>Key Performance Indicator</b>	<b>Baseline information</b>	<b>Annual target</b>	<b>Q1 target. Ending Sept 2014</b>	<b>Q2 target. Ending December 2014</b>	<b>Q3 target. Ending March 2015</b>	<b>Q4 target. Ending June 2015</b>	<b>Budget</b>	
								<b>Operational</b>	<b>Capital</b>
	Council Adopted Human Resource Policies	Existing Policies adopted in 2012	Annual Review of Policies	Roadshows to employees on the Human Resource Policies. Presentation to Management and the LLF	Council Adoption of the policies	Implementation of the policies	Implementation of the policies		
Organogram Review	Annually reviewed Organogram to meet service delivery needs	2013/2014 Organogram	Reviewed Organogram	Reviewed and council adopted Organogram	Adherence to the adopted Organogram	Adherence to the adopted Organogram	Adherence to the adopted Organogram		
Induction Program	Induction of all newly appointed employees	-	Induction Manual with Procedures	SALGA roll out of the Induction Program	Implementation of the Program	Implementation of the Program	Implementation of the Program		
Leave Management on VIP system	Effective leave management with accurate leave provision reporting	Leave Balances by 30 June 2014	Accurate leave balances tallying with VIP and Leave forms	Weekly leave capturing with monthly Leave provision reporting	Weekly leave capturing with monthly Leave provision reporting	Weekly leave capturing with monthly Leave provision reporting	Weekly leave capturing with monthly Leave provision reporting		

<b>KPA 3</b>	<b>Good governance and Administration</b>								
<b>Strategic objective (SO4)</b>	<b>Good governance in Mohokare</b>								
<b>Objectives</b>	<b>Key Performance Indicator</b>	<b>Baseline information</b>	<b>Annual target</b>	<b>Q1 target. Ending Sept 2014</b>	<b>Q2 target. Ending December 2014</b>	<b>Q3 target. Ending March 2015</b>	<b>Q4 target. Ending June 2015</b>	<b>Budget</b>	
								<b>Operational</b>	<b>Capital</b>
Employee Wellness	Development of Employee Wellness Strategy that is reviewed annually	No strategy in place	Development Employee Wellness Strategy by September 2014	Develop and submit to council for adoption the Employee Wellness Strategy	Implementation of the Program	Implementation of the Program	Implementation of the Program		
100% filled vacant sec 57 posts	100% filled vacant sec 57 posts	1 vacant position (Community services)	Filled section 57 position	-	-	-	Filled community services director position		
100% monitoring and evaluation of the municipality's Performance	Adopted PMS Policy reviewed annually	Approved PMS policy Framework	Reviewed PMS policy framework	Implementation of the policy	Implementation of the policy	Review and adopt the draft HRD Strategy	Reviewed PMS Policy	OPEX	
Ensuring 100% compliant to GRAP and MFMA	Submission of compliant AFS to AG by 31 August 2013, to Council by 31 January 2015	AFS submitted on the 31st of August 2013. Adopted 25Jan 2014	Submit AFS to AG by 31st of August 2014, Table to Council by 25 Jan 2015	Submission of AFS by 31 August 2014	-	Adopted AFS by Council by 25 Jan 2015	-	OPEX	

<b>KPA 3</b>	<b>Good governance and Administration</b>								
<b>Strategic objective (SO4)</b>	<b>Good governance in Mohokare</b>								
<b>Objectives</b>	<b>Key Performance Indicator</b>	<b>Baseline information</b>	<b>Annual target</b>	<b>Q1 target. Ending Sept 2014</b>	<b>Q2 target. Ending December 2014</b>	<b>Q3 target. Ending March 2015</b>	<b>Q4 target. Ending June 2015</b>	<b>Budget</b>	
								<b>Operational</b>	<b>Capital</b>
Ensuring 100% compliance to MFMA, MSA and Circular 63 & 32	Submitted AR and APR to AG by 31 Aug 2014	Annual report, annual performance report submitted on the 31 August 2013	Submitted Annual report, annual performance report by 31st of August 2014	Submit Annual report, annual performance report on 31st of August 2014	-	-	-	OPEX	
	Tabled AR and APR to Council by 25 January 2015	Annual report, annual performance Report tabled on the 22nd January 2014	Tabled Annual Report and Annual Performance Report by the 25 January 2015	-	-	Table Annual Report and Annual Performance Report by the 25 January 2015	-	OPEX	
	Advert of the AR and AFS to the community	Advert in newspapers	Publicise the AR and AFS to community on the 31 <sup>st</sup> Jan for comments	-	-	Publicise the AR and AFS for community after the adoption and invite comments	-		

KPA 3	Good governance and Administration								
Strategic objective (SO4)	Good governance in Mohokare								
Objectives	Key Performance Indicator	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
	Adopted Oversight report for 2013/2014 Annual Report	Adopted oversight report 2012/2013	Oversight Committee meeting must sit within two (2) months of the adoption of AR	-	-	Adoption of oversight report for AR 2012/2013	-		
Ensuring 100% compliance to MFMA, MSA and Circular 63 & 32	Submission of oversight report to the AG, National and Provincial Treasury and CoGTA	Submitted 2012/2013 report	Submit report within 7 days of the adoption	-	-	-	Submission of oversight report to the AG, National and Provincial Treasury and CoGTA. Within 7 days of adoption		
100% compliance software	Compliant municipal software	Non-compliant municipal software	100% compliance on software by June 2015	Complete analyses report on software needs for the municipality	Procurement of software licenses	Clean network of non-municipal software and unlicensed and personal software	Implement new licensed software		

<b>KPA 3</b>	<b>Good governance and Administration</b>								
<b>Strategic objective (SO4)</b>	<b>Good governance in Mohokare</b>								
<b>Objectives</b>	<b>Key Performance Indicator</b>	<b>Baseline information</b>	<b>Annual target</b>	<b>Q1 target. Ending Sept 2014</b>	<b>Q2 target. Ending December 2014</b>	<b>Q3 target. Ending March 2015</b>	<b>Q4 target. Ending June 2015</b>	<b>Budget</b>	
								<b>Operational</b>	<b>Capital</b>
To ensure 100% development of ICT Infrastructure	Developed server room infrastructure	2002 Server, 2002 UPS	100% developed server room infrastructure by June 2015	Implementation of the new server	Re- building the server room (building the drywalls, access flooring and UPS)	Developing the disaster recovery and business continuity plan	Implementation of disaster recovery and business continuity plan		
	Developed network infrastructure	2004 network switches	100% developed network infrastructure by June 2015	Implement VPN Network	Implement Second and Third level network switches	Implement VLAN	Implement wireless network		
Ensure 100% implementation of the ICT Strategy and Policy	Implemented ICT Strategy	2014/2015 adopted ICT Strategy	100% implementation of the strategy reviewed annually	Implementation of the ICT Strategy	Implementation of the ICT Strategy	Review the ICT Strategy and submit draft to council by March 2015	Review the draft ICT strategy and submit final to council by May 2015		
	Developed ICT Policy	2013/2014 ICT Policy	Develop 6 ( Network, Email, Password, Internet, Software and ICT Security) 2014/2015 ICT Policy by June 2015	Develop 2 ICT Policies	Develop 2 ICT Policies	Develop 2 ICT Policies	6 ICT Policies developed and approved		

<b>KPA 3</b>	<b>Good governance and Administration</b>								
<b>Strategic objective (SO4)</b>	<b>Good governance in Mohokare</b>								
<b>Objectives</b>	<b>Key Performance Indicator</b>	<b>Baseline information</b>	<b>Annual target</b>	<b>Q1 target. Ending Sept 2014</b>	<b>Q2 target. Ending December 2014</b>	<b>Q3 target. Ending March 2015</b>	<b>Q4 target. Ending June 2015</b>	<b>Budget</b>	
								<b>Operational</b>	<b>Capital</b>
Clean audit by 2014	Adherence to 2014 Clean Audit	Qualification audit opinion 12/13	Clean audit by 2014	Implementation of the operation clean audit	Implementation of the operation clean audit	Implementation of the operation clean audit	Implementation of the operation clean audit		
	100% compliance to Audit Charter	Adopted Audit Charter by Audit Committee	Reviewed and adopted Audit Charter by Audit Committee	Adopted Audit Charter by September 2014	Implementation of the Audit charter	Implementation of the Audit charter	Reviewed draft Audit Charter		
	100% implementation of the Audit plan	Adopted Audit plan by the Audit	Reviewed and adopted Audit Plan by Audit	Adopted Audit Plan by September 2014	Implementation of the Audit Plan	Implementation of the Audit Plan	Reviewed draft Audit Plan		
Ensure that risk matters are addressed	Risk Strategy Framework & Policy	Mitigation of risk within the institution	4 Quarterly reports to Management, RC & AC	Identification of Risk Matters on the SDBIP (Macro-operational) Report to Management, RC & AC	Operational Risk per Department. Report to Management, RC & AC	Monitoring of the identified risk for all the departments. Report to Management, RC & AC	Review of the Policies. Risk Strategy Framework & Policy. Tabled to Management RC & AC. Council for adoption.		

<b>KPA 3</b>	<b>Good governance and Administration</b>								
<b>Strategic objective (SO4)</b>	<b>Good governance in Mohokare</b>								
Objectives	Key Performance Indicator	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Land use management	Surveying, Subdivision, rezoning of <ul style="list-style-type: none"> <li>• parks for residential purposes</li> <li>• Erf 1174 Roleleat hunya</li> <li>• Erf 366 Smithfield</li> </ul>	Number of erven created	-	-	-	-	Surveying, Subdivision, rezoning done	R 90 000	
Land use management	Development of one park per town	Identified park per town	Parks cleaned and upgraded	-	1	1	1	R 5 400	
Land use management	Development of hawker sites and taxi rank Zastron	Erven identified for development	New taxi rank. Adherence to the by law in terms of hawkers, peddlars and vendors	-	-	-	Basic development and town planning processes done	R 135 000	

National KPA	Municipal Development and Transformation								
IDP KPA	Good Governance in Mohokare								
Key performance indicator	Objective	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Workshop held communicate municipal IDP objectives and community inputs and ISO within the department	Promote Communication	-	4 IDP and ISO Workshops held	1 Workshop held by end of September	1 Workshop held by end of December	1 Workshop held by end of March	1 Workshop held by end of May		
Workshop held to communicate Top layer and Operational SDBIP within the department		-	4 workshops Quarterly	1	1	1	1		
Number of departmental meetings held	Promote planning and performance management	12	12	3	3	3	3		
Number of quarterly performance reports with POEs submitted		4	4	1	1	1	1		
Number of formal employee performance assessment and feedback session conducted and submitted		- New KPI	4 assessments	1 Assessment report	1 assessment report	1 Assessment report	1 assessment report		



# **TECHNICAL SERVICES DEPARTMENT**

KPA 1	Basic Service delivery and infrastructure development								
Strategic objective (SO1)	Deliver quality services in Mohokare								
Objectives	Key Performance Indicators	Baseline information (13/14)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Expenditure on grants	100 % expenditure on the RBIG Grant	100% Expenditure by end of March 2014	100% Expenditure by end of March 2015	44% expenditure	72% expenditure	100% expenditure	20% expenditure on new allocation	0	R40 M
	100 % expenditure on the MIG Grant	100% Expenditure by end of June 2014	100% Expenditure by end of June 2015	20% expenditure	44% expenditure	72% expenditure	100% expenditure	0	R17.4 M
	100 % expenditure on the MWIG Grant	100% Expenditure by end of March 2014	100% Expenditure by end of March 2015	44% expenditure	72% expenditure	100% expenditure	20% expenditure on new allocation	0	R7 M
Sustainable supply of good quality drinking water for Mohokare residents	Provision of bulk water supply to Rouxville	Completion of the water treatment plant and the 4.8 km rising main	Advertise and appoint a contractor for partial works on the 27 km pipeline	Advertise and appoint a contractor for partial works on the 27km pipeline	60% progress on the construction of the works	Completion of the contractual obligation	Advertise and appoint a contractor for partial works on the 27 km pipeline	0	R 15 M
		Construction of a 27 km raw water pipeline from Orange river to Paisley dam	Advertise and appoint a contractor for partial works on the 27 km pipeline	Completion of Designs	Submission of servitudes	Conclusion of servitudes	Advertise and appoint a contractor for partial works on the 27 km pipeline	0	0

KPA 1	Basic Service delivery and infrastructure development								
Strategic objective (SO1)	Deliver quality services in Mohokare								
Objectives	Key Performance Indicators	Baseline information (13/14)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
	Provision of bulk water supply to households in Zastron	Design and tender for the 15 km raw water pipeline from Montagu dam to WTP	Completion and commissioning of the pipeline	30% progress on the construction of the works	70 % progress on the construction of the works	Completion of the contractual obligation	Advertise and appointment of the contractor for upgrading of the WTP	0	R 25 M
	All households with access to portable water, on or above RDP level	Zastron -876 MI	876 MI	219 MI	438 MI	657 MI	876 MI		
		Rouxville -427.05 MI	427.05 MI	106.76 MI	213.52 MI	320.28 MI	427.05 MI		
		Smithfield - 558.5 MI	558.5 MI	147.13 MI	294.26 MI	441.39 MI	558.5 MI		
Sustainable supply of good quality drinking water for Mohokare residents	100% achievement on Blue drop by June 2014	77.04% level of blue water achievement 2013/14	100% Blue drop level achievement	80% clearing of the findings of the previous year	100% clearing of the findings of the previous year	100% achievement on Blue drop by June 2015		R0.34	
	No of water awareness campaigns conducted	One (1) done in Smithfield	3 campaigns. 1 per town	1	0	2	0	0	
	water quality reports submitted to Management	4 reports	4 reports (1 per quarter)	1	1	1	1	0	

KPA 1	Basic Service delivery and infrastructure development								
Strategic objective (SO1)	Deliver quality services in Mohokare								
Objectives	Key Performance Indicators	Baseline information (13/14)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Dam Safety	Implementation of the dam safety recommendations	A dam safety report was compiled for Kloof, Montagu and Smithfield dam	Full implementation of the recommendations	Appointment of the contractor	60% progress on implementation of the recommendations	Completion and submission of the report to DWA	Appointment of the Approved Person to conduct dam safety inspections for Kalkoenkrans dam in Rouxville		R 0.3 M
Provision of dignified sanitation and environmental friendly waste water services	Completion of the Waste Water Treatment Works (WWTW) in Zastron	100% completion of the civil works, funding required for completion of the Mechanical & Electrical works	100% completion and commissioning of the WWTW	Acquire funding and appoint contractor	30% progress on the Mech & Electrical works	80% progress on the Mech & Electrical works	100% progress on the Mech & Electrical works		Yet to be sourced
Provision of dignified sanitation and environmental friendly waste water services	Eradication of 777 buckets in Rouxville	Projects has been committed to be done under the Rapid Bucket Removal program(RBRP)	Eradication of 777 buckets in Rouxville	80% completion on the works	Completion of the project	N/A	N/A		National Government
	Eradication of + 54 buckets in Smithfield	Projects has been committed to be done under the Rapid Bucket Removal program(RBRP)	Eradication of + 54 buckets in Smithfield	Completion of the project	N/A	N/A	N/A		National Government

KPA 1	Basic Service delivery and infrastructure development								
Strategic objective (SO1)	Deliver quality services in Mohokare								
Objectives	Key Performance Indicators	Baseline information (13/14)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
	Eradication of +30 buckets in Zastron	Projects has been committed to be done under the Rapid Bucket Removal program(RBRP)	Eradication of + 30 buckets in Zastron	Completion of the project	N/A	N/A	N/A		National Government
	% of Green drop compliance status	% level of Green drop achievement 2013/2014	100% green drop level achievement	80% Green drop status achievement	100% Green drop status achievement	100% Green drop status achievement	100% Green drop status achievement	R0.165	
Provision of trafficable roads and well maintained storm water channels	<b>Zastron:</b> Construction of 2.9 km access road in Matlakeng	50% progress on the construction works	Completion and handover of the access road	88% progress on the construction works	Completion and handover of the access road	Retention period	Retention period		R 7.8 M
Provision of trafficable roads and well maintained storm water channels	<b>Smithfield:</b> Construction of 5.6 km road in Mofulatshepe	Project has been registered on the MIG List	20% progress on the construction	Appointment of Professional Service Provider	Completion of design	Appointment of contractor	20% progress on the construction		R 2.4 M
	Grading and re-gravelling of Municipal roads	The Municipality can only perform at a rate of 50 meters a day due to lack of machinery	13.2 km of graded and graveled road	3.3 km	6.6 km	9.9 km	13.2 km	R0.17M	
	Refilling of pot-holes on the Municipal tar roads	Refilling of 76 m <sup>2</sup> of potholes in Zastron	Refilling a total of 140 m <sup>2</sup> of potholes in all three towns	35 m <sup>2</sup>	70 m <sup>2</sup>	105 m <sup>2</sup>	140 m <sup>2</sup>	R0.09M	

KPA 1	Basic Service delivery and infrastructure development								
Strategic objective (SO1)	Deliver quality services in Mohokare								
Objectives	Key Performance Indicators	Baseline information (13/14)	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
MIG projects implemented by Technical Services but not falling within the directorate	<b>Smithfield:</b> Upgrading of Mofulatshepe Sports facility	Project has been registered	Completion and handover of the facility	20% physical progress	44% physical progress	72% physical progress	100% physical progress		R 2.4 M
All households with access to electricity	Provision of electricity to all households	98% household with access to electricity	100% access to electricity	Submission of funding applications to Department of Energy	Development of business plans for electricity upgrade and provision of future development	Appointment of contractors for electrification projects	60% progress on new connections		Not yet allocated
All households with access to electricity	Uninterrupted supply of electricity to all households	Constant interruption of electricity supply	Uninterrupted supply of electricity to all households	Completion of master plan and maintenance plans	Submission of reports on maintenance done	Submission of reports on maintenance done	Submission of reports on maintenance done		Not yet available
	<b>Smithfield:</b> Installation of 14 high mast lights in Greenfield and Somido Park (MIG)	Projects is currently on the planning phase and yet to be registered	Installation and commissioning of 14 high mast lights	20% physical progress	44% physical progress	72% physical progress	100% physical progress		R 3.6 M

National KPA	Municipal Development and Transformation								
IDP KPA	Good Governance in Mohokare								
Key performance indicator	Objective	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Workshop held communicate municipal IDP objectives and community inputs and ISO within the department	Promote Communication	-	4 IDP and ISO Workshops held	1 Workshop held by end of September	1 Workshop held by end of December	1 Workshop held by end of March	1 Workshop held by end of May		
Workshop held to communicate Top layer and Operational SDBIP within the department		-	4 workshops Quarterly	1	1	1	1		
Number of departmental meetings held	Promote planning and performance management	12	12	3	3	3	3		
Number of quarterly performance reports with POEs submitted		4	4	1	1	1	1		
Number of formal employee performance assessment and feedback session conducted and submitted		- New KPI	4 assessments	1 Assessment report	1 assessment report	1 Assessment report	1 assessment report		

# **FINANCE DEPARTMENT**



KPA 4	Financial Management								
Strategic objective (SO3)	Financial Viability								
Objectives	Key Performance Indicators	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
100% compliance to MFMA Regulations	Development of a compliant municipal budget	Compliant budget 2012/2013	Table the annual compliant budget 2014/2015 to council by May 2015	-		Table the draft annual budget by March 2015	Reviewed final compliant municipal budget		
	Developed adjustment budget	Adjustment budget 2014/2015	Adjustment budget 2014/2015 by February 2015			Table the adjustment budget to council by February 2015			
	Submission of section 71 reports to Treasury	12 MFMA Section 71 financial reports	12 MFMA Section 71 financial reports	3 MFMA Section 71 financial reports	3 MFMA Section 71 financial reports	3 MFMA Section 71 financial reports	3 MFMA Section 71 financial reports		
To increase revenue collection in Mohokare	Revenue enhancement strategy in place	Approved revenue enhancement strategy	Reviewed revenue enhancement strategy by June 2015	-	-	-	Reviewed revenue enhancement strategy		
Development and implementation of a debt management strategy	Developed Debt management strategy	No debt Collection strategy in place, only cash flow management plan in place	Developed, approved debt management plan by June 2015	Debt management plan in place	-	-	-		

KPA 4	Financial Management								
Strategic objective (SO3)	Financial Viability								
Objectives	Key Performance Indicators	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
To develop compliant 3 year cash flow management plan	Developed 3 year cash flow management plan in place	Only (1) year cash flow management plan in place	Developed 3 year cash flow management plan approved by June 2015	Cash flow management plan developed and approved	-	-	-		
To develop a GRAP 17 compliant assets management plan	Reviewed assets management plan	Draft assets management plan in place	Final assets management plan in place	Reviewed assets management plan approved	-	-			
To put in place and manage financial controls	Reviewed supply chain management plan	SCM policy reviewed	Reviewed SCM policy	-	-	-	Reviewed SCM policy approved		
	Updated and monitored consumer database	Consumer Database Register	Update the consumer data base register annually	-	-	-	Updated consumer database		
	4 reports submitted to Section 79 Committee		4 Reports for awards above R100 000.00 submitted Council via Section 79 Committee.	Quarterly reports submitted to Section 79 Committee	Quarterly reports submitted to Section 79 Committee	Quarterly reports submitted to Section 79 Committee	Quarterly reports submitted to Section 79 Committee		

KPA 4	Financial Management								
Strategic objective (SO3)	Financial Viability								
Objectives	Key Performance Indicators	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Implemented MFMA internship program	5 MFMA Treasury appointed interns	5 interns appointed	Appoint 5 MFMA treasury interns	Recruitment and selection of MFMA treasury interns	-	-	-		
Implemented expenditure management plan	Developed expenditure management plan	No expenditure management plan in place	Developed, approved expenditure management plan by June 15	Expenditure management plan developed and approved	-	-	-		
Development and implementation of the Municipal financial management plan	Developed Financial Management Plan	No municipal financial management plan	Developed municipal financial management plan by June 2015	-	-	Draft adopted by Council by March 2015	Developed and approved financial management plan for 2015/16		
Compilation of compliant Annual Financial Statements for 12/13	AFS submitted to AG and Council	Compiled municipal AFS for 13/14	Compiled compliant municipal AFS	Complete and submit AFS to AG by 31 August	Submit final AFS Audited to Council by 31 January	-	-		
Clean Audit by 2014	% of audit queries received and resolved. 2013-14 Financial Year	No of audit queries received and resolved for 2012-13	90% of audit queries received and resolved for 2013-14				90% of audit queries received and resolved for 2013-14		

KPA 4	Financial Management								
Strategic objective (SO3)	Financial Viability								
Objectives	Key Performance Indicators	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Number of registered indigents that have access to free basic services	100 % of 1573 indigents registered on the indigent register have access to free basic services	1573 indigents registered with access to free basic services	100% access to free basic services	100% of indigents registered with access to free basic services	100% of indigents registered with access to free basic services	100% of indigents registered with access to free basic services	100% of indigents registered with access to free basic services		

National KPA	Municipal Development and Transformation								
IDP KPA	Good Governance in Mohokare								
Key performance indicator	Objective	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Workshop held communicate municipal IDP objectives and community inputs and ISO within the department	Promote Communication	-	4 IDP and ISO Workshops held	1 Workshop held by end of September	1 Workshop held by end of December	1 Workshop held by end of March	1 Workshop held by end of May		
Workshop held to communicate Top layer and Operational SDBIP within the department		-	4 workshops Quarterly	1	1	1	1		
Number of departmental meetings held	Promote planning and performance management	12	12	3	3	3	3		
Number of quarterly performance reports with POEs submitted		4	4	1	1	1	1		
Number of formal employee performance assessment and feedback session conducted and submitted		- New KPI	4 assessments	1 Assessment report	1 assessment report	1 Assessment report	1 assessment report		

# **CORPORATE SERVICES DEPARTMENT**

KPA 3 Good governance and Administration									
Strategic objective (SO4) Good governance in Mohokare									
Objectives	Key Performance Indicator	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
To ensure 100% promotion in the employee capacity building	Approval of the work place skills plan for 2014/2015	WSP approved and submitted to Dept. of Labour and LG SETA by 30 April 2014	Approved WSP submitted for the 2014/2015 financial period	Implementation of the trainings in the WSP	Implementation of the trainings in the WSP	Implementation of the trainings in the WSP	Submission of the WSP for 15/16 financial year by 30 April 2015		
	% of skills development levy claimed back from skills development fund (SDL Act & Reg)	% of levy claimed back	20% from LGSETA of the 1% levy paid on the Skills development levy by April 2015	-	-	-	20% from LGSETA of the 1% levy paid on the Skills development levy		
	% of trainings attended as per the WSP		100% Trainings attended	30 % of trainings attended as per the WSP	30 % of trainings attended as per the WSP	40 % of trainings attended as per the WSP	-	R 621 000	
To ensure 100% good working relations with management and labour forums	100% Functional Local labour forum	100% Functional LLF	12 meetings	3 LLFs meetings held	3 LLFs meetings held	3 LLFs meetings held	3 LLFs meetings held		

KPA 3		Good governance and Administration							
Strategic objective (SO4)		Good governance in Mohokare							
Objectives	Key Performance Indicator	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Promote 100% communication channels	100% Functional municipal website	Functional website	100% update of legislated documents on the municipal website	Constant updates of compliance documents on the municipal website	Constant updates of compliance documents on the municipal website	Constant updates of compliance documents on the municipal website	Constant updates of compliance documents on the municipal website		
Compliance to legislation	Implementation of the Employment Equity plan that is in line with current relevant legislation	The EE Plan was reviewed and adopted and it runs for 5 years from October 2012-2017	Compliance to the 5 year EE plan	Implementation, Monitoring, Evaluation & Reporting on EE	Implementation, Monitoring, Evaluation & Reporting on EE	Implementation, Monitoring, Evaluation & Reporting on EE	Implementation, Monitoring, Evaluation & Reporting on EE		
	Level of Compliance to the Employment Equity plan	The compliance deadline is manually 01 October annually/ Electronically on 15 January annually.	To ensure submission of the plan by Jan 15 <sup>th</sup> 2015	Employment equity report submitted to the Department of Labour by the 15 <sup>th</sup> January 2015					



KPA 3		Good governance and Administration							
Strategic objective (SO4)		Good governance in Mohokare							
Objectives	Key Performance Indicator	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
100% reviewed and implemented Delegation system	Review of the municipalities delegation system	Delegation system reviewed by May 2014	100% reviewed and implemented Delegation system by May 2015	-	-	-	Delegation system reviewed by May 2015		
100% Compliant and up to date record management system	Record management system including file plan, registers and files are to date	Updated records management plan	100% Implementation of records management plan	Monitoring , evaluation and quarterly reporting	Monitoring , evaluation and quarterly reporting	Monitoring , evaluation and quarterly reporting	Monitoring , evaluation and quarterly reporting		
To maintain and strengthen sound labour relations	80 % of labour disputes, grievances and disciplinary cases concluded within 3 months	80% of cases finalized	80 % of labour disputes, grievances and disciplinary cases concluded by June 2015	20% of Internal cases finalized within 3 months	20% of Internal cases finalized within 3 months	20% of Internal cases finalized within 3 months	20% of Internal cases finalized within 3 months		

KPA 3									
Good governance and Administration									
Strategic objective (SO4)									
Good governance in Mohokare									
Objectives	Key Performance Indicator	Baseline information	Annual target	Q1 target. Ending 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
100% Implemented complaints management system	complaints management system in place	Developed and implemented complaints management system in place	Approved complaints management system in place by October 2014	-	Number of complaints registered and resolved	Number of complaints registered and resolved	Number of complaints registered and resolved		
Community satisfaction survey conducted	No community satisfaction survey conducted	Community satisfaction survey conducted	Inception and research on community satisfaction survey project concluded by February 2015	-	-	Conduct community satisfaction survey	Conduct community satisfaction survey		
100% promotion of communication channels and public participation	Communications policy finalised and reviewed annually by Nov 2014	Policy adopted as draft by Council in 2012	Policy reviewed and adopted as final by Nov 2014		Submission to council and final adoption of policy	Implementation of the Communications policy			
Number of external articles	2 articles bi-annually	-	2 articles	-	1 newsletter	-	1 newsletter	R 36 000	

National KPA	Municipal Development and Transformation								
IDP KPA	Good Governance in Mohokare								
Key performance indicator	Objective	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Workshop held communicate municipal IDP objectives and community inputs and ISO within the department	Promote Communication	-	4 IDP and ISO Workshops held	1 Workshop held by end of September	1 Workshop held by end of December	1 Workshop held by end of March	1 Workshop held by end of May		
Workshop held to communicate Top layer and Operational SDBIP within the department		-	4 workshops Quarterly	1	1	1	1		
Number of departmental meetings held	Promote planning and performance management	12	12	3	3	3	3		
Number of quarterly performance reports with POEs submitted		4	4	1	1	1	1		
Number of formal employee performance assessment and feedback session conducted and submitted		- New KPI	4 assessments	1 Assessment report	1 assessment report	1 Assessment report	1 assessment report		

# **COMMUNITY SERVICES DEPARTMENT**

<b>KPA 5</b>	<b>Environmental management</b>								
<b>Strategic objective (SO3)</b>	<b>Keep Mohokare safe and clean (AND Community services)</b>								
Objectives	Key Performance Indicator(s)	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Number of informal settlements formalized	Formalized and or eviction of illegal occupants on Municipal land establishing informal settlements	3 (three) informal settlements within the Municipality each per town.	Relocation and Rehabilitation of informal settlements by the year 2020 through proper process on sites allocation or municipal by-laws	A case pending on eviction of illegal occupation of Municipal owned land	A case pending on eviction of illegal occupation of Municipal owned land	Pending case resolved	A data on recognized informal settlements and established committees to map the way on addressing challenges		
Level of provision of sustainable human settlements	Number of backlog on housing subsidy	Incomplete or incorrect data on government low cost housing subsidy scheme	Accurate backlog on housing needs for proper allocation of houses and blocked housing projects	Construction of 2010/2011 four hundred (400) low cost housing subsidy scheme in Mohokare	Construction of 2010/2011 four hundred (400) low cost housing subsidy scheme in Mohokare	Construction of 2010/2011 four hundred (400) low cost housing subsidy scheme in Mohokare	Detailed data on housing backlog for new financial year and the continuous monitoring and reporting of housing programmes within the municipality		

KPA 5	Environmental management								
Strategic objective (SO3)	Keep Mohokare safe and clean (AND Community services)								
Objectives	Key Performance Indicator(s)	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
All households with access to refuse removal once a week	Number of households provided with refuse removal	6799 (62%) households receive refuse collection from the municipality	10793 households receiving refuse removal from the municipality.	8500 households with access to refuse removal once a week	8900 households with access to refuse removal once a week	9500 households with access to refuse removal once a week	10793 households with access to refuse removal once a week		
Implemented local disaster management plan	1 Disaster management plan developed and implemented	Draft disaster management plan in place	Implementation of the reviewed Municipal Disaster Management Plan in place by July 2014	Implementation of the reviewed Municipal Disaster Management Plan	Implementation of the reviewed Municipal Disaster Management Plan	Reviewed and adopted draft of Municipal Disaster Management Plan	Implementation of Disaster Management Plan for the new financial year		
	# of disaster incidents in the municipality (incidents attended to as per requests received)	New KPI	Quarterly reports to 100% attendance to requests received	No of households affected (with what kind of disaster) and attended to	No of households affected (with what kind of disaster) and attended to	No of households affected (with what kind of disaster) and attended to	No of households affected (with what kind of disaster) and attended to	R 90 900	
Developed & Implemented Integrated Waste Management Plan (local)	1 local IWMP developed and implemented	Draft IWMP in place	Implementation of the reviewed IWMP in place by July 2014	Implementation of the reviewed IWMP in place by July 2014	Implementation of the reviewed IWMP in place by July 2014	Reviewed and adopted draft of Municipal IWMP	Implementation of the IWMP for the new financial year		

KPA 5	Environmental management								
Strategic objective (SO3)	Keep Mohokare safe and clean (AND Community services)								
Objectives	Key Performance Indicator(s)	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Developed and implemented environmental health management plan	1 EHM Plan developed and implemented	-	Reviewed and approved environmental health management plan by July 2014	Reviewed and approved environmental health management plan	Reviewed and approved environmental health management plan	Adoption of the draft plan Council	Developed plan in place for implementation by July 2014		
Approved programmes of EH	Implemented environmental health management programme	Programme in place though not approved by Council	Developed & implemented EH programme	Implemented EH programme	Implemented EH programme	Adoption of the draft plan by the Council	Developed plan in place for implementation		
100% functional and established CPFs Forums	Number of CPFs forums established	CPFs established, but Council role minimal	Established CPFs with Council taking the leading role	Meetings held with CPFs	Meetings held with CPFs	Meetings held with CPFs	Established and fully functional committees in place and in partnership with the Municipality and other relevant Stakeholders		
100% functional and established Clinic Committees	Number of clinics committees established	Clinic committee in place, but Council role minimal	Established Clinic committee with Council taking the leading role	Established Clinic committee	Fully functional Committees in place and in partnership with the Municipality and other relevant Stakeholders	Fully functional Committees in place and in partnership with the Municipality and other relevant Stakeholders	Fully functional Committees in place and in partnership with the Municipality and other relevant Stakeholders		

<b>KPA 5</b>	<b>Environmental management</b>								
<b>Strategic objective (SO3)</b>	<b>Keep Mohokare safe and clean (AND Community services)</b>								
Objectives	Key Performance Indicator(s)	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Operations and maintenance of municipal land and properties	Management of Municipal land properties	No proper control on managing the land and other properties	Developed Commonage Management plan by July 2014	Detailed data on Municipal owned agricultural land for Commonage	Public consultations for inputs on the plan	Draft plan in place for Council to adopt	Implementation of the plan		
	Management of Municipal land properties	No proper control on managing the land and other properties	Developed Cemetery Management Plan by July 2014	Consultative meetings with Funeral Parlours to formalize the use of the cemeteries	Public consultations for inputs on the plan	Draft plan in place for Council to adopt	Implementation of the plan		
	Management of Municipal land properties	No proper control on managing Municipal housing rental stock and offices	Developed Policy to inform process and controls on the rental of Municipal houses and offices by July 2014	Consultative meetings with all Stakeholders to formalize the use of Municipal properties	Implementati on of the plan	Implementati on of the plan	Implementation of the plan		



KPA 5	Environmental management								
Strategic objective (SO3)	Keep Mohokare safe and clean (AND Community services)								
Objectives	Key Performance Indicator(s)	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Operations and maintenance of municipal land and properties	Management of Municipal land and properties	No proper control on managing Municipal sports and recreation facilities	Developed Policy and repairs and maintenance plan to inform process and controls thereon by July 2014	Consultative meetings with all Stakeholders to formalize the use of Municipal land and properties	Implementation of the plan	Implementation of the plan	Implementation of the plan		
Employment opportunities created to alleviate poverty	Number of greening projects implemented	Four (4) projects developed	Continued implementation of the projects under Mohokare Goes Green Programme	Implementation of the projects	Implementation of the projects	Implementation of the projects	Implementation of the projects		
	Number of jobs created through greening projects	Fourty work opportunities created	Creation of employment opportunities per town	Number of employment opportunities created	Number of employment opportunities created	Number of employment opportunities created	Number of employment opportunities created		
To ensure 100% implementation of Mohokare goes green campaign	Number of parks upgraded	No parks have been upgraded	Identification of a Park for upgrading	-	-	-	Upgrading of a Park		

KPA 5	Environmental management								
Strategic objective (SO3)	Keep Mohokare safe and clean (AND Community services)								
Objectives	Key Performance Indicator(s)	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
To ensure 100% implementation of Mohokare goes green campaign	Number of cemeteries regularly maintained per town	Regular maintenance of all cemeteries	100% maintenance of cemeteries	Continued maintenance of cemeteries	One cemetery properly fenced	Continued maintenance of cemeteries	Continued maintenance of cemeteries	R 218 530	
	Number of sports grounds upgraded and grass cut maintained per town	One sports ground upgraded in Rouxville	Upgrading of one (1) sports ground	-	-	Upgrading of Matlakeng sports ground	Upgrading of Matlakeng sports ground		
	Number of open spaces maintained and grass cut per town	The open spaces are maintained	100% Maintenance of all open spaces	100% maintained open spaces	100% maintained open spaces	100% maintained open spaces	100% maintained open spaces		
100% Traffic maintenance in Mohokare Local Municipality	Developed and reviewed Operational plan	-	Developed Operational Plan by September 2014	Develop the operational plan and submit to council for adoption by September 2014	Implementation of the operational plan and assessment of the equipment's conditions	Implementation of the operational plan and assessment of the equipment's conditions	Implementation of the operational plan and assessment of the equipment's conditions		

<b>KPA 5</b>	<b>Environmental management</b>								
<b>Strategic objective (SO3)</b>	<b>Keep Mohokare safe and clean (AND Community services)</b>								
<b>Objectives</b>	<b>Key Performance Indicator(s)</b>	<b>Baseline information</b>	<b>Annual target</b>	<b>Q1 target. Ending Sept 2014</b>	<b>Q2 target. Ending December 2014</b>	<b>Q3 target. Ending March 2015</b>	<b>Q4 target. Ending June 2015</b>	<b>Budget</b>	
								<b>Operational</b>	<b>Capital</b>
	Number of ECDC`s maintained per town	No ECDC`s are maintained to date	Maintain the cleanness of the yards on all Municipal owned ECDC`s	-	-	-	All the yards of ECDC`s maintained		

National KPA	Municipal Development and Transformation								
IDP KPA	Good Governance in Mohokare								
Key performance indicator	Objective	Baseline information	Annual target	Q1 target. Ending Sept 2014	Q2 target. Ending December 2014	Q3 target. Ending March 2015	Q4 target. Ending June 2015	Budget	
								Operational	Capital
Workshop held to communicate municipal IDP objectives and community inputs and ISO within the department	Promote Communication	-	4 IDP and ISO Workshops held	1 Workshop held by end of September	1 Workshop held by end of December	1 Workshop held by end of March	1 Workshop held by end of May		
Workshop held to communicate Top layer SDBIP within the department		-	4 Quarterly workshops	1	1	1	1		
Number of departmental meetings held to communicate management review (operational SDBIP/ISO)	Promote planning and performance management	12	12	3	3	3	3		
Number of quarterly performance reports with POEs submitted		4	4	1	1	1	1		
Number of formal employee performance assessment and feedback session conducted and submitted		- New KPI	4 assessments	1 Assessment report	1 assessment report	1 Assessment report	1 assessment report		