



MHLONTLO
LOCAL
MUNICIPALITY

**Fourth (4th)
Quarter REPORT**

2017/2018 FY

**MHLONTLO
LOCAL
MUNICIPALITY**

QUALITY CERTIFICATE

I, _____ (Full Names), the Municipal Manager of Mhlontlo Municipality hereby certify that the quarterly report on the implementation of the Amended Service Delivery and Budget Implementation Plan (SDBIP) for **Fourth** quarter, has been prepared in accordance with the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003) and regulations made under the Act,

S.G. Sotshongaye

MUNICIPAL MANAGER

DATE

RECEIPT BY THE MAYOR

I, _____ (Full Names), the Mayor of **Mhlontlo Local Municipality**, hereby accept the quarterly report on the implementation of the Amended Service Delivery and Budget Implementation Plan (SDBIP) of the municipality for the **Fourth** quarter of the **2017/18 FINANCIAL YEAR** as presented by the Municipal Manager in terms of the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003) and regulations made under the Act,

Cllr. N. Dywili

MAYOR

DATE

SECTION 1

1.1 OVERVIEW

Performance management is a process which measures the implementation of the organisation's strategy. It is also a management tool to plan, monitor, and measure and review performance indicators to ensure efficiency and effectiveness and the impact of service delivery by the municipality. Therefore, performance management provides the mechanism to measure whether targets to meet its strategic goals, set by the organization and its employees, are met. At local government level performance management is institutionalised through legislative requirements on the performance management process for Local government.

The Constitution of the Republic of South Africa 1996, section 152, in dealing with the objectives of local government paved the way for performance management with the requirements of an “*accountable government*”. The democratic values and principles in terms of section 195 (1) are also linked with the concept of performance management, with reference to the principles of *inter alia*:

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

The Municipal Systems Act 2000 (Act 32 of 2000), requires municipalities to establish a performance management system. Additionally, the same act and the Municipal Finance Management Act 2003 (Act 53 of 2003) requires the Integrated Development Plan (IDP) to be aligned to the municipal budget and be monitored for the performance of the budget against the IDP through the Service Delivery and Budget Implementation Plan (SDBIP)

Regulation 7 (1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 indicates that “*A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting, and improvement will be conducted, organized and managed, including determining the roles of the different role players*”. Performance management is not only relevant to the municipality as a whole, but also, to the individuals employed in the municipality.




This framework, *inter alia*, reflects the linkage between the IDP, Budget, SDBIP and the individual performance.



1.2 LEGISLATIVE REQUIREMENTS


1.2.1 The SDBIP is defined in terms of Section 1 of the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003), and the format of the SDBIP is prescribed by the MFMA Circular 13 from National Treasury.






1.2.2 Section 41 (1) (e) of the Local Government: Municipal Systems Act 2000 (Act 32 of 2000), prescribes that a process must be established for regular reporting to Council.


GOOD GOVERNANCE

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th QUARTERLY REPORTING				
							4 th Quarter Targets	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
Social Services and Infrastructure	To promote the interests of special and vulnerable groups	Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of Successful SPU programmes coordinated	Support to designated groups	R97 500	Development of SPU implementation plan (Children).	Coordinate career guidance in 4 clusters (Tsolo, Qumbu, Sulenkama and Ncumbe)	 Not Achieved	Schools were busy with their mid-year examination programmes	To be implemented in the 1 st Quarter of 2018_19 financial year	
					Implementation plan signed attendance registers, Signed beneficiary confirmation by 100 children, Signed attendance registers reflecting Tsolo, Sulenkama and Ncube clusters	Signed attendance registers reflecting Tsolo, Sulenkama and Ncube clusters					
					Development of SPU implementation plan (Youth).	Coordinate 1 capacity building workshop for young people.	 Not achieved	None existence of Youth Structure	Establishment of Youth Structure		
					Signed contestant attendance registers bearing the name, Mhlontlo-ORTDM beauty pageant Signed attendance register by youth people	Signed attendance registers by young people					
					Mhlontlo youth council established	Establishment of Mhlontlo youth council.	 Achieved			Signed minutes and attendance register	

						Signed attendance register	Signed minutes and attendance register				
						Signed attendance registers for the seminar	Signed attendance registers for the seminar				
						Signed attendance register/dated photos and Celebration report	Signed attendance register/dated photos.				
			Number of Awareness Campaigns on disability programmes conducted in two identified wards by 30 June 2018. Wood work machinery purchased for Masincedane project for people with disability in ward 15 by 30 June 2018		R430 800	Development of SPU implementation plan (Disabled).	Buying 4 wheel chairs to be handed over to beneficiaries identified as disabled by Social Development and Department of Health.	 Achieved			Signed delivery note.
						Signed delivery note, expenditure report and signed beneficiary confirmation by the Masincedane project in ward 15 Signed attendance registers and dated photos	Signed delivery note.				
	Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of successful SPU programmes completed		Support to designated groups		5 Successful SPU programmes completed (Conduct monitoring and review visit at Zwelitsha in ward 14	 Achieved			
						Signed delivery note, Signed beneficiary confirmation	Signed assessment report by HOD				

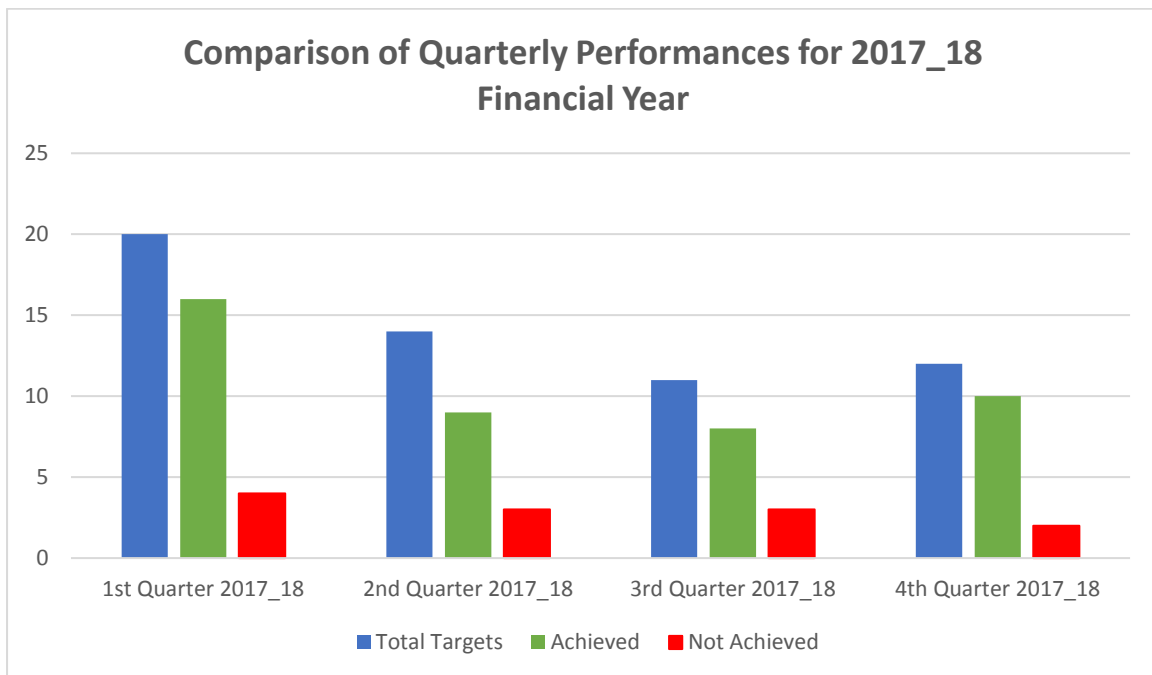
			Number of successful SPU programmes (Elderly)			Development of SPU implementation plan (Elderly).	Information sharing session on elderly programmes in two wards (03 & 10)	 Achieved			
						Implementation plan, signed attendance registers for the elderly end year party and Information sharing session, proof of visit to elderly projects signed by project representative	N/A				
Social Services and Infrastructure	To promote the interests of special and vulnerable groups	Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of Successful SPU programmes completed.	Support to designated groups	R344 100	3 successful SPU programmes coordinated (Golden games, national golden games and information sharing) by 30 June 2018.	N/A				
							N/A				
							N/A				
			inputs purchased for the grannies old age group at ward 14 by 30 June 2018 Purchase of inputs for Tshisane old age group at ward 26			N/A					
						Signed delivery note, signed beneficiary confirmation by project representatives with contact details and stamp	N/A				

		Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of Successful SPU programmes completed	Support to designated groups	R204 600	Development of special programmes implementation plans (women) and conduct 7 Successful SPU programmes by 30 June 2018.	Coordinate two awareness campaigns in two wards	 Achieved			Singed attendance register bearing the name of the campaign and date, dated photos
		Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of Successful SPU programmes completed	Support to designated groups	R400 925	Development of special programmes implementation plans (HIV/Aids)	Awareness campaigns in and VCT Candle light memorial event. Local Aids Council meeting	 Achieved  Achieved  Achieved			Signed attendance registers for the campaign and VCT, signed minutes for the preparatory meeting-condom week, LAC meetings, attendance register
						Implementation plan, signed attendance registers for the campaign and VCT, signed minutes of the LAC meetings, attendance register for the training of the forum	Signed attendance registers for the campaign and VCT, signed minutes for the preparatory meeting-condom week, LAC meetings, attendance register				
Monitoring and Evaluation	Ensure monitoring and evaluation of quality service	Strengthen oversight and accountability	Performance of Manco, Audit Committee and MPAC	Manco, Audit Committee and MPAC	N/A	Four (4) Statutory Reports prepared for MPAC by 30 June 2018	Preparation of 3 rd Quarter Report	 Achieved			Signed 3 rd Quarter Report



	standards by 30 June 2021										
						Reports signed by Municipal Manager	Signed 3 rd Quarter Report				
Anti-Corruption	Eradicate corruption throughout the municipality by 30 June 2021	Strengthen anti-corruption		Anti-Corruption Strategy, Council Approved	N/A	Formulate Anti-Corruption Plan.					
						Signed Minutes, Attendance Registers and Draft Anti-Corruption Plan	Signed Minutes, Attendance Registers and Draft Anti-Corruption Plan				
IGR	Strengthen alignment of Sector Department programmes and the Municipal IDP by 30 June 2021	Enhance IGR performance	No. of effective IGR meetings convened	IGR Policy	R 696 980	Formulate MoU's with District Municipality and Sector Departments	One IGR Meeting	 Achieved			Signed Minutes, Attendance Registers
						Signed Minutes, Attendance Registers	Signed Minutes, Attendance Registers				

The above summary illustrates strides that were made by Good Governance on its quest to attain the predetermined objectives set by the department for the fourth quarter of 2017_18 financial year as encapsulated in the Service Delivery and Budget Implementation Plan (SDBIP).



For the quarter under review, Good Governance had about Twelve (12) indicators on their scorecard. From the twelve indicators, the department was able to deliver positive results to ten (10) of these and two (02) indicators were not achieved. The departments overall performance for the quarter under review was at **83.33 %** a significant improvement when compared to **72.72%** performance of the third quarter.





INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
Human resources alignment and development	To review and ensure maintain an IDP-aligned organisational structure by 30 June 2021.	Organisational review and Alignment	Approved Organogram.	Current organogram council approved	R 228 114	Annual Review of Organogram.	Final reviewed organogram for 2018/19 financial year is submitted to council for approval by 30 June 2018.	 Achieved			Signed and approved Organogram, council resolution
						Organogram, council resolution	Draft Organogram, council resolution				
		Job evaluation		Job descriptions completed. Evaluation underway	NIL	Job evaluation, grading and placement	1 progress report on job evaluation process	 Achieved			Report on evaluated posts
						Report signed by Hod Job grading and placement report	Report signed by Hod, placement report				



INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
		Skills Development	No of successfully completed skills programmes	WSP and Training Development Policy	R2669 894	Develop and implement skills development plan.	15 councillors,3 traditional leaders and 10 officials who successfully completed skills programmes	 Achieved			Signed attendance registers bearing the names of councillors, traditional leaders and name of training
						Signed attendance registers bearing the names of councillors, traditional leaders and name of training	Signed attendance registers bearing the names of councillors, traditional leaders and name of training				
		Institutional Transformation	Reviewed employment equity plan submitted to the Department of Labour	Employment Equity Plan	R 234 864	Reviewed Employment equity plan	Monitor implementation of employment equity plan	 Not Achieved	Non-attendance of committee members	Development of clear annual schedule of committee meetings	N/A



INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
						Reviewed EEP, Proof of submission/a cknowledgement of receipt	Reviewed EEP, progress report signed by Hod, payroll/appointment letters				
Institutional policies and systems review	To align institutional policies and systems with best practise in local government	Review and Implement HR Policies	No of policies and systems reviewed and updated. I	Systems and policies in place	R 785 549	Reviewed and new developed policies submitted to council	reviewed and new developed policies to submitted to council	 Achieved	N/A	N/A	Reviewed and new developed policies, council resolution
						Reviewed and new developed policies, council resolution	Reviewed and new developed policies, council resolution				
OHS and Employee wellness	To promote a health and wellness culture among Councillors and municipal employees				R 315 763	Conduct wellness programmes for OHS.	1 wellness programme conducted	 Achieved			Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness


INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
	by 30 June 2021.										programmes implemented
						Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness programmes implemented	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness programmes implemented				
						Conduct site visits for OHS.	1 site visit conducted	 Achieved			site visits signed by site representative, site visit report
						Proof of site visits signed by site representative, site visit report	Proof of site visits signed by site representative, site visit report				
Information and Communication	To ensure adequate availability of critical ICT Infrastructure	ICT innovation and information management	No. of Integrated	ICT Governance Framework Policy	R 2 186 740	Review and implement Information Systems Management Strategy.	Submit reviewed IT Management Strategy to council	 Not Achieved	Development of the policy took longer than expected	To be presented in the 1 st quarter of the next financial year	N/A



INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting					
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence	
Technology (ICT)	re in line with the ICT strategy and governance policies by 30 June 2021.		Management Systems				structures by 30 June 2018.					
						Review IT systems management strategy, signed minutes and attendance register of council structures	Review IT systems management strategy, signed minutes and attendance register of council structures					
						Scanning of all institutional documents submitted to Registry	Scanning of all institutional documents submitted to Registry	 Not Achieved	Delays in the finalisation of renovations	To be conducted in the next financial year	N/A	
						Signed proof of submission to register	Signed proof of submission to register					
						Collection of all documents from two departments for filling and disposal	Collection of documents from 1 department for filling and disposal	 Not Achieved	Delays in the finalisation of renovations	To be conducted in the next financial year	N/A	



INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
						Proof of receipt of documents from two departments, filling checklist signed by responsible official	Proof of receipt of documents from two departments, filling checklist signed by responsible official				
						Review and implement IT Governance Policy	Reviewed IT Governance Policy submitted to council structures by 30 June 2018.	 Achieved	N/A	N/A	Reviewed IT Governance Policy signed minutes and attendance register of council structures
						Reviewed IT Governance Policy, signed minutes and attendance register of council structures	Reviewed IT Governance Policy, signed minutes and attendance register of council structures				


INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
Labour relations	To strengthen and maintain good relations within the workplace	Strengthening of labour relations	No of successful LLF meetings	Functioning Local Labour Forum	NIL	12 LLF meetings	3 LLF meetings convened	 Achieved	N/A	N/A	Signed minutes and attendance registers
							Signed minutes and attendance registers	Signed minutes and attendance registers			
Performance Management	To review current, and implement a fully cascaded municipal-wide performance management system by 30 June 2021.	Performance Management	Progress with implementation.	PMS policy and framework in place	NIL	Review and update PMS policy and framework.	Conduct performance reviews for the fourth quarter	 Not Achieved	PMS for the 4 th quarter is conducted on 1 st quarter of the next financial year	PMS to be conducted in the 1 st quarter of the next financial year	N/A
							Signed evaluation register, performance evaluation report	Signed evaluation register, performance evaluation report			



INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
MsCOA	To be a financially viable municipality .	Comply with MFMA Regulations on mSCOA	Full compliance with MFMA prescripts.	Approved mSCOA budget	NIL	Comply with all municipal budget, expenditure & SCM policies.	100% compliance of Departmental Management Accounts with mSCOA by 30 June 2018	 Achieved	N/A	N/A	Expenditure report for the Dept
						MSCOA compliance checklist signed by Hod and CFO	MSCOA compliance checklist signed by Hod and CFO				
Good Governance	To achieve a responsive, accountable, inclusive municipal governance and administrative capacity	Comply with all Municipal policies and by-laws	Full compliance with all Municipal policies and by-laws	Municipal policies and by-laws	NIL	Gazetting of all council approved by-laws and implementation of municipal policies.	1 quarterly report prepared on implementation of policies and by-laws, transgressions , disciplinary, grievance and unresolved disputes	 Not achieved	Financial constraints	To be prepared in the next financial year	N/A
						Quarterly reports signed by Hod and reflecting implemented activities in	Quarterly report signed by Hod and reflecting implemented activities in relation to				

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
						relation to policies and by-laws, transgressions, disciplinary, grievance and unresolved disputes	policies and by-laws, transgressions, disciplinary, grievance and unresolved disputes				
Skills development	To be a thriving economy that creates wealth, employment, and sustainable livelihoods for all.	Extend skills development beyond municipal employees	Extended skills development beyond municipal employees	Learnerships and internship programmes	NIL	Maintain current learnerships and internships.	1 report prepared on implementation of learnerships and internship	 Achieved	N/A	N/A	Attendance Registers Quarterly reports signed by Hod in relation to implementation of learnerships
						Quarterly reports signed by Hod in relation to implementation of learnerships	Quarterly reports signed by Hod in relation to implementation of learnerships				

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION

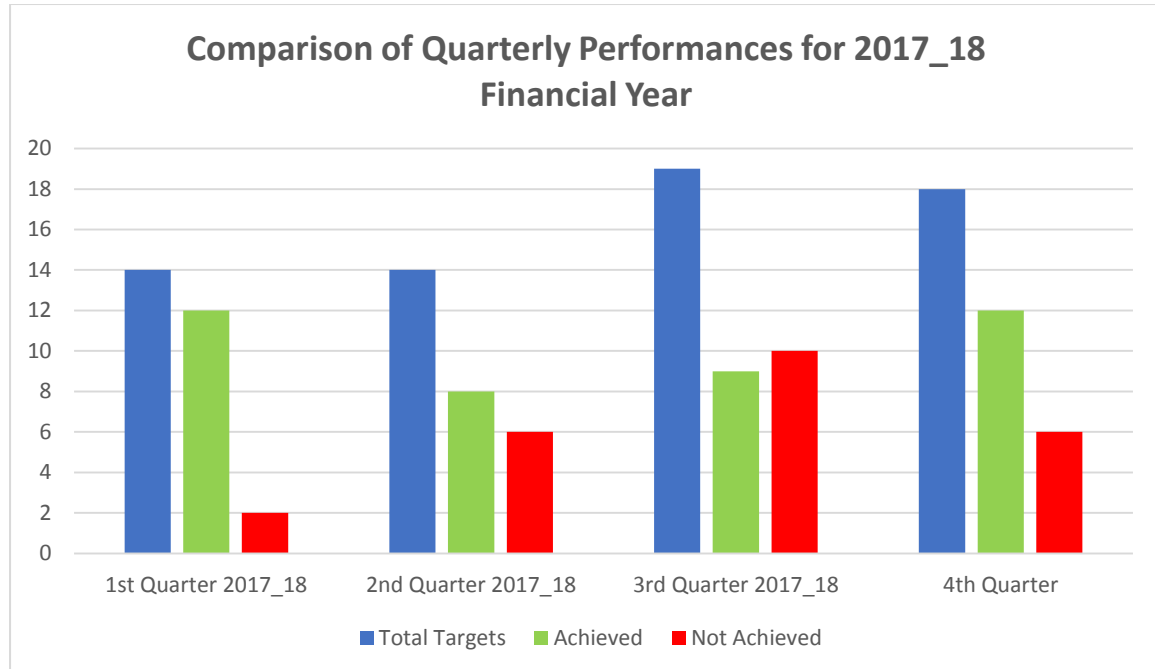
Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
Public Participation	Ensure meaningful and effective stakeholder participation in municipal IDP and Budget processes by 30 June 2021.	Conduct public participation meetings	Meaningful involvement of communities in municipal decision making..	Public Participation on Policy	R 610 608	Conduct 13 public participation meetings by 30 June 2018.	Conduct 3 public participation meetings	 Achieved	N/A	N/A	Attendance Registers Signed minutes and attendance registers reflecting dates and ward numbers
						Signed minutes and attendance registers reflecting dates and ward numbers	Signed minutes and attendance register reflecting ward nos				
		Training and capacitation of Ward Committee members	Number of trained Ward Committee members	Established Ward Committees	R 1 165 225	Training and capacitation of 260 Ward Committee Members	Conduct training of 65 Ward Committee members	 Achieved	N/A	N/A	Signed minutes and attendance registers bearing the names of ward committee members

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION



Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th Quarter Reporting				
							4 th Quarter Target	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
						Signed minutes and attendance register reflecting ward nos	Signed minutes and attendance registers bearing the names of ward committee members				

Corporate Services



The above summary illustrates the significant strides and advances that were made by the Department of Corporate Services on its quest to attain the predetermined objectives set by the department for the third quarter of 2017/18 financial year as encapsulated in the Service Delivery and Budget Implementation Plan (SDBIP). For the quarter under review, the department of corporate services had about eighteen (18) indicators on their scorecard. From the eighteen (18) indicators, the department was able to deliver positive results to twelve (12) of these, whilst six (06) indicators were not achieved. The departments overall performance for the quarter under review was at **66.67%** a significant decline when compared to **47.3%** achievement in the third quarter.





BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4th Quarter Reporting				
							4th Quarter Targets	4th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
Roads and storm water	To construct and maintain 100kms of access roads with storm water management by 30 June 2021	Maintenance of 25 km access roads	Number of kms of road maintenance (patching and re-gravelling) completed in Mhlontlo wards by 30 June 2018.	Existing roads	R3 964 827	25km of road maintenance (patching and re-gravelling) completed in Mhlontlo wards by 30 June 2018.	6.25km of road maintenance (patching and re-gravelling) completed in Mhlontlo wards (per maintenance plan)	 Achieved	N/A	N/A	Road Inspection and completion form
		PREDETERMINED PORTFOLIO OF EVIDENCE				Approved maintenance plan reflecting road name and kms, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and kms, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and kms, dated photos. Road Inspection and completion form.			
	Ngqakaqeni Bridge and 15km access road.	Assembled and installed the steel bridge. and 15km access road completed by 30 June 2018.	Gravel Road	R5 849 000	Assembled and installed the steel bridge. and 15km access road completed by 30 June 2018	15km processing and storm-water drainage completed	 Not Achieved	Critical material was requested overseas, delayed due to validation.	Fast tracking of suppliers to deliver requested material. Material steel under validation.	Monthly progress report	
					Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report					


BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4th Quarter Reporting				
							4th Quarter Targets	4th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
To construct 7.68km surfaced roads by 30 June 2018		Qumbu Street Surfacing Phase 2 (2.78km)	Number of KMs of street surfacing completed (Qumbu Street Surfacing Phase 2) by 30 June 2018.	400 metres Street Surfacing	R2 146 235	2.78km of street surfacing completed (Qumbu Street Surfacing Phase 2) by 30 June 2018. Rev Mcapazeli Ave, M Sejosing St, Xatula St, S Colidiza Ave, Rev Mneni Ave, T Tonjeni St, Hope St, Matiwane St, Kobus St	N/A	 Achieved	N/A	N/A	Practical Completion Certificate
						Project plan, progress report reflecting status and kms of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	N/A				
		Tsolo Street Surfacing Phase 2 (4.9km)	Number of KMs of street surfacing completed (Tsolo Street Surfacing Phase 2) by 30 June 2018.	Kerbing of 1 KM Completed	R18 039 000	4.9km of street surfacing completed (Tsolo Street Surfacing Phase 2) by 30 June 2018.	Surfacing of 2.20km for all the streets. Cleaning site on completion.	 Achieved	N/A	N/A	Monthly progress report
						Project plan, progress report reflecting status and kms of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status and kms of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report				



BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4th Quarter Reporting				
							4th Quarter Targets	4th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
	To maintain 8.0km of access and urban roads annually by 30 June 2018	Maintenance of 8.0km access urban roads	Number of km of road maintenance to access and urban roads completed per maintenance plan by 30 June 2018		R2 039 735	8.0km of road maintenance to access and urban completed per maintenance plan by 30 June 2018.	Road maintenance to access and urban, 2km	 Achieved	N/A	N/A	Road inspection and completion form
						Approved maintenance plan reflecting road name and kms, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and kms, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and kms, dated photos (before and after), expenditure report, internal completion certificate.			
Electrification	To eliminate electricity backlogs (6 000 households) by 30 June 2018 and beyond.	Connection of 220 households for aMacwerha Phase 2B area. and energise the villages.	No. of households connected and energised by 30 June 2018	Electrification of phase 2	R14 188 000	Connection and energising of 220 households by 30 June 2018	N/A	N/A	N/A	N/A	Monthly progress report
						Signed beneficiary confirmations by 220 households					
		Connection of 298 households in aMacwerha phase 3	Number of poles planted to 298h/h network and cable stringing by 30 June 2018.	Electrification of phase 2B		Planting of poles to 200h/h network and cable stringing.	Stringing the cable for the network and 298 households connections	 Not Achieved	Delays on material delivery	Municipality to buy material through sessions	Monthly progress report

BASIC SERVICES DELIVERY

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4th Quarter Reporting				
							4th Quarter Targets	4th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
						Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report				
	To construct 15 high mast and street lights by 30 June 2018	Tsolo High mast Light (15 No.)	Number of high mast lights connected to Eskom kiosk by 30 June 2018.	Existing high mast lights	R3 866 865	Connection of 15 high mast lights to Eskom kiosk by 30 June 2018.	Cleaning the site after completion.	 Achieved	N/A	N/A	Practical Completion Certificate

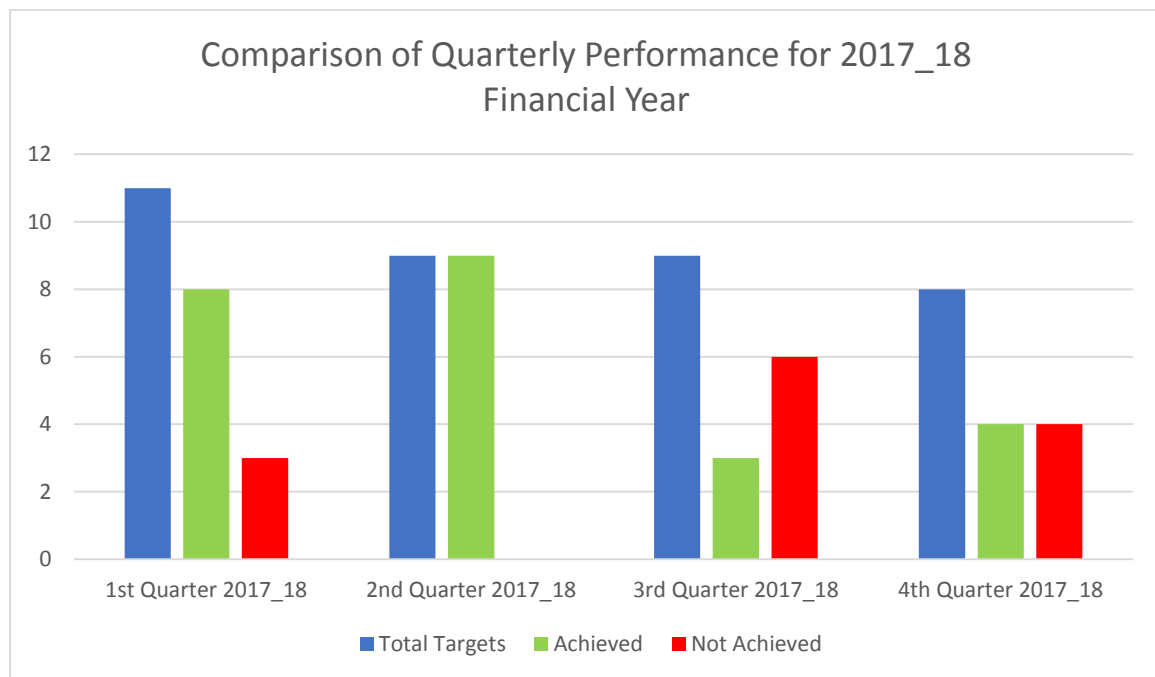
						Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report. Practical Completion Certificate			
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	Maintenance of streets and high mast lights by 30 June 2018 and beyond.	Qumbu and Tsolo high mast lights and street lights maintenance	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2018.	Existing High mast and streetlights	R744 192	Maintenance of 45 Street lights and high mast lights in Qumbu and Tsolo as per need by 30 June 2018.	Maintenance of 45 Street lights and high mast lights in Qumbu as per need. Maintenance of 45 Street lights and 15 high mast lights in Tsolo, as per need	 Not Achieved	Delayed by SCM office, defiance by the assistant director	Resolved	Specification report, emails form director to BTO and Municipal Manager and advert
						Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Maintenance of 45 Street lights and high mast lights in Qumbu as per need. Maintenance of 45 Street lights and 15 high mast lights in Tsolo, as per need			
Sporting Facilities	To construct and maintain arts, culture and sporting facilities in 6 wards by 30 June 2021	Promotion and development of sport, arts and culture activities.	Rehabilitation of Mvumelwano Sports Field completed by 30 June 2018 – Yes/no.	Dilapidated sports field	R11 512 000	Rehabilitation of Mvumelwano Sports Field completed by 30 June 2018.	Laying pipe network for irrigation. Access road construction, artificial pitch and running track installed. Goal posts installation.	 Not achieved	Suppliers delayed due to scarcity of ordered material.	Fast tracking of suppliers to deliver requested material.	Monthly progress report
						Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report				

Basic Services and Infrastructure:



For the quarter under review, eight (8) targets were set in the department of Infrastructure Development Services. The department managed to achieve four (04) indicators and four (04) of these were not achieved.




The department's overall performance for the fourth quarter was at **50%** a slight improvement when compared to **33.3%** achievement of the third quarter.






LOCAL ECONOMIC DEVELOPMENT, PLANNING AND RURAL DEVELOPMENT

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th QUARTER REPORTING				
							4 th Quarter Targets	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
Strategic economic sector growth and development	Ensure rapid growth and development of strategic economic sectors by 30 June 2018 and beyond.	Cropping Programme	No. of cultivated hectares by 30 June 2017.	961 hectares have been planted by DRDAR	N/A	70 cultivated hectares by 30 June 2017.	N/A	N/A	N/A	N/A	N/A
						Progress report signed by Hod Dated photos (before and after)	N/A	N/A	N/A	N/A	N/A
			Feasibility study and business planning completed for ?? by 30 June 2018	N/A	N/A	Feasibility study and business planning conducted for ?? by 30 June 2018	N/A	N/A	N/A	N/A	N/A
					Feasibility study report signed by Hod Business plan	N/A	N/A	N/A	N/A	N/A	
		Irrigation Schemes	Ntshongweni Irrigation Scheme revitalised (provided assistance with machinery, equipment and inputs)	Ntshongweni Irrigation Scheme under construction	N/A	Ntshongweni Irrigation Scheme revitalised (provided assistance in securing machinery, equipment and inputs)	N/A	N/A	N/A	N/A	
					Correspondence requesting assistance signed by Hod/MM	Correspondence to DRDAR and DRDLR requesting assistance signed by Hod/MM					

		Wool Production/processing	No of Vaccines supplied to Mhlontlo wool growers association by 30 June 2018	Shearing sheds and wool processing equipment available	R1 000 000	Supply and delivery of 500ml by 320 of vaccines to Mhlontlo wool growers association	Supply and delivery of 500ml by 320 of vaccines to Mhlontlo wool growers' association	 Achieved	N/A	N/A	Copy of expenditure report
						Signed beneficiary confirmations/delivery notes Expenditure report	Signed beneficiary confirmations/delivery notes Expenditure report				
Investment retention and attraction	Retain, grow and attract new investments linked to the strategic economic sectors by 30 June 2021.	Cleanliness of towns	No of completed cleanliness projects Revived the Waste Recycling Centres Number of awareness campaigns conducted by 30 June 2018.	Waste recycling centre and buy-back centres	N/A	Revived Waste Recycling Centres in identified wards by 30 June 2018	N/A	N/A	N/A	N/A	N/A
						Progress report for revival of the Waste Recycling Centres Signed attendance registers	4 signed attendance registers				
		Trade and Investment Strategy Promotion	Trade and investment Strategy	Trade and Investment workshop conducted for both councillors and officials	R564 000	Develop and submit Draft Trade and Investment Strategy to standing committee by 30 June 2018.	Develop and submit Draft Trade and Investment Strategy to standing committee.	 Achieved	N/A	N/A	Copy of draft Trade and Investment Strategy

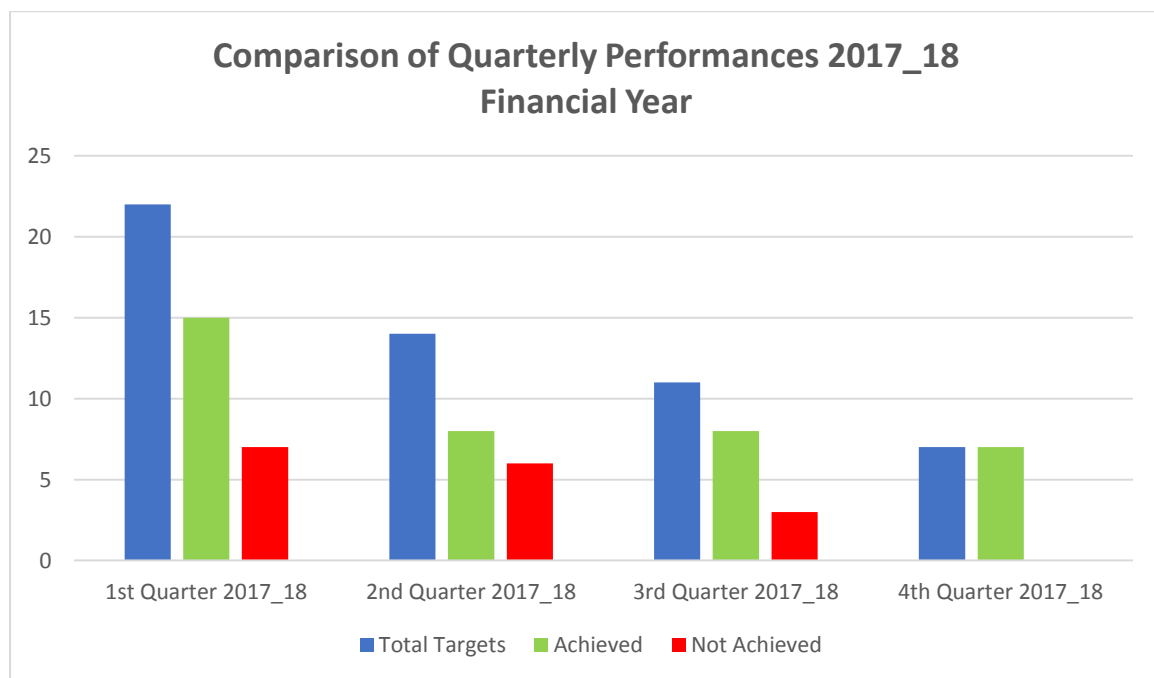
						Develop and submission of the Trade and Investment Strategy, proof of submission	Proof of submission to Standing committee. Draft Trade and Investment Strategy, proof of submission				
Human Settlements	To ensure provision of adequate land for human settlements by 30 June 2018 and beyond.	Human settlement planning	Draft land audit report completed by 30 June 2018 – .	Mhlontlo 2012 Land Audit	R508 000	Draft Mhlontlo land audit report completed by 30 June 2018	Close-out report Draft land audit report completed	 Achieved	This was incorporated into the Municipal Valuation roll	Project to be removed from the SDBIP and it was removed	None
						Land audit report Closeout report	Land audit report Closeout report	Copy of the Valuation Roll			
Investment retention and attraction	Retain, grow and attract new investments linked to the strategic economic sectors by 30 June 2018 and beyond.	Middle income housing development	General Plan for Qumbu Ext 6	Existing Qumbu Ext 6 layout plan	R407 000	General Plan for Qumbu Ext 6	Develop a General Plan for Qumbu Ext 6 and submit to standing committee	 Achieved	None	None	Copy of the Draft Report and a General Plan for Qumbu Ext 6
							Developed General Plan and Proof of submission				
Investment retention and attraction	Retain, grow and attract new investments linked to the strategic economic sectors by 30 June 2018 and beyond.	Commercial Property Development	Completed Layout plan for both ERF 102 Qumbu and ERF 42 Tsolo	Remainder of ERF 102 (Qumbu Commonage) ERF 42 (Tsolo Commonage)	R600 000	Completed Layout plan	Submit Layout plan to standing committee	 Achieved	None	None	Copy of the report and the Layout plan Qumbu Light and Middle-Income Houses

						Completed layout plan	Copy of a layout plan	 Achieved	None	None	Copy of the report and the Layout plan Tsolo Light and Middle Income Houses
Strategic economic sector growth and development	Ensure rapid growth and development of strategic economic sectors by 30 June 2018 and beyond.	Review of Tourism Master Plan	Reviewed Tourism Master Plan - by 30 June 2018-	Tourism Master Plan		Reviewed Tourism Master Plan by 30 June 2018.	Reviewed Tourism Master Plan. Workshop on Reviewed Tourism Master Plan	 Achieved	N/A	N/A	Copy of Reviewed Tourism Master Plan Copy of attendance register
						Reviewed Tourism Master Plan (with evidence of review)	Reviewed Tourism Master Plan. Signed Attendance Register.				
Employment creation and poverty alleviation	Reduce by a quarter the unemployment rate and the number of people living in poverty by 2020	(Youth and Women) Food gardens	Draft business plan for food gardens submitted to the standing committee by 31 March 2018. (Household gardens in place	R350 000	Draft business plan for food gardens submitted to council by 31 March 2018.	N/A	N/A	N/A	N/A	N//A
						Draft business plan for food gardens Signed minutes of council structures and attendance register					
		Youth and Women Entrepreneurship- Brick making	Draft business plan (Brick making equipment) submitted to council structures (for what?) –by 30 June 2018.	Brick making equipment	R357 000	Draft business plan (Brick making equipment) submitted to council structures (for what?) by 31 March 2018.	N/A	N/A	N/A	N/A	N/A
						Business plans	N/A	N/A	N/A	N/A	N/A



		Youth and Women Entrepreneurship- Sewing	No of beneficiaries and Business Plan.	Sewing equipment	R357 000	Submission of the draft to council structures by 31 March 2018.	N/A	N/A	N/A	N/A	N/A
						List of beneficiaries approved by Hod Business plans	N/A	N/A	N/A	N/A	N/A
Integrated Development Plan	To Ensure an Integrated Development Planning in-line with Municipal Systems Act by 30 June 2018 and beyond.	Integrated Development Plan	Draft and Final Credible Integrated Development Plan submitted to MEC by 30 June 2018-	2016/2017 Credible IDP		Draft and Final credible IDP to the MEC by 30 June 2018	Conduct IDP Roadshow. Submit Draft and Final credible IDP to the MEC	 Achieved	N/A	N/A	Signed attendance register, IDP roadshow minutes signed by the Mayor, proof of submission to MEC and draft and final IDPs
						Signed attendance register, IDP roadshow minutes signed by the Mayor, proof of submission to MEC and draft and final IDPs	Signed attendance register, IDP roadshow minutes signed by the Mayor, proof of submission to MEC and draft and final IDPs				




LED:



The Local Economic Development and Planning and Rural Development Department consist of the following units, (Agriculture, Tourism, and SMME, Planning and Rural Development). This department has since been amalgamated with the Planning Unit and it plays a twofold role, that of being a supporting department within the institution, and also, having service delivery orientated function. The department set itself seven (07) key performance indicators for the fourth quarter of 2017/18 financial year, and the department managed to achieve all of those seven indicators. The department's overall performance for the quarter was at **100 %** another significant improvement when compared to **72.72 %**, achievement in the third quarter.








COMMUNITY SERVICES

Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th QUARTER REPORTING				
							4 th Quarter Targets	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
Waste Management	To ensure full compliance with waste management law and regulations by 30 June 2018 and beyond.	Implementation of integrated waste management plan	Completion of Tsolo Waste Transfer station by 30 June 2018-Yes/no	Approved IWMP	R1000 000	Establishment of Tsolo Waste Transfer station completed by 30 June 2018	Completion and handover of Tsolo Waste Transfer Station	 Not Achieved	Delays in designs	Development of designs	N/A
						Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report				
			Number of reports prepared on cleaning, recycling of waste and compaction of Qumbu land fill site per activity/implementation plan by 30 June 2018.	Landfill Site	R168 857	Maintenance of Qumbu Landfill site	Cleaning, recycling of waste and compaction of Qumbu Landfill site.	 Not Achieved	Breakdown on machinery	Appointment of service provider	N/A
						Reports signed by Hod on cleaning, recycling of waste and compaction of Qumbu land fill site, dated photos, revenue/recycling report signed by Hod	Reports signed by Hod on cleaning, recycling of waste and compaction of Qumbu land fill site, dated photos, revenue/recycling report signed by Hod				

			Number of EPWP Employment contracts drafted and signed Refuse collection per collection schedule by 30 June 2018	EPWP Programmes	R1 915 200	100 EPWP Employment contracts drafted and signed Refuse collection per collection schedule by 30 June 2018	Refuse collection per collection schedule	 Achieved	N/A	N/A	Refuse collection schedule, signed refuse collection register by foreman, shop and hospital representatives, etc
						100 signed EPWP contracts, refuse collection schedule, signed refuse collection register by foreman, shop and hospital representatives, etc	Refuse collection schedule, signed refuse collection register by foreman, shop and hospital representatives, etc				
		Refuse collection	Number of refuse bags distributed to all urban households by 30 June 2018.	Refuse Bags provided for 1611 urban households	R699 048	Distribution of 600 000 refuse bags to all urban households by 30 June 2018	Distribution of 150 000 refuse bags	 Not achieved	Non-responsive of tenders	Re- advertisement	N/A
						Signed Logbook by Refuse Truck Operator	Signed Logbook by Refuse Truck Operator				
Sporting Facilities	To construct and maintain arts, culture and sporting facilities in all wards by 30 June 2018.	Promotion and development of sport, arts and culture activities	Number of successfully supported activities per ward by 30 June 2018.	Sports, Arts and Culture activities	N/A	To support ward-based sports, arts and culture activities	Hosting of One Mayoral Cup	 Achieved	N/A	N/A	Signed attendance registers and minutes of meetings, signed beneficiary confirmation, signed list of participants to the horse racing events, dated photos expenditure report

						Signed attendance registers and minutes of meetings, signed beneficiary confirmation, signed list of participants to the horse racing events, dated photos expenditure report					
Social Services and Infrastructure	To revitalise the urban centres of Tsolo and Qumbu towns	Revitalisation of urban centres	No. of successfully completed projects.	Revitalisation projects	N/A	Provision of cleaning and greening urban centres.	Cleaning of Qumbu and Tsolo Town drains and grass cutting.	 Achieved	N/A	N/A	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule, dated photos (before and after)
						Reports signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule, dated photos (before and after)	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule, dated photos (before and after)				
	To ensure construction of 4 new libraries, promotion of learning and educational activities and maintenance	Promotion of culture of life-long learning	No. of successfully completed services.	Promotional activities currently undertaken	R334 279	Promotion of education and learning activities.	Conduct 1 Library week Conduct 1 World book day event	 Achieved	N/A	N/A	Signed attendance registers (for the library week and World book day event)
						Signed attendance registers (for the literacy day, library week and World book day event), signed report on examination support programme with	Signed attendance registers (for the library week and World book day event)				

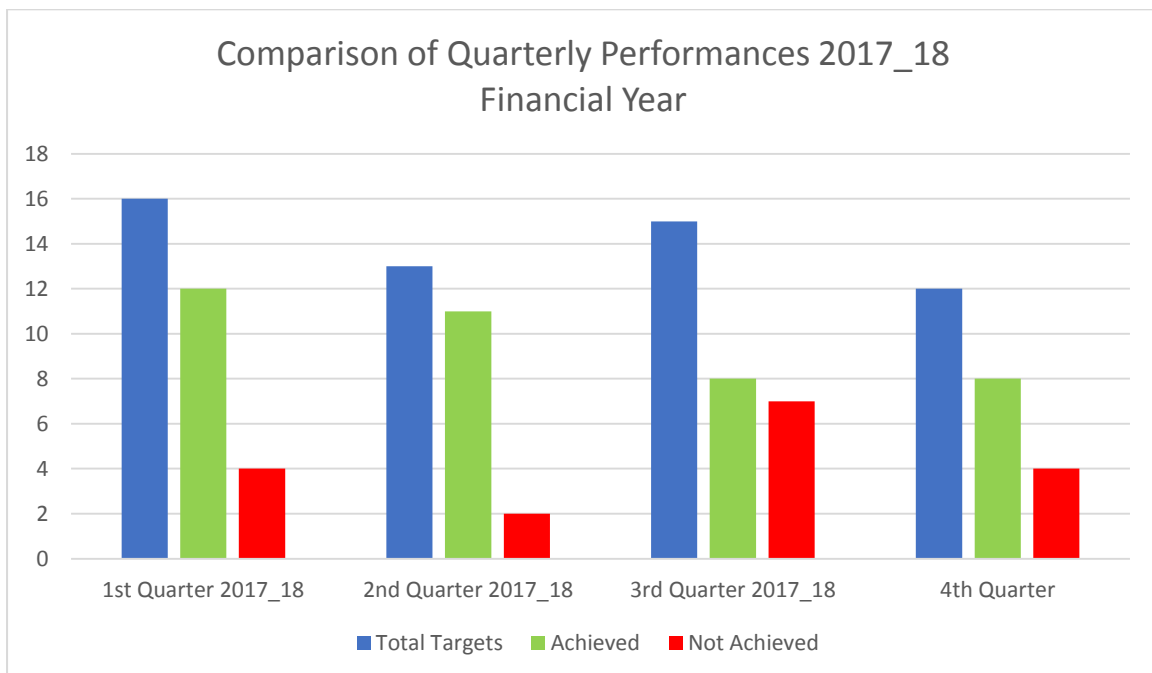
						evidence as proof of examination support					
To provide integrated transport management services	Transport Management Services	Final designs for Vehicle Testing Centre completed by 30 June 2018 –	Registering Authority office	R 1000 000	Final designs for Vehicle Testing Centre completed by 31 March 2018.	N/A					
					Final designs for Vehicle Testing Centre signed-off by consultant and Hod	N/A					
		No of licensed and registered vehicles	Registering Authority office	R200 000	Licensing of 500 vehicles and registration of 500 vehicles by 30 June 2018	Licensing and registration of 250 vehicles	 Achieved	N/A	N/A	eNATIS report with 125 vehicles licensed and 125 registered	
					eNATIS report with 500 vehicles licensed and 500 registered	eNATIS report with 125 vehicles licensed and 125 registered					
		No of learners tested and learner driver's tested	6000		Testing of 2000 leaners and drivers for leaners and drivers licences by	Testing of 500 leaners and drivers	 Achieved	N/A	N/A	eNATIS report with 500 tested leaners and drivers	
				eNATIS report with 2000 tested leaners and drivers	eNATIS report with 500 tested leaners and drivers						
To coordinate effective implementation of safety and security plan by 30 June 2018.	Safety and security	implementation of community safety and security plan	Community Safety Strategy and forum	R4 686 414	Review community safety and security plan	N/A					
					Report signed by Hod Reviewed Community and Safety plan Dated photos Attendance register signed by the security company	Report signed by Hod Community and Safety plan Dated photos Attendance register signed by the security company					
To provide adequate pound and cemeteries	Pound Management	Progress with relocation of Pounds.	2 pound sites existing in Tsolo and Qumbu	R414 000	Relocation of Qumbu Pound site and impounding of Stray Animals.	Fencing of Qumbu Pound site	 Not achieved	Due to land claims	Negotiations with Land claimants	N/A	

	management service					Progress report reflecting % status signed by Hod Impounding register signed by Pound Master	Close out report	N/A	N/A	N/A	N/A
			Quantity of supplies		R520 000	Management of Pound sites.	Appointment of service provider to supply animal feed and medicine.	 Achieved	N/A	N/A	Appointment Letter & Delivery Note
						Signed appointment letter Expenditure report Acknowledgement of feed and medicine signed by Pound Master	Signed appointment letter Expenditure report Acknowledgement of feed and medicine signed by Pound Master				
		Cemetery Management	Clean and secure cemeteries in Tsolo and Qumbu	2 Cemeteries in Qumbu and Tsolo.	N/A	Cleaning and provision of security to Qumbu and Tsolo cemeteries performed	Cleaning and provision of security to Qumbu and Tsolo cemeteries performed	 Achieved	N/A	N/A	Security attendance register per security roaster signed by security officers and municipal representative
						Security attendance register per security roaster signed by security officers and municipal representative	Security attendance register per security roaster signed by security officers and municipal representative				

Community Services:



For the fourth quarter of 2017/18 financial year, the Department of Community Services Department set itself twelve (12) targets. The department managed to achieve eight (08) of those, whilst four (04) were not achieved.






The departments overall performance for the quarter was at **66.7 %** a significant improvement when compared to **53.3 %** achievement of the third quarter.






Budget and Treasury Office



Priority Area	Municipal Objective	Programme/ Project	Key Performance Indicator	Baseline	Budget	Annual Targets	4 th QUARTERLY REPORTING				
							4 th Quarter Targets	4 th Quarter Actual Performance	Reasons of Variance	Remedial Action	Portfolio of Evidence
							Revenue Collection	To Ensure monthly collection rate of 60% of billed revenue by 2021	Revenue collection	Amount of debt Reduced by set date Debtor's reduction by 5% as at 30 June 2018 (R51 618 892.68*5% = 3 037 461.96)	R 51 618 892.68 M as at 30 June 2017
POE						Revenue Collection Report, debtors age report	Revenue Collection Report, debtors age report				
		Development of revenue management enhancement strategy	Date by which the draft revenue Management Strategy plan submitted to the office of the MM	Revenue management strategy developed, and council approved	R315 000	Formulate Municipal Wide Plan.	N/A	N/A	N/A	N/A	N/A



	POE					Proof of submission Appointment Letter	N/A				
		General valuation roll	Valuation Roll approved by 30 June 2018	2013 General valuation roll General valuation roll	R1 279 462	Procurement of services from service provider and production of a General Valuation Roll to be implemented by 1 st July 2018.	Approved Valuation Roll by 30 June 2018	 Achieved	N/A	N/A	Cogta extended validity period Letter form Gogta extending)
	POE					Proof of approval Updated valuation roll	Proof of approval Updated valuation roll				
Revenue Management	To Develop and fully implement Revenue Enhancement and Management Strategy	Debtors Reconciliations	Number of monthly debtor's Reconciliations prepared and signed-off by the CFO	Debtors Reconciliations are done Monthly.	N/A	Reconciliations prepared monthly and signed-off by CFO	3 Monthly debtors reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 12 May 2018 14 June 2018 16 July 2018	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 Debtors' Reconciliations




POE					12 reconciliations signed-off by CFO by the due dates	3 reconciliations signed-off by CFO by the due dates				
	Provision and Supply of free basic services to Indigent Beneficiaries	11700 to be approved by 30 June 2018.	10000 beneficiaries currently receiving the support through Grid and Non-Grid Energies.		12 Monthly Supply of registered and approved indigent Beneficiaries	provision of services to indigent beneficiaries as follows: Electricity 3 453 Refuse and Rates: 1 074 Alternative energy: Paraffin 200	 Achieved  Not Achieved  Not Achieved	N/A	N/A	Eskom payments N/A N/A
POE					Signed beneficiary confirmations paraffin System generated reports for electricity and rates	Signed beneficiary confirmations paraffin System generated reports for electricity and rates				
To ensure that all indigent people have access to free basic electricity (FBE)	Free basic electricity (FBE)	No. of indigent households receiving FBE.	Indigent Register	R5 070 282	update of the indigent register and provisioning of free basic electricity	update of indigent register and provisioning of free basic electricity	 Achieved	 Achieved	N/A	Updated report reflecting new applicants




	POE					Updated indigent register reflecting new/removed/updated indigent households, system generated report for provisioning of free basic electricity	Updated indigent register reflecting new/removed/updated indigent households, system generated report for provisioning of free basic electricity				
Expenditure Management		Credit Payments	Percentage of received invoices per month against number of payments made within 30 days	Creditors all paid within days	N/A	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements	 Not Achieved	Problems with Eskom and Telkom	Eskom accounts department being engaged for consolidation of all municipal invoices	N/A
	POE						System proof of payment report, Invoices with received stamp/register of received invoices with date of receipt	System proof of payment report, Invoices with received stamp/register of received invoices with date of receipt			
		Creditors Reconciliations	One (1) Quarterly Creditors reconciliation submitted.	Monthly submission of Reconciliations	N/A	Creditors Reconciliations Done on a monthly basis	3 Monthly creditors reconciliation from the billing system to the General Ledger and signed off by the Chief	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 Creditors' Reconciliations

						Financial Officer by the following dates: 12 May 2018 14 June 2018 16 July 2018				
POE						Dated Creditors Reconciliations signed and dated by CFO	Dated Creditors Reconciliations signed and dated by CFO			
	Payroll Reconciliations	One (1) Quarterly Payroll reconciliation submitted.	Monthly submission of Reconciliations	N/A	12 Monthly Payroll Reconciliations Done on a monthly basis (3 Monthly Payroll reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 12 May 2018 14 June 2018 16 July 2018	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 Payroll Reconciliations
POE						Dated Payroll Reconciliations signed and dated by CFO	Dated Payroll Reconciliations signed and dated by CFO			

	To develop, review and implement expenditure management policy	Petty Cash Processing and Reconciliation	One (1) Quarterly petty cash reconciliation submitted.	Monthly submission of Reconciliations	N/A	Reconciliations done on a monthly basis	3 Monthly Petty cash reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 12 May 2018 14 June 2018 16 July 2018	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 Petty Cash Reconciliations
POE						Dated Petty Cash Reconciliations signed and dated by CFO	Dated Petty Cash Reconciliations signed and dated by CFO				
		VAT Processing and Reconciliation	Preparation of VAT input and output schedules.	Monthly submission of Reconciliations	N/A	Submission of VAT Returns and Reconciliation of VAT 201's	Submission of 3 Monthly VAT 201's to SARS	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 VAT Reconciliations Proof of submissions
POE						VAT returns, proof of	VAT returns, proof of submission from e-Filing.				

						submission from e-Filing					
		Document Management and Record Keeping	Backup Reports submitted.	Scanning of documents for safekeeping	N/A	Safe-keeping of records and backing up of documents .	3 Monthly backup Reports submitted to the Chief Financial Officer for sign off	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 Signed back up reports
POE						Dated backup Reports signed-off and dated by CFO	Dated backup Reports signed-off and dated by CFO				
		12 reports per year submitted	No. of reports submitted within 10 working days.	12 reports per year submitted	N/A	Submission of monthly budget statements (sec 71 report) to National and Provincial Treasury, and Mayor within 10 working days	Submission of monthly budget statement (sec 71 report) to National and Provincial Treasury, and Mayor within 10 working days of the following month as follows: 12 May 2018 14 June 2018 14 July 2018	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 Section 71 proof of submissions to Mayor, PT, and NT.
POE						Section 71 report Proof of submission to Provincial and National Treasury	Proof of submission to Provincial and National Treasury				

		Reports submitted To National and Provincial Treasury i.e. quarterly reports section		4 reports per year submitted to Management Team	N/A	Submission on of quarterly reports (sec 52d reports and withdrawal report) National Treasury, Provincial	Submission on of quarterly reports to National Treasury, Provincial Treasury by 14 July 2018	 Achieved	N/A	N/A	Third Quarterly Report proof of submission.	
POE						Quarterly reports (sec 52d reports and withdrawal report), proof of submission	Quarterly reports (sec 52d reports and withdrawal report), proof of submission					
Budgeting and Financial Reporting	To ensure credible budgeting and proper financial reporting in line with relevant legislation	Preparation of Bank reconciliations	No. of submitted monthly recons by set time frames.	Submitted Bank reconciliation monthly basis to MTM, Standing Committee, EXCO, Council.	N/A	12 monthly bank reconciliations to the General Ledger and signed-off by the Chief Financial Officer by 30 June 2018.	3 monthly bank reconciliations to the General Ledger and signed-off by the Chief Financial Officer by the following dates: 12 May 2018; 14 June 2018; 14 July 2018.	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 Signed Bank Reconciliations	
		POE					Monthly bank reconciliations to the General Ledger signed and dated by CFO	Monthly bank reconciliations to the General Ledger signed and dated by CFO				
		Cash Investment Register reconcile s to General Ledger	Number of Monthly investment registers submitted by	Submitted Investment register to MTM, standing committee, EXCO, and	N/A	12 Monthly investment registers reconciled to the General Ledger and signed-off by	3 Monthly investment register reconciled to the General Ledger and signed-off by the Chief	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 Signed investment Reconciliations	

			set time frames.	Council.		the Chief Financial Officer per specified dates by	Financial Officer by the following dates: 12 May 2018; 14 June 2018; 14 July 2018.				
	POE					Dated Monthly investment registers reconciled to the General Ledger and signed-off and dated by the Chief Financial Officer	Dated Monthly investment registers reconciled to the General Ledger and signed-off and dated by the Chief Financial Officer				
		Budget related management policies	Number of developed and reviewed policies	Submitted and reviewed policies to National Treasury	R15 000	Annual review of 8 policies within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2018	Annual review of 8 policies within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2018	 Achieved	N/A	N/A	Council resolution on adoption of policies.
	POE					8 reviewed finance policies (with clear evidence depicted on the policies)	8 reviewed finance policies (with clear evidence depicted on the policies)				
		Monthly Interim Financial Statements	Number of monthly interim financial statements submitted to	12 reports for financial year 17-18	N/A	12 Monthly interim financial statements prepared and submitted to Management Team, Standing Committee,	3 Monthly interim financial statements prepared and submitted to Management Team, Standing Committee, EXCO,	 Not Achieved	 MSCOA has engaged on the general ledger	Engagement of R-Data on resolving problems	N/A



			Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury			EXCO, and Council by the 10 th working day of the following month.	Council on the following dates: 12 May 2018; 14 June 2018; 14 July 2018				
	POE					Dated monthly interim financial statements prepared and signed-off by CFO and MM, signed minutes and attendance registers of the management team, Standing Committee, EXCO, and Council	Dated monthly interim financial statements prepared and signed-off by CFO and MM, signed minutes and attendance registers of the management team, Standing Committee, EXCO, and Council				
		Submission of adjusted budget	adjusted budget is submitted to the Management Team, Standing Committee, EXCO, and Council by set date	2017/18 approved Budget	N/A	Prepare and Submit adjusted budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 28th February 2018.	N/A	N/A	N/A	N/A	N/A
	POE					Adjusted budget	N/A				


						Proof of submission					
		Budget preparation process	Process Plan to Management team, Standing Committee, EXCO, Council and National and Provincial Treasury by set date.	Submitted 2017/18 Time schedules to Management Team, EXCO, Standing Committee, Council and National and Provincial Treasury	N/A	Budget Process Plan (One-time schedule) submitted to the Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year	N/A	N/A	N/A	N/A	N/A
	POE					Budget process plan, council resolution, signed minutes of the Management Team, Standing Committee, EXCO, Council, proof of submission to Provincial and National Treasury	N/A				

			<p>tabling and submitting draft budget to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by set date.</p>	<p>Submitted 2018/19 tabled budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 31st March.</p> <p>Tabled and submitted the draft budget to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by set date.</p>	N/A	<p>Submit the draft budget that is aligned to the IDP 90 days before the start of a new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury</p>	N/A	N/A	N/A	N/A	N/A
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POE


Draft budget
signed minutes of
the Management
Team, Standing
Committee,
EXCO, Council,
proof of
submission to
Provincial and
National Treasury


			the approved budget is submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by set date	Submitted 2017/18 tabled budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury		Submit the approved budget that is aligned to the IDP to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 30 June 2018.	Submit approved budget that is aligned to the IDP to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 30 June 2018.	 Achieved	N/A	N/A	Final Signed Budget Council Resolution Proof of submission to PT and NT
	POE					Final budget signed minutes of the Management Team, Standing Committee, EXCO, Council, proof of submission to Provincial and National Treasury	Final budget signed minutes of the Management Team, Standing Committee, EXCO, Council, proof of submission to Provincial and National Treasury				
		Consultations on tabled budget	Number of Community Outreach s held	Budget Community Outreach held on 12 – 16 September 2017 and 11 – 15 April 2018		2 Budget Community Outreach held by 30 April 2018	1 Budget Community Outreach held before 30 April 2018	 Achieved	N/A	N/A	Attendance Register


	POE				Signed attendance registers and minutes	Signed attendance registers and minutes					
		Budget preparation	Tabled tariffs of charges by set date.	Submitted tariff of charges to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	N/A	Submit the tariff setting 30 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	Submit the tariff setting 30 days before the start of the new financial year to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury.	 Achieved	N/A	N/A	Proof of submission
	POE				Tariff setting signed minutes of the Management Team, Standing Committee, EXCO, Council, proof of submission to Provincial and National Treasury	Tariff setting signed minutes of the Management Team, Standing Committee, EXCO, Council, proof of submission to Provincial and National Treasury					



		Preparation of Annual Financial Statements with no Misstatements.	GRAP Compliant Annual Financial Statements submitted to Management Team, Audit Committee, Auditor General, National Treasury and Provincial Treasury by the set date.	Submitted GRAP Statements to Management Team, Audit Committee and Auditor General.	R 4 585 274	Submit GRAP compliant Annual Financial Statements to Management Team, Audit Committee, Auditor General, National and Provincial Treasury by the 31st August 2018.	N/A	N/A	N/A	N/A	N/A
	POE					GRAP compliant Annual Financial Statements signed minutes of the Management Team, Standing Committee, Audit Committee, proof of submission to Provincial and National Treasury	N/A				


		Unqualified Audit Opinion	Achieved Unqualified Audit Opinion	Achieved Clean Audit Report with other matters in 2015/16 FY.	N/A	Achieved a Unqualified Audit Opinion issued by the Auditor General and submit it to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury	N/A	N/A	N/A	N/A	N/A
	POE					Audit report signed minutes of the Management Team, Standing Committee, EXCO, Council, proof of submission to Provincial and National Treasury	N/A				
Asset and Fleet Management	To ensure that assets are managed and utilised in line with relevant policies and	Fixed Asset management	Verification of non-Infrastructure assets done	There is an Updated Fixed Asset Register for 2016/17	N/A	Monthly additions of asset on the asset register and Physical verification of non-Infrastructure assets done	Monthly additions of asset on the asset register and Physical verification of non-Infrastructure assets done Quarterly	 Achieved	N/A	N/A	Updated FAR Payment Vouchers Verification report




	procedures by 30 June 2021.	POE			Updated asset register, source documents (delivery notes, etc), verification report	Updated asset register, source documents (delivery notes, etc), verification report				
		Fixed Assets	Number of quarterly Asset reconciliations to General Ledger and reports on Updated Asset Registers submitted to MTM, STANCO, EXCO, and Council	There is an Updated Fixed Asset Register for 2015/16	N/A	4 Quarterly Asset reconciliation to General Ledger	One quarterly Assets reconciliation (Movable and Immovable Assets)	 Achieved	N/A	N/A
		POE			4 Quarterly Asset reconciliations to General Ledger signed-off by CFO, reports on updated asset register signed by CFO, signed minutes of the Management Team, Standing Committee, EXCO and Council	4 Quarterly Asset reconciliations to General Ledger signed-off by CFO, reports on updated asset register signed by CFO, signed minutes of the Management Team, Standing Committee, EXCO and Council				



		Logistics Management	Number of stock counts, reconciliations, Investigations, report	Stores management procedures in place	N/A	Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigations and report on discrepancies 1 annual stock count by 30 June 2018	1 Reconciliation of stock counts to General Ledger, 1 Investigation and report on discrepancies 1 Annual Stock count by 30 June 2018	 Achieved	N/A	N/A	Stock count reconciliation
	POE					Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigations and report signed-off by CFO Annual stock count report signed-off by CFO	Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigations and report signed-off by CFO Annual stock count report signed-off by CFO				
		Fleet Management	Progress towards establishment of the Fleet Management Unit	Fleet management Unit not in existence	N/A	Establishment of Fleet Management Unit by 2020	N/A	N/A	N/A	N/A	N/A
	POE					Approved organogram signed	N/A				


						appointment letters					
Supply Chain Management	To ensure that supply chain policies comply with MFMA and all relevant regulations	Procurement Plan Management & Implementation 2017/18	Procurement Plan	Ineffective procurement plan- 2016/17	N/A	Approved Procurement Plan by 31 July 2017	N/A	N/A	N/A	N/A	N/A
	POE					Procurement plans signed-off by CFO and MM	N/A				
			% implementation of the approved Procurement Plan by 30 June 2018		N/A	100% Implementation of the approved procurement Plan by 30 June 2018	100% Implementation of the approved procurements by 30 June 2018	 Achieved	N/A	N/A	Approved Procurement Plan, relevant procurement documentation in line with procurement plan dates (Contract Register)
	POE					Approved Procurement Plan, relevant procurement documentation in line with procurement plan dates	Approved Procurement Plan, relevant procurement documentation in line with procurement plan dates				

		Demand Management	Updated accredited service provider register and supplier day hosted by 30 June 2018.	Accredited prospective service provider Register for 2016/2017	N/A	Updated and Verified register of accredited prospective service providers by 30 June 2018	Updated list of accredited prospective service providers by 30 June 2018	 Achieved	N/A	N/A	Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents
	POE					Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents	Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents				
				SCM Policy		Supplier Day by 30 November 2017	N/A	N/A	N/A	N/A	N/A
	POE					Signed attendance register Supplier day report dated photos	N/A				
		Acquisition Management	Percentage of Procurements between R30 000.00 and R200 000.00 procured locally	Awarded bids, Deviation Register, Reports on Regulation 32 bids for 2015/6 FY	N/A	30% of Procurement plan budget procured locally	10% of Procurement plan budget procured locally	 Achieved	N/A	N/A	Register of procurement spending

	POE					Register of procurement spending with dates, names and physical addresses of service providers and total amounts for verification of locality, approved procurement budget	Register of procurement spending per quarter with dates, names and physical addresses of service providers and total amounts for verification of locality, approved procurement budget				
					N/A	30% of Procurement plan budget spent locally (youth)	5% of Procurement plan budget spent locally (youth)	 Achieved	N/A	N/A	Register of procurement spending
	POE					Register of procurement spending with dates, names and physical addresses of service providers and total amounts for verification of locality, approved procurement budget	Register of procurement spending with dates, names and physical addresses of service providers and total amounts for verification of locality, approved procurement budget				

			No. of days for awarding of bids.	Awarded bids, Deviation Register, Reports on Regulation 32 bids,	N/A	Ensure 60 days turnaround time from closing date for the awarding of bids	60 days turnaround time from closing date for the awarding of bids	 Not Achieved			N/A
	POE					Copy of the advert bearing closing date, signed letter of appointment	Copy of the advert bearing closing date, signed letter of appointment				
					N/A	12 monthly reports on Irregular expenditure to Management Team Meeting by 30 June 2018.	3 Monthly Reports to Management Team Meeting on irregular expenditure	 Achieved	N/A	N/A	April 2018 May 2018 June 2018 SCM Reports
	POE					Monthly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the MTM	Monthly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the MTM				
					N/A	4 Quarterly reports on irregular expenditure to STANCO, EXCO and the Council by 30 June 2018	1 Quarterly report on irregular expenditure to STANCO, EXCO and the Council.	 Achieved	N/A	N/A	Fourth Quarter SCM Report

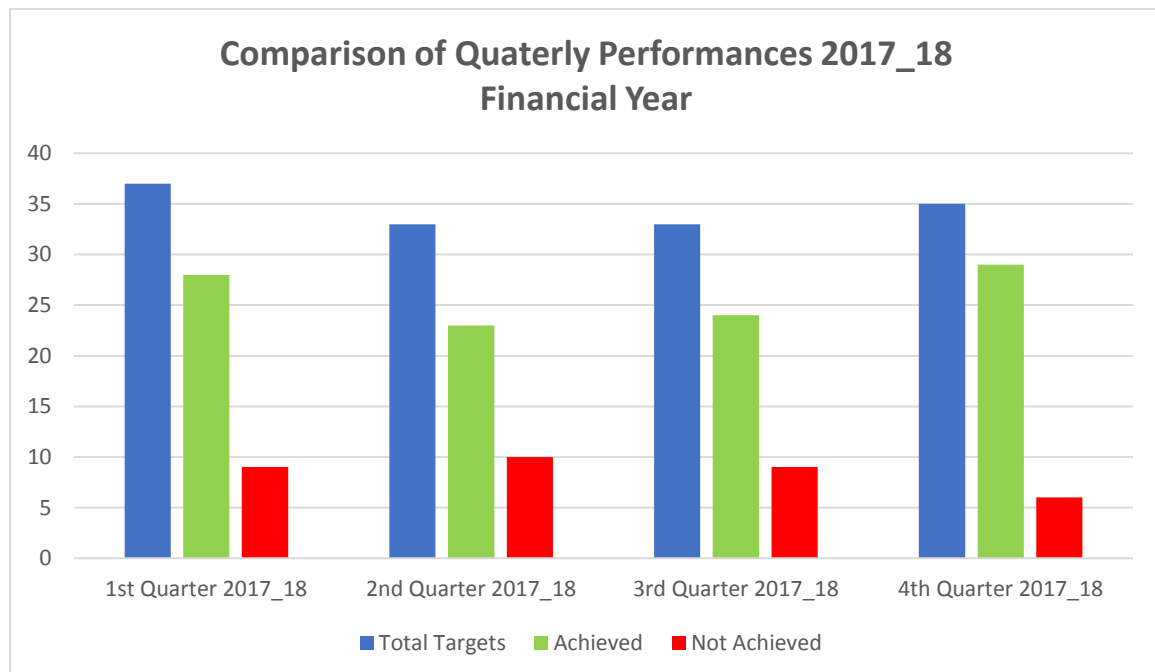
	POE				Quarterly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the STANCO, EXCO and the Council	Quarterly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the STANCO, EXCO and the Council						
		Contracts Management	Contracts/service level agreements are signed after a bid is awarded	Contract register is in place	N/A	Signed contracts/ service level Agreements for all the bids awarded within 30 days from the date of appointment	Contracts/ service level agreements signed within 30 days from the date of appointment	 Not Achieved	N/A	N/A		
							Signed SLAs/Contracts, signed appointment letter/s	Signed SLAs/Contracts, signed appointment letter/s				
			reports on awarded bids are submitted to National treasury and number of Updated contract register		N/A	Submission of reports on Awarded bids to National treasury within 10 days after Month end and 12 updated	Submission of reports on Awarded bids to National treasury within 10 days after Month end and updated contract registers	 Achieved	N/M/A	N/A N/A	12 Reports of awarded bids, Proof of submissions, 12 updated contract registers	

						contract registers					
	POE					12 Reports of awarded bids, proof of submission, 12 updated contract registers	12 Reports of awarded bids, proof of submission, 12 updated contract registers				
		Training in SCM Policies and regulations	Number of Trainings conducted for SCM Practitioners and SCM Bid Committee Members on SCM Policies and regulations by 30 June 2018.	SCM not fully compliant	R60000	4 Trainings conducted for SCM Practitioners and SCM Bid Committee Members on SCM Policies and regulations by 30 June 2018.	1 Training conducted for SCM Practitioners on Policies and regulations	 Achieved	N/A	N/A	Signed attendance Register
	POE					Signed attendance registers bearing the name and date of the workshop and signed by SCM Practitioners and bid committee members	Signed attendance registers bearing the name and date of the workshop and signed by SCM Practitioners and bid committee members				

Anti-Corruption	Eradicate corruption throughout the municipality by 30 June 2018 and beyond.	Strengthen anti-corruption	Date by which the Anti-corruption plan is submitted to council structures	Anti-corruption strategy council approved		Anti-corruption plan to council structures by 31 March 2018	N/A	N/A	N/A	N/A	N/A
	POE				Anti-corruption plan signed minutes and attendance registers of council structures						

Budget and Treasury Office

The finance department plays a supporting function to other departments within the institution. It is not a service delivery orientated department – however it plays a critical function in Mhlontlo Local Municipality and ensuring that the municipality becomes self-sufficient and continues to meet the needs [and expectations] of the rate payers. The summary above demonstrates that the department has been performing very well during the quarter under review. Thirty-five (35) targets were set in financial viability and management. The department managed to produce positive results on twenty nine (29) indicators, whereas six (06) were not achieved. The departments overall performance for the quarter was at **82.86 %** with some indicators not met against the predetermined objectives set for the quarter under review, this is a significant improvement from **72.72 %** performance of the 3rd Quarter.

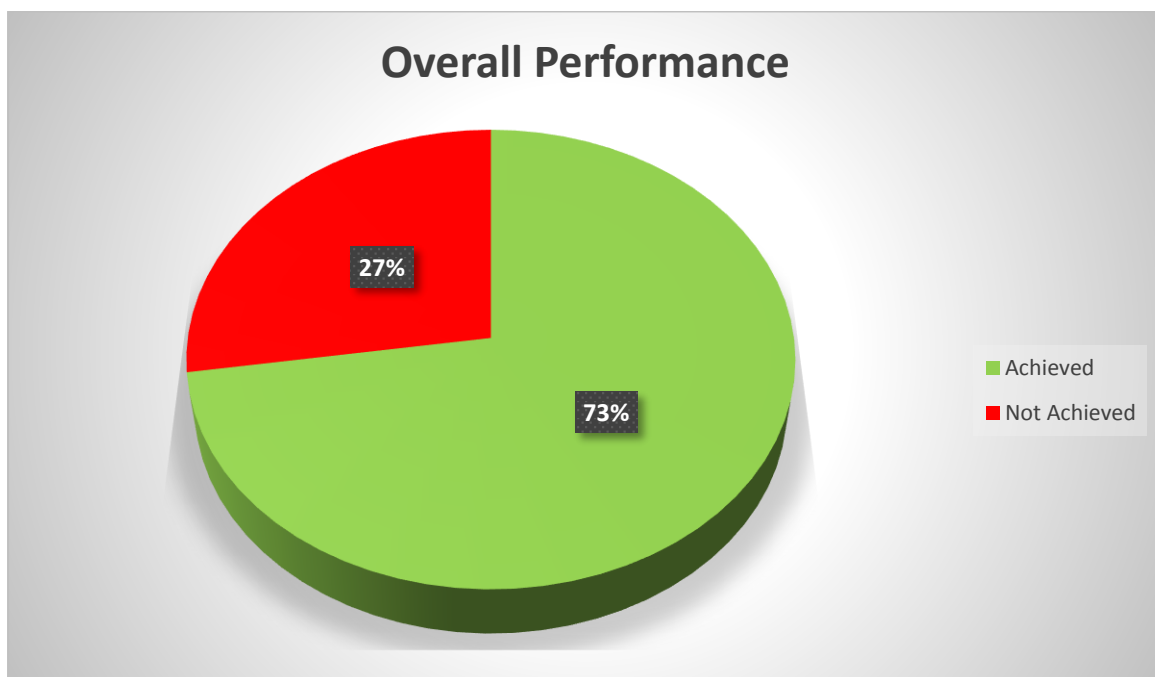


Section 3

Fourth Quarter performance of all departments in the 2017_18 financial year can be summarised as follows;



The institutions overall performance was at **72.63 %** for the quarter under review, a significant improvement compared to **61.22 %** achievement of the third quarter and can be summarized as follows;



This is indeed a significant improvement when compared to achievement for the third quarter performance which was at **61.22 %**. For the fourth quarter of the 2017_18 financial year the institution managed to deliver positive results on 69 key performance indicators and 26 were not achieved during the quarter under review.

Lastly, this document represents the Mhlontlo Local Municipality's detailed report back to citizens and stakeholders on the municipality's performance over the fourth quarter of the 2017_18 financial year. Moreover, it provides a lens through which scrutiny of the progress and performance of the municipality can be made in terms of assessing achievements in efforts to realize the objectives as set by Council. As such, this report not only reflects on milestones and challenges experienced, but also ongoing commitment to progressively deepen accountability to citizens of the whole Mhlontlo Municipal Area.