

Priority Area	Strategic Objective	Strategy	Key Performance Indicator	Baseline Indicator	Outcome Indicator	Budget Allocation	Funding Source	Indicator Code	Annual Target	Quarter	Target Per Quarter	Portfolio of evidence annual	Custodian
Employee Wellness	52 - To provide appropriate Human Resource to support all directorates by June 2018	Implementation of Employee Wellness Programs	52.1 - Number of employee wellness programs implemented	4 Employee Wellness programs implemented	Improved Institutional Performance	R 300 000	Opex	4_52_52.1_P102	P102 - 3 Wellness programs implemented by 30 June 2018 (Change Management, Healthy Lifestyle, Team building programme)	1	1 Change Management Programme conducted	Quarterly reports on Wellness Programs implemented	Corporate Services
										2	1 Healthy Lifestyle Programme implemented and Team building programme		
										3	Report on EAP and Healthy Lifestyle Programme submitted to Council Structures		
										4	Report on Wellness programmes implemented submitted to Council structures		
Labour Relations	53 - To provide appropriate Human Resource to support all Directorates by June 2018	Coordinate sifting of Local Labour Meetings	53.1 - Number of Local Labour Forum Meetings Convened	3 Local Labour Forums Meetings convened	Labour Stability	R 0	Opex	4_53_53.1_P103	P103 - 4 Local Labour Forums Meetings Convened by 30 June 2018	1	1 Local Labour Forum Convened	Quarterly Reports on LLF Meetings convened	Corporate Services
										2	1 Local Labour Forum Convened		
										3	1 Local Labour Forum Convened		
										4	1 Local Labour Forum Convened		
		Update and Maintain Disciplinary action database	53.2 - Disciplinary Action database updated and maintained.	Developed disciplinary action database	Improved Compliance With Labour Relations	R 0	Opex	4_53_53.2_P104	P104 - Disciplinary database updated and maintained by 30 June 2018	1	Disciplinary database updated and maintained	Quarterly reports on update and maintenance of Disciplinary Database	Corporate Services
										2	Disciplinary database updated and maintained		
										3	Disciplinary database updated and maintained		
										4	Disciplinary database updated and maintained		
Integrated Development Planning	54 - To ensure a developmentally oriented planning institution in line with	Compliance with the legislated IDP processes and procedures	54.1 - IDP/PMS and Budget process plan 2018/2019 developed/approved	IDP/PMS and Budget Process Plan 2017/2022 developed and approved	Credible IDP	R 100 000	Opex	4_54_54.1_P105	P105 - IDP/PMS & Budget Process Plan 2018/2019 developed, approved and	1	IDP/PMS and Budget Review Process Plan 2018/2019 developed and presented to Council structures for adoption	Approved IDP/PMS & Budget Process Plan, Council Resolution	PEDTA

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	requirements of local government laws and regulations by June 2018		and implemented						Implemented by 30 June 2018	2	IDP/PMS and Budget Review Process Plan 2018/2019 implemented		
										3	IDP/PMS and Budget Review Process Plan 2018/2019 implemented		
										4	IDP/PMS and Budget Review Process Plan 2018/2019 implemented		
		Develop and implement a responsive institutional plan	54.2 - Number of 2018/2019 IDP documents developed and submitted to Council for approval	approved 2017/2022 IDP	Development Planning	R 0	Opex	4_54_54.2_P106	P106 - 1 2018/2019 IDP Document developed and submitted to Council for approval by 30 June 2018	1	Reviewed Situational Analysis report developed and presented to Council Structures for noting	Council Resolution, 2018/2019 IDP Document	PEDTA
										2	Development needs and priorities reviewed in all 17 wards		
										3	Draft Projects integrated and draft IDP structures developed and submitted to Council Structures for noting. Objectives, Strategies and Indicators developed and presented to relevant stakeholders		
										4	Draft IDP submitted to relevant stakeholders for presentation to communities for comments. Final draft IDP submitted to Council structures for approval		

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Institutional Performance Management	55 - Institutional Performance Management by June 2018	Implementation and review of the Performance Management Framework, policies and procedures	55.1 - Number of Annual reports developed, approved by Council and published	Annual Report 2015/2016 developed and approved	Improved service Delivery	R 0	Opex	4_55_55.1_P107	P107- 1 Annual Report 2016/2017 developed, approved by Council and published by 30 June 2018	1	1st draft Annual Report developed and submitted to Council structures and AG for compliance	Annual Report, Council Resolution on approved annual report	PEDTA
			55.2 - Implementation of the Reviewed Performance Management Framework	Reviewed Performance Management Framework	Improved service Delivery	R 100 000	Opex	4_55_55.2_P108	P108 - Reviewed Performance Management Framework implemented by 30 June 2018	2	Draft annual report 2016/2017 submitted to Council structures and Council for approval. Publication of the draft annual report facilitated		
										3	Publication for the approved annual report facilitated		
										4	Not Applicable		
										1	Section 46 report for the 2016/2017 ty prepared and submitted to Council structures for noting. Service Delivery and Budget Implementation Plan 2017/2018 implemented	Quarterly Reports on implementation of PMS Framework	PEDTA
										2	1st quarterly report prepared and presented to Council structures for noting		
										3	Mid-year performance report prepared, submitted to Council for noting and publicized		
										4	3rd quarterly report prepared and submitted to Council for noting and Internal Performance Reviews conducted.		
5. KPA 5: FINANCIAL VIABILITY AND MANAGEMENT													
Supply Chain Management	56 - To implement proper supply chain protocols in compliance with the MFMA legislation by June 2018	Develop and implement Procurement Plan	56.1 - 2017/2018 Procurement Plan developed and implemented	Approved 2016/2017 Procurement Plan	Improved compliance with SCM legislation	R 0	Opex	5_56_56.1_P109	P109 - 2017/2018 Procurement Plan developed and implemented by 30 June 2018	1	Procurement Plan developed and submitted to Council for approval	Approved 2017/2018 Procurement Plan, Council Resolution, Quarterly Reports on implementation of Procurement Plan	Budget and Treasury Office
										2	Procurement Plan implemented		
										3	Procurement Plan implemented		
										4	Procurement Plan implemented		
		Invite suppliers to update information on scm supplier database	56.2 - SCM Supplier Database Updated	SCM Supplier Database	Improved compliance with SCM legislation		Opex	5_56_56.2_P110	P110 - SCM Supplier Database updated by 30 June 2018	1	Invitation to potential suppliers to update issued and supplier database updated	Advert, Quarterly reports on update of database	Budget and Treasury Office
		Submit SCM reports in line with SCM Legislation	56.3 - Number of SCM quarterly reports submitted to Council for noting	2016/2017 SCM quarterly reports	Improved compliance with SCM legislation		Opex	5_56_56.3_P111	P111 - 4 SCM Quarterly reports submitted to Council for noting by 30 June 2018	2	1st SCM Quarterly Report submitted to Council for noting	SCM Quarterly Reports, Council Resolution	Budget and Treasury Office
										3	2nd SCM Quarterly report submitted to Council for noting		
										4	3rd SCM Quarterly report submitted to Council for noting		

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Budget and Reporting	57 - To improve compliance and adherence to legislation by June 2018	Development of a comprehensive audit file	57.1 - GRAP Compliant 2016/17 Annual Financial Statements developed and submitted to Auditor General	2015/16 Annual Financial Statements	Improved compliance with MFMA legislation	R 0	Opex	5.57_57.1_P112	P112 - GRAP compliant 2016/2017 Annual Financial Statements developed and submitted to AG by 31 August 2017	1 2 3 4	GRAP compliant 2016/2017 Annual Financial Statements developed and submitted by 31 August 2017 Not Applicable Not Applicable Not Applicable	Annual Financial Statements 2016/2017, Council Resolution	Budget and Treasury Office
		Respond to all request for information by Auditor-General	57.2 - Percentage submission of information requested by AG for 2015/2016 and 2016/2017 audit	2015/2016 RFI Register	Clean Administration	R 0	Opex	5.57_57.2_P113	P113 - 100% submission of information requested by AG for the 2016/2017 and 2017/2018 audit by 30 June 2018	1 2 3 4	100% submission of information requested by AG 100% submission of information requested by AG 100% submission of information requested by AG 100% submission of information requested by AG	2015/16 and 2016/2017 RFI register	Budget and Treasury Office
		Compilation of GRAP compliant fixed assets register	57.3 - 2017/2018 GRAP compliant fixed assets register compiled and maintained	2016/17 Fixed Assets Register compiled and maintained	Clean Administration	R 0	Opex	5.57_57.3_P114	P114 - 2017/2018 GRAP compliant fixed assets register developed and maintained by 30 June 2018	1 2 3 4	2017/2018 Assets Additions register developed and maintained 2017/2018 Assets Additions register maintained 2017/2018 Assets Additions register maintained 2017/2018 Assets Additions register maintained	2017/2018 Additions register and FAR	Budget and Treasury Office
		Implementation of the budget and reporting regulation	57.4 - 2017/2018 adjustment budget compiled and submitted to Council for approval	2016/17 Adjusted Budget	Improved compliance with the MFMA and Budget and reporting regulations	R 0	Opex	5.57_57.4_P115	P115 - 2017/2018 adjustment budget compiled and submitted to Council for approval by 30 June 2018	1 2 3 4	Not Applicable 2017/2018 budget adjusted and submitted to Council for approval 2017/2018 adjusted budget implemented Not Applicable	Council resolution on approved Adjusted Budget for 2017/2018	Budget and Treasury Office
			57.5 - 2018/2019 Budget compiled and submitted to Council for approval	2017/18 Adjusted Budget		R 0	Opex	5.57_57.1_P116	P116 - 2018/2019 Budget compiled and submitted to Council for approval by 31 May 2018	1 2 3 4	2018/2019 Budget Process Plan developed and submitted to Council for approval Approved 2018/2019 Budget Process Plan implemented Approved 2018/2019 Budget Process Plan implemented Approved 2018/2019 Budget Process Plan implemented	Council resolution approving the 2018/2019 Budget	Budget and Treasury Office
		Prepare MFMA reports as required by MFMA legislation	57.6 - Number of monthly and quarterly MFMA required reports developed and submitted to Council for noting	16/17 MFMA reports		R 0	Opex	5.57_57.6_P117	P117 - 8 Monthly, 1 half year and 4 Quarterly MFMA reports developed and submitted to Council by 30 June 2018	1 2 3	2 Monthly and 1 Quarterly reports developed and submitted to Council Structures 2 Monthly, 1 Quarterly, 1 Half Yearly and 1 MFMA reports developed and submitted to Council Structures 2 Monthly and 1 Quarterly reports developed and submitted to Council Structures	8 Monthly, 1 half year and 4 Quarterly MFMA reports, proof of tenuous submission	Budget and Treasury Office

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Expenditure Management	58 - To implement proper expenditure management in compliance with legislation by June 2018	Perform reconciliation of payroll	58.1 - Number of payroll reconciliations prepared and balanced to the general ledger	12 Payroll reconciliations (2016/17)	Clean Administration	R 0	Opex	5_58_58.1_P118	P118 - 12 payroll reconciliations prepared and balanced to the general ledger by 30 June 2018	4	2 Monthly and 1 Quarterly reports developed and submitted to Council Structures	12 Monthly payroll reconciliations signed off by the Chief Financial Officer.	Budget and Treasury Office
										1	3 payroll reconciliations prepared and balanced to general ledger		
										2	3 payroll reconciliations prepared and balanced to general ledger		
										3	3 payroll reconciliations prepared and balanced to general ledger		
Revenue Management	59 - To increase the amount of revenue collected annually by June 2018	Pay creditors within 30 days	58.2 - 100% payment of creditors within 30 days as per legislated framework	12 Creditors ageing reports (AC reports/ PV03) (2016/17 and Unpaid creditors report (PV02)	Improved Compliance with MFMA Legislation and Expenditure	R 0	Opex	5_58_58.2_P119	P119 - 100% payment of creditors within 30 days as per legislated framework by 30 June 2018	4	100% payment of creditors within 30 days	12 Creditors ageing reports (AC reports/ PV03) for 2017/18 and Unpaid creditors report (PV02)	Budget and Treasury Office
										1	100% payment of creditors within 30 days		
										2	100% payment of creditors within 30 days		
										3	100% payment of creditors within 30 days		
Revenue Management	59 - To increase the amount of revenue collected annually by June 2018	Compilation of 2016/17 General Valuation roll.	59.1 - 2016/2017 General Valuation roll compiled and approved	2015/2016 Valuation Roll	Improved correctness of debtors information on the billing system	R 1 000 000	Opex	5_59_59.1_P120	P120 - 2016/2017 General valuation roll compiled and approved by 30 June 2018	4	General Valuation Roll submitted to Council for Noting	PF06 rates report on the Sebata Financial System	Budget and Treasury Office
										1	Appointment of a service provider facilitated		
										2	Section 181 Activity Plan developed		
										3	Draft General Valuation Roll tabled for renewal		
Revenue Management	59 - To increase the amount of revenue collected annually by June 2018	Implement credit control and debt collection policy	59.2 - Percentage of revenue collection rate achieved	60 % Collection rate	Improve the financial viability of the Municipality.	R 0	Opex	5_59_59.2_P121	P121 - 65% collection rate of revenue billed achieved by 30 June 2018	4	General Valuation Roll submitted to Council for Noting	Quarterly Reports on collection rate achieved	Budget and Treasury Office
										1	Revenue enhancement plan developed		
										2	Credit Control and Debt Collection policy implemented		
										3	Credit Control and Debt Collection policy implemented		
Revenue Management	59 - To increase the amount of revenue collected annually by June 2018	Development of registers for revenue streams	59.3 - Number of registers for revenue streams that are balanced to general ledger developed	2016/2017 Registers	Completeness of Revenue	R 0	Opex	5_59_59.3_P122	P122 - 4 Registers for revenue streams that are balanced to general ledger developed by 30 June 2018	4	Credit Control and Debt Collection policy and Revenue enhancement plan implemented	Registers that balance general ledger votes for: etatis, pre-paid electricity, new connections, disconnections and reconections, hall deposits, refuse and rates, property rentals developed and reconciled	Budget and Treasury Office
										1	Registers balancing to the general ledger votes for: etatis, pre-paid electricity, new connections, disconnections and reconections, hall deposits, refuse and rates, property rentals developed and reconciled		
										2	Registers balancing to the general ledger votes for: etatis, pre-paid electricity, new connections, disconnections and reconections, hall deposits, refuse and rates, property rentals developed and reconciled		
										3	Registers balancing to the general ledger votes for: etatis, pre-paid electricity, new connections, disconnections and reconections, hall deposits, refuse and rates, property rentals developed and reconciled		

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Cash Management	60 - To ensure efficient, effective cash flow management by June 2018	Perform Cost coverage calculation in line with legislation	60.1 - Cost Coverage ratio exceeding 2 maintained	2016/17 cost coverage ratio	A sound working capital ratio	R 0	Opex	5_60_60.1_P123	P123 - Cost coverage ratio exceeding 2 maintained by 30 June 2018	1 2 3 4	Report that indicate cost coverage generated Report that indicate cost coverage generated Report that indicate cost coverage generated Report that indicate cost coverage generated	Report indicating the cost coverage ratio	Budget and Treasury Office
		Develop investment register that balances to the general ledger and bank statements	60.2 - Investment register that balances to the general ledger and bank statements developed and maintained	2016/17 investment register	Improved internal controls	R 0	Opex	5_60_60.2_P124	P124 - investment register that balances to general ledger and bank statement developed and maintained by 30 June 2018	1 2 3 4	Investment register that balances to the general ledger and bank statement implemented Investment register that balances to the general ledger and bank statement implemented Investment register that balances to the general ledger and bank statement implemented Investment register that balances to the general ledger and bank statement implemented		Budget and Treasury Office

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DR S.W. VATALA
MUNICIPAL MANAGER

DATE:

CLLR N. NYUKWANA
HONOURABLE MAYOR

DATE: