

ORGANISATIONAL SCORECARD 2016/2017																													
National KPA	Outcome 9	KZN PGDS KPA	IDP Strategic Objective	Objective	IDP & SOBP REF No.	Project/Strategy	Performance Indicator Ref No.	Unit Measure / Indicator	Annual Target	Total Budget for the Year	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Source of Funding	Ward	POE								
											Jul - Sep	Target	Target	Target	Target	Target	Target	Target											
GOVERNANCE AND REPORTING																													
Municipal Transformation and Institutional Development	Improved Administrative and Human Resources Management Practices	Governance and Policy	To ensure excellence in governance and leadership	Increasing accountability and efficiency in the municipality, improving reporting and oversight, ensuring compliance with legislation	EXEC-07/16-17	Leave schedule for all staff members	1	Number of quarterly leave schedules for all staff members submitted	4 quarterly leave schedules submitted by 30 June 2017	N/A	1 quarterly leave schedule for all staff members submitted	1 quarterly leave schedule for all staff members submitted	1 quarterly leave schedule for all staff members submitted	1 quarterly leave schedule for all staff members submitted	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Leave schedule and registers						
					EXEC-07/16-17	Performance Agreements and Performance Work Plans for Section 54 & 56 Managers	2	Number of Section 54 and 56 Performance Agreements and Performance Work Plans signed	5 Performance Agreements and Performance Work Plans signed by 30 June 2016 and submitted to Cogta by 31 July 2016	N/A	5 Performance Agreements and Performance Work Plans signed by 30 June 2016 and submitted to Cogta by 31 July 2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Signed Performance Agreements and Performance Plans			
					EXEC-07/16-17	Staff Performance Agreements and Performance Work Plans	3	Number of quarterly reports on staff performance agreements and performance work plans submitted	4 quarterly reports on staff performance agreements and performance work plans submitted by 30 June 2017	N/A	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	1 report on staff performance reports submitted	4 reports on staff performance, agreements and performance work plans		
					EXEC-07/16-17	Performance Assessments and Reviews	4	Number of Quarterly Performance Reports Submitted	4 Quarterly Performance Reports Submitted by 30 June 2017	N/A	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	1 Quarterly Performance Report submitted	Minutes and quarterly reports		
					EXEC-07/16-17	MID-Year Report	5	Council Resolution approving MID-Year Report (Section 72)	Council Resolution approving MID-Year Report (Section 72) submitted by 25 January 2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Council Resolution and Mid Year Report		
					EXEC-07/16-17	Annual Report	6	Council Resolution approving Annual Report	Council Resolution approving Annual Report submitted by 31 March 2017	N/A	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	1 Draft Annual Report for 2016/17 submitted	Attendance Registers, Council Resolution and Annual Report	
					EXEC-07/16-17	Management support to Council	7	No. of Council Meetings held	4 Council Meetings held by 30 June 2017	N/A	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	1 Council Meeting held	Attendance Register, Reports and Council Resolution Registers		
					EXEC-07/16-17	Management support to Exco	8	No. of EXCO Meetings held	12 EXCO Meetings held by 30 June 2017	N/A	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	3 Exco Meetings held	Minutes, Attendance Register		
					EXEC-07/16-17	MANCO	9	No. of MANCO Meetings held	12 MANCO Meetings held by 30 June 2017	N/A	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	3 Manco Meetings held	Minutes, Attendance Register and Reports		
					EXEC-07/16-17	Departmental staff meetings	10	No. of departmental staff meetings held	4 departmental staff meetings held by 30 June 2017	N/A	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	3 Departmental meetings held	Minutes and Attendance Register		
IDP AND ORGANISATIONAL AND INDIVIDUAL PMS																													
Good Governance and Public Participation	Single Window of Co-ordination	Governance and Policy	To ensure excellence in governance and leadership	To increase accountability and efficiency in the municipality, improve reporting and oversight, ensure compliance with legislation	EXEC-02/16-17	Integrated Development Plan Process (IDP) 2017/18	11	Council Resolution approving 2017/18 IDP/Budget/OPMS Process Plan	Council Adopted 2017/18 IDP/Budget/OPMS Process Plan by 31 August 2016	Operational	IDP Review Process Plan 2017/18; IDP Representative Forum Meeting on Draft IDP Process Plan held; IDP Process Plan to COGTA submitted and Advert on IDP Process Plan published	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Attendance Register						
					EXEC-02/16-17	Development Plan: 5 Year Strategic Planning Report, Budget and OPMS/IFMS 2017/18	12	Council Resolution approving Integrated Development Plan: 5 Year Strategic Planning Report, Budget and OPMS/IFMS and SOBP 2017/18 by June 2016	Integrated Development Plan: 5 Year Strategic Planning Report, Budget and OPMS/IFMS and SOBP 2017/18 by June 2016	Operational	N/A	IDP Ward Consultation Meeting held; Strategic Planning and IDP Representative Forum held; Draft IDP Report to Cogta submitted; Advert for Public Comments published	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Minutes and Attendance Register				
					EXEC-02/16-17	Organisational PMS and Individual PMS Framework and Review of PMS Policy	13	Council Resolution approving PMS Framework and Review of PMS Policy	Council Resolution approving PMS Framework and Review of PMS Policy by 30 June 2017	Operational	Submission of Draft O/PMS to Management and staff conducted to staff and management	Workshops on Draft O/PMS to Management and staff conducted to staff and management	Operational	Workshops on Draft O/PMS to Management and staff conducted to staff and management	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Council Resolution and O/PMS Framework and Review of PMS Policy, attendance registers			
					EXEC-02/16-17	SOBP - Performance Monitoring & Performance Committee Meetings	14	Number of SOBP monthly reporting meetings held	12 SOBP monthly reporting meetings held and reports submitted by 30 June 2017	Operational	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	Operational	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	3 SOBP monthly reporting meetings held and reports submitted	SOBP Monthly Report, minutes and attendance registers		
COMMUNICATIONS UNIT																													
Good Governance and Public Participation	Single Window of Co-ordination	Governance and Policy	To ensure excellence in governance and leadership	To increase accountability and efficiency in the municipality, improve reporting and oversight, ensure compliance with legislation	EXEC-03/16-17	Communication Strategy reviewed	15	Council Approved and Reviewed Communication Strategy	Council Approved and Reviewed Communication Strategy by June 2017	Operational	Draft TORs for Communication Strategy and establishment of committee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Attendance Register						
					EXEC-03/16-17	Development of Newsletters	16	No. of newsletters developed	4 quarterly newsletters developed by 30 June 2017	Operational	1 newsletter	1 newsletter	Operational	1 newsletter	1 newsletter	1 newsletter	1 newsletter	1 newsletter	1 newsletter	1 newsletter	1 newsletter	1 newsletter	1 newsletter	1 newsletter	1 newsletter	Copies of newsletters			
					EXEC-03/16-17	Broadcasting through radio slots	17	No. of radio slots broadcasted and number of invoices	12 radio slots broadcasted and number of invoices by 30 June 2017	Operational	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	Operational	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	3 radio slots broadcasted and 3 invoices submitted	Invoices			
					EXEC-03/16-17	Communication Pamphlets	18	No. of communication pamphlets developed	4 quarterly pamphlets developed by 30 June 2017	Operational	1 communication pamphlet developed	1 communication pamphlet developed	Operational	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	1 communication pamphlet developed	Copies of pamphlets	
					EXEC-03/16-17	Establishment of Communication Forum	19	Number of communication Forum Meetings held	4 Quarterly Communication Forum Meetings held and reports by 30 June 2017	Operational	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	Operational	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	1 Quarterly Communication Forum Meeting held and 1 Campaign on Communication of Municipal Programmes	Quarterly Reports: minutes and attendance registers	
					EXEC-03/16-17	Promotional Material (branding)	20	Report on Promotional Material Procured	4 quarterly reports on Promotional Material Procured	Operational	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	Operational	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	1 quarterly report on Promotional Material Procured	Invoices and delivery notes	
EXEC-03/16-17	Complaints Management System	21	Number of reports on complaints attended to through Complaints Management System	12 reports on complaints attended to through Complaints Management System by 30 June 2017	Operational	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	Operational	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	3 reports on complaints attended to through Complaints Management System	Reports on complaints attended to through Complaints Management System						
PUBLIC PARTICIPATION																													
Good Governance and Public Participation	Single Window of Co-ordination	Governance and Policy	To ensure excellence in governance and leadership	To increase accountability and efficiency in the municipality, improve reporting and oversight, ensure compliance with legislation	EXEC-04/16-17	Ward Committees	22	Number of reports on Ward Committee Meetings held and functionality of ward committees as well as 12 reports on ward committees by 30 June 2017	12 Reports on Ward Committee Meetings held and functionality of ward committees as well as 12 reports on ward committees by 30 June 2017	Operational	3 Reports on Ward Committee Meetings submitted (3 ward committee meetings per ward totalling to 60 per quarter); Establishment of ward committees and launch of ward committees	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Attendance Register, minutes and reports						
					EXEC-04/16-17	Development of Public Participation Strategy	23	Council Resolution approving Public Participation Strategy	Council Resolution approving Public Participation Strategy by 2017	Operational	Draft report on public participation strategy submitted	Training Workshop to Councilors and officials on the draft public participation strategy conducted	Operational	Final Draft Public Participation Strategy submitted to Council for approval	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Minutes, Attendance Register, Council Resolution and Adopted Public Participation Strategy			
SPECIAL PROGRAMMES																													
Good Governance and Public Participation	Single Window of Co-ordination	Governance and Policy	To ensure excellence in governance and leadership	To increase accountability and efficiency in the municipality, improve reporting and oversight, ensure compliance with legislation	EXEC-05/16-17	Establishment of Disability Forum	24	Number of Disability Forum Meetings and Workshops held; Reports submitted	4 Quarterly Disability Forum Meetings and Workshops held; 4 Disability Forum Reports submitted by 30 June 2017	R200 000.00	1-Quarterly Disability Forum Meeting held and Launch of Disability Forum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Reports on Disability Forum Meetings, Disability Framework and Council Resolution					
					EXEC-05/16-17	Establishment of Senior Citizen	25	Number of Senior Citizen Forum Meetings and Workshops held; Reports submitted	4 Quarterly Senior Citizen Forum Meetings and Workshops held as well as Reports thereon, by June 2017.	R200 000.00	1-Quarterly Senior Citizen Forum Meeting and Launch of Senior Citizen Forum; 1- Report on participation of Senior Citizens on National Golden Games	1-Quarterly Senior Citizen Forum Meeting held; Conduct Awareness Campaign on 16 Days of Activism; 1-Report on participation of Senior Citizens on National Golden Games	Operational	1-Quarterly Senior Citizen Forum Meeting held; Conduct Awareness Campaign on 16 Days of Activism; 1-Report on participation of Senior Citizens on National Golden Games	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Reports on Senior Citizen Forum Meetings, Framework and Council Resolution		
					EXEC-05/16-17	Establishment of Gender Forum	26	Number of Mens Forum Meeting held	4 Quarterly Mens Forum Meeting held and reports	R200 000.00	1-Quarterly Mens Forum Meeting held and Launch	1-Quarterly Mens Forum Meeting held and Launch	Operational	1-Quarterly Mens Forum Meeting held and Launch	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Reports on Mens Forum Meetings, Framework and Council Resolution	
					EXEC-05/16-17	Number of Womens Forum Meetings and campaigns held	27	4 Quarterly Womens Forum Meeting held and 4 Quarterly Reports submitted by June 2017	Operational	1-Quarterly Womens Forum Meeting held, Launch and Womens Day Celebration	1-Quarterly Womens Forum Meeting held, Launch and Womens Day Celebration	Operational	1-Quarterly Womens Forum Meeting held, Launch and Womens Day Celebration	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Reports on Womens Forum Meetings, Framework and Council Resolution	
					EXEC-05/16-17	HIV & AIDS Support	28	Number of quarterly meetings and reports on establishment and operation of Ward AIDS Committees (WAC) and Local Aids Council (LAC). Number of Workshops conducted on Operational Strategic Plan for HIV and Aids by 30 June 2017	Operational	1-Quarterly Meeting and Report on Establishment of WAC and LAC Launch.	1-Quarterly Meeting and Report on LAC. Workshop on Operational Strategic Plan for HIV and AIDS. Conduct Candle Lighting Event	Operational	1-Quarterly Meeting and Report on LAC. Workshop on Operational Strategic Plan for HIV and AIDS. Conduct Candle Lighting Event	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Minutes, Attendance Register and Council Resolution
					EXEC-05/16-17	Child Support Programme	29	Number of quarterly meetings on children support held and reports. Number of events on children support launched and awareness campaigns on children support conducted	Operational	1-Quarterly Meeting and Report on Children Support Programme. Launch of Local Advisory Child Care Forum. Mandela Day Event	1-Quarterly Meeting and Report on Children Support Programme. Awareness Campaign on 16 Days of Activism	Operational	1-Quarterly Meeting and Report on Children Support Programme. Awareness Campaign on 16 Days of Activism	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Minutes, Attendance Register and Council Resolution
					EXEC-05/16-17	Faith Based Organisation (FBO)	30	Number of quarterly meetings on FBO held and reports. Number of events on FBO launched	Operational	1-Quarterly Meeting and Report on FBO. Establishment of FBO	1-Quarterly Meeting and Report on FBO. Conduct Prayer Day Event	Operational	1-Quarterly Meeting and Report on FBO. Conduct Prayer Day Event	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Minutes, Attendance Register and Council Resolution
					EXEC-05/16-17	Youth Development Programme	31	Number of Quarterly Meetings and reports on Youth Development Programme. Number of reports on establishment of Youth Forum	Operational	1-Quarterly Meeting and Report on Youth Development Programme. Establishment of Youth Forum	1-Quarterly Meeting and Report on Youth Development Programme. Conduct a Career Development Summit	Operational	1-Quarterly Meeting and Report on Youth Development Programme. Conduct a Career Development Summit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Minutes, Attendance Register and Council Resolution
					EXEC-05/16-17	Arts and Culture Development	32	Number of Quarterly Meetings and reports on Arts and Culture Development. Number of reports on establishment of Arts and Culture Forum. Number of arts and culture events conducted by 30 June 2017	Operational	1-Quarterly Meeting and Report on Arts and Culture Development. Establishment of Arts and Culture Forum. Conduct Ubuhlebezile/baleniMakubvoni	1-Quarterly Meeting and Report on Arts and Culture Forum. 1-Report on participation in Unshushu Wobhanga in eNyokweni and Machobeni. 1-Report on participation in Ingoma Event	Operational	1-Quarterly Meeting and Report on Arts and Culture Forum. 1-Report on participation in Unshushu Wobhanga in eNyokweni and Machobeni. 1-Report on participation in Ingoma Event	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Minutes, Attendance Register and Council Resolution
					AUDIT COMMITTEE OVERSIGHT																								
Good Governance and Public Participation	Single Window of Co-ordination	Governance and Policy	To ensure excellence in governance and leadership	To increase accountability and efficiency in the municipality, improve reporting and oversight, ensure compliance with legislation	EXEC-06/16-17	Review of Audit Committee Charter	33	Council Approved and Reviewed Audit Committee Charter	Council Approved and Reviewed Audit Committee Charter by 30 June 2017	Operational	Review of Audit Committee Charter	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
					EXEC-06/16-17	Internal Audit Plan	34	Council Approved Internal Audit Plan	1- Audit Committee Plan tabled to Council by 30 June 2017	Operational	Received Internal Audit Plan submitted to the Audit Committee and Approved by Council	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
					EXEC-06/16-17	Internal Audit Reports	35	Number of Internal audit reports submitted to Audit Committee and Council	4 Internal audit reports submitted to Audit Committee and Council by 30 June 2017	Operational	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	Operational	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council	1 Internal audit reports submitted to Audit Committee and Council				
ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT																													
Good Governance and Public Participation	Single Window of Co-ordination	Governance and Policy	To ensure excellence in governance and leadership	To increase accountability and efficiency in the municipality, improve reporting and oversight, ensure compliance with legislation	MTID-02-16/17	Human Resource Strategy	36	Council Resolution Number Resource Strategy	Approved Human Resource Strategy by 30 June 2017	Operational	Develop Terms of Reference for the Service Provider. SCM Processes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Operational	Advert, TOR, Appointing Letter, Council resolution approving the strategy					
					MTID-02-16/17	Review/Development of HR Policies and Implementation	37	Number of policies reviewed and developed	Council Resolution on adopted policies reviewed and developed by 30 June 2017	Operational	Submit Report on policies to be reviewed and developed	Draft policies reviewed and new developed policies presented to Manco, MANCO, Employees, I/L, Corporate Portfolio and Exco	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Own Revenue	Council Resolution and Approved Policies		

COMMUNITY FACILITIES (SPORTS, HALLS AND MUNICIPAL BUILDINGS)																				
Basic Service Delivery and Infrastructure	Improved Access to Basic Services	Strategic Infrastructure	To provide high quality infrastructure network to support improved quality of life and economic growth	Elimination of infrastructure backlogs	BSID-09-16/17	Construction of KwaMame Civic Centre	95	Number of Square Metres of KwaMame Civic Centre Phase-1 (Includes indoor sport codes), offices and parking constructed	1400 Square Metres of KwaMame Civic Centre Phase-1 (Includes indoor sport codes), offices and parking constructed by June 2017	R 7 500 000	Design and Tender process and appointment of contractor	Site establishment and commencement of construction	45% of construction and progress report	Completion of Phase-1 and closed report	MIG	1	Close Out Report for Phase 01			
					BSID-09-16/17	Construction of Mthabane Traffic Centre Building (Planning & 20% Construction Phase 1)	96	Approved designs by vector departments, 20% construction phase completed (all earthworks & foundations)	20% Construction Phase completed (all earthworks & foundation works) by 30 June 2017	R 3 000 000	Preliminary & Final Designs and Report	Site establishment and commencement of a contractor	Site establishment and commencement of construction	20% construction phase completed (all earthworks & foundation works)	MIG	5	Close Out Report for 20% Works Completion			
					BSID-09-16/17	Construction of Mphahleli Community Hall	97	Number of Square Metres (Completed Hall)	Completion of 475 Square Metres constructed by June 2017	R 2 000 000	Advertisement and appointment of a contractor	Site establishment and commencement of construction	60% of construction and progress report	Completion of Mphahleli Community Hall	MIG	8	Completion Certificate			
					BSID-09-16/17	Construction of Mthabane Community Hall	98	Number of Square Metres (Completed Hall)	Completion of 475 Square Metres constructed by June 2017	R 2 500 000	Advertisement and appointment of a contractor	Site establishment and commencement of construction	60% of construction and progress report	Completion of Mthabane Community Hall	MIG	16	Completion Certificate			
					BSID-09-16/17	Refurbishment of Nordale Community Hall & Town Hall	99	Area of Nordale Community Hall Refurbished and Town Hall Area in (square metres)	Completion of 485 Square Metres of Refurbished Halls (02) by June 2017	R 3 500 000	Advertisement and appointment of a contractor	Site establishment and commencement of construction	60% of construction and progress report	Completion of Nordale Community Hall	Own Revenue	5	Completion Certificate			
					BSID-09-16/17	Steel Palisade Fencing of Nordale Sportsfield	100	Area of Nordale Sportsfield Fenced	565 metres of Nordale Sportsfield fenced by June 2017	R 1 000 000	Advertisement and appointment of a contractor	Site establishment and commencement of construction	50% of construction and progress report	Fencing of Nordale Sportsfield completed	Own Revenue	5	Completion Certificate			
					BSID-09-16/17	Construction of Ndombeni Sportsfield	101	Area of Ndombeni Sportsfield Constructed	Construction of 7200 Square Metres completed by June 2017	R 2 500 000	Advertisement and appointment of a contractor	Site establishment and commencement of construction	50% of construction and progress report	Construction of Ndombeni Sportsfield completed	Own Revenue	7	Completion Certificate			
					BSID-09-16/17	Construction of Erwenfsha Market stalls	102	Area of Market stalls Constructed	Construction of 85 Square Metres completed by June 2017	R 1 000 000	Advertisement and appointment of a contractor	Site establishment and commencement of construction	Advertment, appointment, Site establishment and commencement of construction	Construction of Erwenfsha Market Stalls completed	Own Revenue	4	Completion Certificate			
					BSID-09-16/17	KwaMame Cemetery Fencing	103	Area of KwaMame Cemetery Fencing CompletedMetres of KwaMame Cemetery Fencing by 30 June 2017	N/A	SCM Processes and Appointment of a contractor	Site establishment and commencement of construction	Completion of KwaMame Cemetery Fencing Project	N/A	Own Revenue	Appointment letter and reports				
					BSID-09-16/17	New Cemetery Clearing and Fencing	104	Area New Cemetery Clearing and Fencing project completedMetres of New Cemetery Clearing and Fencing completed by 30 June 2017	N/A	SCM Processes and Appointment of a contractor	Site establishment and commencement of construction	Completion of New Cemetery Clearing and Fencing	N/A	Own Revenue	Appointment letter and reports				
BSID-09-16/17	Construction of Nordale Cemetery Guard House & Ablution Facility	105	Area of Nordale Cemetery Guard House & Ablution Facility constructedSquare Metres of Nordale Cemetery Guard House & Ablution Facility completed by 30 June 2017	N/A	SCM Processes and Appointment of a contractor	Site establishment and commencement of construction	Construction of Nordale Cemetery Guardhouse & Ablution Facility Completed	1 meeting and report	N/A	5	4 Reports								
ELECTRIFICATION PROJECTS (INEP GRANT)																				
Basic Service Delivery and Infrastructure	Improved Access to Basic Services	Strategic Infrastructure	To provide high quality infrastructure network to support improved quality of life and economic growth	Elimination of infrastructure backlogs	BSID-10-16/17	Nkunduzi Electrification Project, Ward 09	106	Number of households electrified	764 households electrified by 30 June 2017	R 2 000 000	20% electrification construction	40% electrification construction	80% electrification construction	100% electrification construction	INEF/DoE	9	Close Out Reports and Eskom Handover Completion Certificate			
					BSID-10-16/17	Hazane Electrification, Ward 11	107	Number of households connected	64 households connected by 30 June 2017	R 14 000 000	20% electrification construction	40% electrification construction	80% electrification construction	100% electrification construction	INEF/DoE	11	Close Out Reports and Eskom Handover Completion Certificate			
					BSID-10-16/17	Nordale Electrification, Ward 05	108	Number of households connected	08 households connected by 30 June 2017	R 2 000 000	20% electrification construction	40% electrification construction	80% electrification construction	100% electrification construction	INEF/DoE	5	Close Out Reports and Eskom Handover Completion Certificate			
					BSID-10-16/17	High Mast Lights at Mthabane Village	109	Number of High Mast Lights installed or erected	4 High Mast Lights installed or erected by 30 June 2017	R 2 021 146	20% of construction	80% of construction	100% of construction and hand over to Client	-	MIG	3	Close Out Report & Eskom Handover Completion Certificate			
					BSID-10-16/17	LED Street Lights in CBD Area	110	Number of Street Lights erected	50 Street Lights installed or erected by June 2017	R 1 000 000	20% of construction	80% of construction	100% of construction and hand over to Client	-	INEF/DoE	5	Close Out Report & Eskom Handover Completion Certificate			
OPERATIONS AND MAINTENANCE (O&M UNIT)																				
Basic Service Delivery and Infrastructure	Improved Access to Basic Services	Strategic Infrastructure	To provide high quality infrastructure network to support improved quality of life and economic growth	Maintaining existing infrastructure	BSID-06-16/17	Municipal Offices (Drainage, Parking, Stormwater Upgrade)	111	Municipal Offices (Drainage, Parking, Stormwater Upgrade)	Completed by 30 June 2017	R 2 500 000	Design and SCM Process and Contractor Appointment	Site Establishment & 100% Works Commencement	50% Works Commencement	100% Works Commencement	Own Revenue		Close Out Report & Completion Certificate			
					BSID-11-16/17	KwaMame Offices Refurbishment & Telecom Upgrade	112	KwaMame Offices Refurbishment & Telecom Upgrade completed	Completed by 30 June 2017	R 1 500 000	Design and SCM Process and Contractor Appointment	Site Establishment & 100% Works Commencement	50% Works Commencement	100% Works Commencement	Own Revenue		Close Out Report & Completion Certificate			
					BSID-11-16/17	Refurbishment of Mthabane Town Tourism Information Centre	113	Refurbished Mthabane Town Tourism Information Centre by 30 June 2017	Completed by 30 June 2017	R 800 000	Specifications and Contractor Appointment	20% Works Commencement	50% Works Commencement	100% Works Commencement	Own Revenue		Close Out Report & Completion Certificate			
					BSID-11-16/17	Autocad Software, Plotter Repairs and Papers	114	(1) Autocad Software, (1) Plotter Repairs and Papers by 30 June 2017	Completed by 30 June 2017	R 400 000	Specifications and Service Provider/Supplier Appointment	Supply & Delivery	Plotter Repairs Completed	Own Revenue		Delivery Note				
					BSID-11-16/17	Street Lights Maintenance	115	Mthabane, Riverview, Nordale & St Lucia	Street Lights Maintenance Mthabane, Riverview, Nordale & St Lucia by 30 June 2017	R 1 500 000	Specifications and Contractor Appointment	20% Works Commencement	50% Works Commencement	100% Works Commencement	Own Revenue		Close Out Report			
					BSID-11-16/17	Urban Roads Routine Maintenance & Rehabilitation	116	6500 m ² Mthabane Urban Roads Routine Maintenance & Rehabilitation	6500 m ² Mthabane Urban Roads Routine Maintenance & Rehabilitation by 30 June 2017	R 6 500 000	Specifications and Contractor Appointment	20% Works Commencement	50% Works Commencement	100% Works Commencement	Own Revenue		Close Out Report			
					BSID-11-16/17	Roads & Stormwater Materials & Consumables	117	120 Asphalt Tons of Materials & Consumables	120 Asphalt Tons of Materials & Consumables by 30 June 2017	R 1 500 000	25% Specifications, Service Provider appointment, Material Delivery	25% Specifications, Service Provider appointment, Material Delivery	25% Specifications, Service Provider appointment, Material Delivery	25% Specifications, Service Provider appointment, Material Delivery	Own Revenue		Delivery Notes of Materials Delivered			
					BSID-11-16/17	Comprehensive Infrastructure Plan (CIP)	118	Mthabane Comprehensive Infrastructure Plan (CIP)	Completed by 30 June 2017	R 200 000	SCM Process & TOR for GIS Mapping of project	Appointment of Service Provider & Data Collection	Draft Project Mapping	Final Draft Project Mapping	Own Revenue		Close Out Report			
					BSID-11-16/17	Stormwater Maintenance/Upgrade	119	Mthabane & Nordale Stormwater Maintenance/Upgrade by 30 June 2017	Completed by 30 June 2017	R 1 500 000	Specifications and Contractor Appointment	20% Works Commencement	50% Works Commencement	100% Works Commencement	Own Revenue		Close Out Report			
					BSID-11-16/17	Rental of Plant & Equipment	120	Mthabane Municipal Rental of Plant & Equipment	Completed by 30 June 2017	Operational	Requisition, Order housing & Service Provider Appointment	Requisition, Order housing & Service Provider Appointment	Requisition, Order housing & Service Provider Appointment	Requisition, Order housing & Service Provider Appointment	Own Revenue		Delivery Note & Timesheet of Plant Rented			
Social and Economic Development	Community Work Programme implemented and co-operatives Supported	Job Creation	To expand local economic output and increase quantity and quality of employment opportunities	Facilitation and coordination of investment in Mthabane	SED-01-16/17	Tourism Awareness and Environmental Camps	121	Number of Mthabane Municipal Tourism Awareness and Environmental Camps conducted	4 Mthabane Municipal Tourism Awareness and Environmental Camps conducted and 4 reports submitted by 30 June 2017	R 80 000	(1) Tourism Awareness and Environmental Camps conducted and 1-report submitted	(1) Tourism Awareness and Environmental Camps conducted and 1-report submitted	(1) Tourism Awareness and Environmental Camps conducted and 1-report submitted	(1) Tourism Awareness and Environmental Camps conducted and 1-report submitted	Own Revenue	All	4 Reports			
					SED-01-16/17	LED Forum	122	Number of Mthabane Municipal LED Forum Meetings held	4 Mthabane Municipal LED Forum Meetings held 4 reports submitted by 30 June 2017	R 12 000	1-Mthabane Municipal LED Forum Meetings held 1-report submitted	1-Mthabane Municipal LED Forum Meetings held 1-report submitted	1-Mthabane Municipal LED Forum Meetings held 1-report submitted	1-Mthabane Municipal LED Forum Meetings held 1-report submitted	Own Revenue	All	4 Reports, attendance registers and invitation letters			
					SED-01-16/17	SMME Support & Capacity Building	123	Number of reports on Mthabane Municipal SMME Support & Capacity Building programme provided	4 reports on Mthabane Municipal SMME Support & Capacity Building programme provided by 30 June 2017	R 60 000	1-report on Mthabane Municipal SMME Support & Capacity Building programme provided	1-report on Mthabane Municipal SMME Support & Capacity Building programme provided	1-report on Mthabane Municipal SMME Support & Capacity Building programme provided	1-report on Mthabane Municipal SMME Support & Capacity Building programme provided	Own Revenue	All	4 reports, attendance registers and invitation letters			
					SED-01-16/17	Review of LED Strategy	124	Council resolution approving the Reviewed Mthabane Municipality Strategy	Council resolution approving the Reviewed Mthabane Municipality Strategy by 30 June 2017	R 50 000	Terms of Reference, SCM Process & Service Provider Appointment	Inception Report submitted	Draft Reviewed LED Strategy submitted	Final Draft Reviewed LED Strategy submitted to Council for approval	Own Revenue	N/A	Council Resolution approving LED Strategy			
					SED-01-16/17	Mthabane-Hlanganani Community Tourism Organisation Support (CTO)	125	Council resolution approving Mthabane-Hlanganani Community Tourism Organisation Support (CTO)	Council resolution approving Mthabane-Hlanganani Community Tourism Organisation Support (CTO) by 30 June 2017	R 50 000	Terms of Reference / Scope of Works / SCM Process & Service Provider Appointment	Draft Website Concept by Service Provider	Final Draft Website Concept by Service Provider	Fully Developed Website Concept by Service Provider	Own Revenue	N/A	Council Resolution and 1-Report			
					SED-01-16/17	LED & Tourism Workshops & Events	126	Number of workshops and events attended on participated in: Exhibition (Tourism Indaba) & Cape Town Tourism Canal Walk	1-report on workshops and events attended on participated in: Exhibition (Tourism Indaba) & Cape Town Tourism Canal Walk	R 150 000	N/A	N/A	N/A	K2N Provincial Tourism Indaba	Own Revenue	N/A	2 Reports and Council Resolution			
					CC-02-16/17	Mapping of Mthabane Infrastructure Services	127	Mapping of Mthabane Infrastructure Services and report	Council resolution approving a Comprehensive report on Mapping of Mthabane Infrastructure Services	R 800 000	Terms of Reference, SCM Process & Service Provider Appointment	Inception Report on Mapping of Mthabane Infrastructure Services	Draft Report on Mapping of Mthabane Infrastructure Services	Submission of final report on Mapping of Mthabane Infrastructure Services	Own Revenue	Urban Wards	Council Resolution, Final Report			
CC-02-16/17	Mthabane General Plan	128	Council Resolution approving Mthabane General Plan and Report by 30 June 2017	Council Resolution approving Mthabane General Plan and Report by 30 June 2017	R 800 000	Terms of Reference, SCM Process & Service Provider Appointment	Inception Report approving Mthabane General Plan	Draft General Plan and Report	Submission of Mthabane General Plan to Council for approval	Own Revenue	All	Council Resolution, General plan and report								
CC-02-16/17	Housing Sector Plan	129	Council resolution approving a Housing Sector Plan	Council resolution approving a Housing Sector Plan by 30 June 2017	R 150 000	Terms of Reference, SCM Process & Service Provider Appointment	Inception Report on Housing Sector Plan	Draft Housing Sector Plan	Submission of Final Reviewed Mthabane Housing Sector Plan for Council for approval	Own Revenue	All	Council Resolution, report on housing sector plan								
CC-02-16/17	Industrial Sites Demarcation and Registration	130	Number of reports on Mthabane Industrial Sites Demarcated and Registered	1 report on Mthabane Industrial Sites Demarcated and Registered by 30 June 2017	R 150 000	Terms of Reference, SCM Process & Service Provider Appointment	Preparation for Lodgement with Surveyor General	Preparation for Lodgement with Surveyor General	Registration with Surveyor General	Own Revenue	All	Council Resolution, report on demarcation of Mthabane Industrial site and registration								
CC-02-16/17	Town Planning Scheme	131	Council Resolution approving a Reviewed Mthabane Town Planning Scheme by 30 June 2017	Council Resolution approving a Reviewed Mthabane Town Planning Scheme by 30 June 2017	R 300 000	Terms of Reference, SCM Process & Service Provider Appointment	Inception Report from Service Provider	Draft Reviewed Mthabane Town Planning Scheme	Submission of Final Reviewed Mthabane Town Planning Scheme to Council for approval	Own Revenue	All wards	Council Resolution and approved Town Planning Scheme								
Financial Viability and Financial Management	To improve Municipal Finance and Administrative Capability	Governance and Policy	To ensure effective and efficient municipal financial management	Improvement of Cashflow Liquidity & Promotion of sound financial management	FVM-02-16/17	Review Financial Policies	132	No. of Finance Policies developed and Reviewed	Council Resolution on adopted policies reviewed and developed by 30 June 2017	N/A	N/A	Identify financial policies that need to be developed and reviewed and submit them to Manco and Portfolio Committee for input	Conduct Training Workshop to staff and council on developed and reviewed policies	Adoption of financial policies by 30 June 2017	N/A	N/A	Council Resolution			
					FVM-02-16/17	Calculation of all Ratios	133	No. of Calculated Ratios	4 Reports of Calculated Ratios by 30 June 2017	N/A	1 Report of Calculated Ratios	1 Report of Calculated Ratios	1 Report of Calculated Ratios	1 Report of Calculated Ratios	1 Report of Calculated Ratios	1 Report of Calculated Ratios	N/A	N/A	Quarterly reports for calculation of Ratios	
					FVM-01-16/17	Calculation of Debt Coverage Ratio	134	No. of Calculated Ratios	4 Calculated reports of Ratios by 30 June 2016	N/A	1 Calculated reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	N/A	N/A	Quarterly report for calculation of Ratios	
					FVM-01-16/17	Calculation of Cost Coverage Ratio	135	No. of Calculated Ratios	4 Calculated report of Ratios by 30 June 2016	N/A	1 Calculated reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	N/A	N/A	Quarterly report for calculation of Ratios
					FVM-01-16/17	Calculation of Outstanding Service Debtor	136	No. of Calculated Ratios	4 Calculated report of Ratios by 30 June 2016	N/A	1 Calculated reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	1 Calculated Reports of Ratios	N/A	N/A	Quarterly report for calculation of Ratios
					FVM-02-16/17	Maintain and Update of Fixed Assets Register	137	GRAP compliant Fixed Assets Register	100% GRAP compliant Fixed Assets Register by 30 June 2017	R700 000.00	Maintain and update Fixed Assets Register	Maintain and update Fixed Assets Register	Maintain and update Fixed Assets Register	Maintain and update Fixed Assets Register	Operational	N/A	Auditor findings on Municipal Asset Register			
					FVM-02-16/17	Budget Adjustment	138	Budget Adjustment Report and Council Resolution Adopting Adjusted Budget	Approved Budget by Council on 28 February 2017	N/A	N/A	N/A	Drafting of Budget Adjustment Report for Approval of Adjustment Budget	Approval of Draft Budget for 2016-17	N/A	All Wards	Council Resolution adopting adjustment budget			
					FVM-02-16/17	Annual Budget for 2017/2018	139	Council Approved Annual Budget	2017-2018 Annual Budget approved by Council by 30 May 2017	N/A	Adoption of budget process plan by 31 August 2016	Budget Meeting (internal and external) on departmental levels	Approval of Draft Budget for 2017-2018 by May 2017	Council Resolution Approving Annual Budget for 2017-2018 by Council	In House	All Wards	Council Resolution			
					FVM-02-16/17	Grants Reconciliations	140	No. of Monthly Grant Reconciliations/Registers reviewed	12 Monthly Grant Reconciliations/Registers reviewed by 30 June 2017	N/A	Prepare 3 Monthly Grants Reconciliations/Registers	Prepare 3 Monthly Grants Reconciliations/Registers	Prepare 3 Monthly Grants Reconciliations/Registers	Prepare 3 Monthly Grants Reconciliations/Registers	In House	N/A	Grants Reconciliations/Registers Reviewed			
					FVM-02-16/17	VAT Reconciliation	141	No. of Monthly VAT Returns submitted to SARS	12 Monthly VAT Returns submitted to SARS	N/A	Review 3 VAT returns submitted to SARS	Review 3 VAT returns submitted to SARS	Review 3 VAT returns submitted to SARS	Review 3 VAT returns submitted to SARS	In House	N/A	VAT Returns submitted to SARS			
					FVM-02-16/17	Bank and Investment Reconciliations	142	No. of Monthly Bank Reconciliations and Investment Registers reviewed	24 Monthly Bank Reconciliations and Investment Registers reviewed by 30 June 2017	N/A	Prepare 6 Monthly Bank Reconciliations and Investment Register	Prepare 6 Monthly Bank Reconciliations and Investment Register	Prepare 6 Monthly Bank Reconciliations and Investment Register	Prepare 6 Monthly Bank Reconciliations and Investment Register	In House	N/A	Bank Reconciliations and Investment Registers Reviewed			
					FVM-02-16/17	Salaries Reconciliations	143	No. of Monthly Salaries Reconciliations	12 Monthly Salaries Reconciliations by 30 June 2017	N/A	Prepare 3 Reports on Salaries Reconciliations	Prepare 3 Reports on Salaries Reconciliations	Prepare 3 Reports on Salaries Reconciliations	Prepare 3 Reports on Salaries Reconciliations	In House	N/A	Salaries Reconciliations Reported			
					FVM-02-16/17	Creditor Reconciliations	144	Monthly Creditors paid within in 30 days	12 Monthly Creditors paid within in 30 days by 30 June 2017	N/A	Prepare 3 Monthly on creditors reconciliations	Prepare 3 Monthly on creditors reconciliations	Prepare 3 Monthly on creditors reconciliations	Prepare 3 Monthly on creditors reconciliations	In House	N/A	Creditor Reconciliations Reported			
					FVM-02-16/17	MFMA Compliance	145	Monthly Compliance Reports	12 monthly compliance report by 30 June 2017	N/A	Prepare 3 Monthly Compliance Reports	Prepare 3 Monthly Compliance Reports	Prepare 3 Monthly Compliance Reports	Prepare 3 Monthly Compliance Reports	In House	N/A	Compliance Reports			
Financial Viability and Financial Management	To improve Municipal Finance and Administrative Capability	Governance and Policy	To ensure effective and efficient municipal financial management	Improvement of Cash flow Liquidity & Promotion of sound financial management	FVM-03-16/17	Debtor Reconciliation	146	Number of debtors reconciliations prepared	12 debtors reconciliations reviewed by 30 June 2017	N/A	Prepare 3 Debtors reconciliations	Prepare 3 Debtors reconciliations	Prepare 3 Reports on Debtors	Prepare 3 Reports on Debtors	In House	N/A	Debtors Reconciliations Reported			
					FVM-03-16/17	Revenue Enhancement Strategy	147	Council adopted Revenue Enhancement Strategy by 30 June 2017	Council approved Revenue Enhancement Strategy by 30 June 2017	N/A	Develop a revenue enhancement strategy	Present the strategy to MANCO for input	Workshop the strategy to Council	Adoption of Revenue Enhancement Strategy	In House	N/A	Revenue enhancement strategy			
					FVM-03-16/17	Supplementary Valuation Roll	148	Council Approved SV	Council approved Supplementary Valuation Roll by 30 June 2017	R390 000.00	N/A	N/A	Develop a Supplementary Valuation Roll by Council	Approval of Supplementary Valuation Roll by Council	In House	N/A	Council Resolution			
					FVM-03-16/17	Municipal Billing	149	Number of Billing Reports generated	12 Monthly Billing Reports generated by 30 June 2017	N/A	Prepare 3 Monthly Billing Reports	Prepare 3 Monthly Billing Reports	Prepare 3 Monthly Billing Reports	Prepare 3 Monthly Billing Reports	In House	N/A	Billing Reports			

Financial Viability and Financial Management	To improve Municipal Finance and Administrative Capability	Governance and Policy	To ensure an effective advisory role to management and council	Improvement of Cashflow Liquidity & Promotion of sound financial management	FVFM-05-16/17	SCM Report	129	Number of Monthly SCM reports submitted to Council	4 SCM Report submitted to council by 30 June 2017	N/A	1 SCM Report submitted to council			1 SCM Report submitted to Council			1 SCM Report submitted to Council			In-House	N/A	Council resolution on SCM reports			
					FVFM-05-16/17		130	No of Departmental SCM Procurement Plan received	Implementation of 2016/17 SCM Procurement Plan by 30 June 2017	N/A	Implementation of Procurement Plan by September 2016			Implementation of Procurement Plan by December 2016			Implementation of Procurement Plan by March 2016			Implementation of Procurement Plan by June 2016			In-House	N/A	Report on the implementation of Procurement Plan
					FVFM-05-16/17	Implementation of Procurement plan	131	Council Resolution/MANCO approval of Procurement Plan	Council/MANCO approved Procurement Plan	N/A	N/A			N/A			N/A			Source and consolidated departmental inputs for approval by Council/MANCO			In-House	N/A	Approved Procurement plan for 2017/2018
					FVFM-05-16/17	Update Supplier Database (CSD)	31	Number of K2275 Suppliers registered on Centralised Suppliers Database (CSM)	K2275 suppliers on CSD database by 30 June 2017	N/A	Local Suppliers assisted to register on CSD			Local Suppliers assisted to register on CSD			Local Suppliers assisted to register on CSD			Local Suppliers assisted to register on CSD			In-House	N/A	List of Suppliers registered

.....
Municipal Manager's SIGNATURE

.....
VERIFIED BY PMS MANAGER