ACTING MUNICIPAL MANAGER 1 2ND QUARTER 2015/16 SDBIP

ACTING MUNICIPAL MANAGER MR. SG MABUDA

TOTAL WEIGHTING PER KEY PERFORMANCE AREA (KPA) = 100%

Service Delivery & Infrastructure Development (2) 5%

Municipal Institutional Development and Transformation (8) 22%

Local Economic Development (2) 5%

Municipal Financial Viability & Management (4) 12%

Good Governance and Public Participation (22) 56%

IDP PRO	ECTS									0000 000	ernance and Public Par	ticipation (22)				56%
IDP Linkage / Project ID.	Budget Linkage	Item Nr.	Objectives	Key Performance Indicators (KPI)	Annual Target	Revised Target	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
IDP - MIG Funding	20000040100000	MM1	MIG funding spent to ensure the upgrading and maintenance of infrastructure in the KOSH	City of Matlosana spent	Spending of MIG grants allocated to the City of Matlosana at a cost of R 84 493 000 by June 2016			2	R 0 R 28 164 333 R 56 328 666 R 84 493 000			R 4 084 540 R 25 447 534	Supply Chain processes and verification of MIG expenditure	Speedup appointment of contracters. Fastrack verification process expenditure		PAC report. Vote number.
IDP - MIG Roll- Over Funding	2000040300000	MM2	MIG roll-over funding spent to ensure the upgrading and maintenance of infrastructure in the KOSH	Matlosana	Spending of MIG roll-over grants allocated to the City of Matlosana at a cost of R24 659 014 (estimation) by March 2016			2	R 9 219 671 R 16 439 343 R 24 659 014			R 2 434 478	Supply Chain processes and verification of MIG expenditure Slow pace by the main contractor	Speedup appointment of contracters. Fastrack verification process expenditure		PAC report. Vote number.
OPERATIO	NAL															
IDP Linkage / Project ID.	Budget Linkage	Item Nr.	Objectives	Key Performance Indicators (KPI)	Annual Target	Revised Target	Base Line	Quarter	Quarterly Projected Target	Rating Key	Quarterly Actual Achievement	Actual Expenditure	Reason for Deviation	Planned Remedial Action	Comments	Portfolio of Evidence
Operational	N/A	ммз	To ensure that the mandate of council is executed	% of Council resolutions implementation within required timeframe	Implementing 100% 80% of all council / mayco / administrators resolutions by June 2016	CC2/2016 dated 29/1/2016 - Inclusion of Mayco / Administrato r. 80% Annual and quarterly targest to be	New indicator		Nr. received / Nr executed 100% Nr. received / Nr executed 100% Nr. received / Nr implemented 80% Nr. received / Nr implemented 80%						No information received	Nr of council resolutions. Execution letters / notes
Operational	N/A	MM4	To ensure the that the quality of the information is on an acceptable standard	Directorate's annual report input provided before tabling of the draft annual report	Providing the directorate's annual report input before the draft annual report is tabled by August 2015		New indicator		Credible annual report input provided		Credible annual report input provided -					Completed AR template

	l	MM5	To ensure that the	Directorate's IDP inputs	Providing the directorate's IDP				L	L	I			IPD needs
<u></u>		IVIIVIO	programmes and	provided before the draft	inputs before the draft budget is		ior	1						and priority
Operational	N/A		projects of the	budget is tabled	tabled by 26 March 2016		New indicator	2	-	-				list
pera	Ž		directorate are incorporated				.E.	3	Credible IDP inputs					
0			incorporated				S S	4	provided -					+
		MM6	T	0/ - 6 - 11 : 4 1:6 - 4 - : - 1 -	M	CC2/2016		4	No accessed (Noncoloud				No information	T d
		IVIIVIO	To reduce risk areas and protect the	% of all identified risks managed by implementing	Managing 100% of all identified high risks by implementing	dated		1	Nr. received / Nr resolved 100%				received	Top and bottom layer
<u> </u>			municipality against	corrective measures	corrective measures by June	29/1/2016 -	tor	2	Nr. received / Nr resolved				No information	SDBIP
atio	N/A		legal actions		2016	Annual	dica	2	100%				received	
Operational	_					target to be amended to	New indicator	3	Nr. received / Nr resolved 100%					
						"identified	Z		Nr. received / Nr resolved					
						high risks"		4	100%					
		MM7	To ensure that the all	Directorate's SDBIP inputs	Providing the directorate's SDBIP		_	1	-	-				Identify risks
onal			the directorates KPI's are catered for	before the draft SDBIP is	inputs before the draft SDBIP is submitted by 25 May 2016		catol	2	-	-				(register portion).
Operational	N/A		are catered for		Submitted by 25 May 2010		New indicator	3	-					Solutions
Ö							New	4	Credible SDBIP inputs					
								4	provided					
Compli- ance		8MM	To conducted quarterly reviews to comply with	Conducting 4 quarterly reviews with section 56	Conducting 4 quarterly reviews with section 56 employees by			1	7 Interviews conducted	None			No information received	Assessment report
ance	_		legislation	employees by June 2015	June 2015			2	7 Interviews conducted	None			received	героп
	N/A								7 Interviews conducted					+
								3						
								4	7 Interviews conducted					
		MM9	To approve the Annual Performance Report to	2015/16 Annual Performance Report	Approving 2015/16 Annual		- 28		2015/16 Annual Performance Report	2015/16 Annual Performance Report			31 August 2015	MM Letter
40			comply with section 46	approved by Municipal	Performance Report by Municipal Manager by August 2015		oved 4	1	approved	approved by Municipal				
anos an	⋖		of the MSA	Manager	manager by raguet 2010		appro 201		арр. 0.00	Manager				
Compliance	N/A						PR a	2	-	-				Ī
ŏ							14 A Au	3	-					1
							2013/14 APR approved - 28 August 2014	4	-					
		MM10	To table the Draft /	Draft / Unaudited 2015/16	Tabling the Draft / Unaudited		4 4	· ·	Draft / Unaudited 2015/16	 Draft / Unaudited			MM 135/2015 &	Item. Council
			Unaudited Annual	Annual Report tabled before	2015/16 Annual Report before		7201, 7201,	1	Annual Report tabled	2015/16 Annual			ADM 31/2015	Resolution
92			Report to comply with	Council	Council by 30 September 2015		Draft / Unaudited 2013/14 AP tabled. CC 106/2014 dated 28/08/2014.	'		Report approved by			dated 31 August	
Compliance	Ν×		section 121 and Circular 63 of MFMA				CC S%08	2	_	Administrator			2015	<u> </u>
Ş			Circular 05 of Wil WA				Una bled ted 2							-
							aft/ P ta da	3	-					-
		1111111	To table the Audited	Audited 2015/16 Annual	Tablica tha Assiltad 0045/40		□ ٩	4	-					li 0
		MIMIT	Annual Report to	Report tabled before	Tabling the Audited 2015/16 Annual Report before Council by		SP 35	1	-	-				Item. Council Resolution
			comply with section	Council	31 January 2016		Report tabled. M January 2015. 3		Finalize quotations for text	Quotations for text			Service provider	110001011011
			121 of MFMA				tabl ry 2(nuar		editing and request sealed quotations for printing of	editing requested on 08/12/2015. Tender			(F Postma) for text editing	
Compliance	_						port anua 0 Ja	2	annual report	for sealed quotations			appointed on	
ildi	N/A						II Re 22 Js ed 3			for printing of annual			21/12/2015.	
So							ted 2			report compiled on			Tender for sealed	
							14 Aı 5 dai 2015	_	2015/16 Annual Report	18/12/2015			quotations close	†
							2013/14 Annual Report tabled. MM 32/2015 dated 22 January 2015. SP CC 1/2015 dated 30 January 2015	3	tabled]
							3 2 0	4	-]
	•	•				1			1			•		

		MM12	To approve the Mid- Year Assessment	2015/16 Mid-Year Assessment Report	Approving the 2015/16 Mid-Year Assessment Report by the		2014/15 Mid-Year Assessment Report approved. SP CC	1	-	-					MM Resolution.
Compliance	4		Report to comply with	approved by the Executive	Executive Mayor by 23 January		Aid-Yant Re	2	-	-					Council
ompli	N/A		section 72 of the MFMA	Mayor	2016	1	715 N ssmel oved	3	2015/16 Mid-Year Assessment Report						Resolution
O			IVIFIVIA				2014 Assee appr	4	-						†
		MM13	To approve the final	Final 2016/17 SDBIP	Approving final 2016/17 SDBIP			1	-	-					Council
nce			SDBIP to ensure compliance with	approved by Executive	by Executive Mayor (28 days after approval of budget) by June		5/16 rove 5 dat	2	-	-					Resolution
Compliance	N/A		legislation	Mayor	2016	3	al 201 P app 7/201	3	-						†
ပိ						i	Final 2015/16 SDBIP approved. MM 97/2015 dated	4	Final 2016/17 SDBIP						1
		MM14	To sign the	2016/17 Performance	Signing 2016/17 performance		- P	1	approved -	-					Signed
90			Performance Agreements to comply				6 nce signe	2	-	-					Agreements MM
Compliance	N/A		with legislation	employees signed	employees by June 2016		2015/16 Performance reements signe	3	-						Resolution
Cor			-			1	20 Perf green	4	2015/16 Performance						1
		10145	T	E: 10040/47 IDD			ð,	4	Agreements signed						0 "
Φ		MM15	To approve the final IDP to comply with	Final 2016/17 IDP approved by Council	Approving final 2016/17 IDP by Council by May 2016	9	Final 2015/16 IDP approved. SP CC 37/2015 dated 29	1	-	-					Council Resolution
Compliance	N/A		legislation	,	, ,		15/16 1. SP dated	2	-	-					<u> </u>
Somp	Z					3	al 201 irovec 2015	3	-						<u> </u>
Ü						i	app 37//	4	Final 2016/17 IDP approved						
Outcome 9		MM16	To control expenditure management to ensure financial sustainability	Quarterly capital expenditure as a % of planned capital expenditure	Quarterly capital expenditure as a % of planned capital expenditure (R 138 927 000) by June 2016		2	1	R 13 892 700 10%	6.20%	R 7 450 084	Supply Chain processes and verification of MIG expenditure	Speedup appointment of contracters. Fastrack verification process expenditure		Printout from Main Ledger Account
	N/A						R 126 296 912 64%	2	R 55 570 800 40%	21.00%	R 29 007 951	Supply Chain processes and verification of MIG expenditure	Speedup appointment of contracters. Fastrack verification process exp		
NKP - Indicator							∝	3	R 90 302 550						1
NKP								4	R 138 927 000 100%						1
		MM17	To control expenditure management to ensure financial sustainability	% of operational budget spent on repairs and maintenance	4% of operational budget spent on repairs and maintenance at a cost of R 78 131 164 by June			1	R 19 532 791 25%	14%	R 8 865 148		Increase in expediture as soon as new debt collection stategies start to shown		Printout from Main Ledger Account
Outcome 9	2000001100000				2016		58 111 213 88%	2	R 39 065 582 50%	39.00%	R 29 905 124	as a result of year end processes and cashflow restictions	results		
Ō	2000						S.	3	R 85 598 373 75%						
								4	R 78 131 164 100%						
Compliance		MM18	To approve the budget in order to comply with legislation	2016/17 Budget planning process time table tabled	Tabling the 2016/17 budget planning process time table by 31 August 2015		2014/15 Budget Process Plan tabled CC 109/2013 dated 29	1	2016/17 Budget Process Plan tabled	2015/16 Budget Process Plan submitted to Administator				ADM 29/2015 dated 31 August 2015	Time Table. Council resolution
ildmo	N/A					-	Budi Plan ta 3/201.	2	-	-					
O							14/15 C 108	3	-]
							g 0	4	-						

			To approve the budget in order to comply with		Approving the final 2016/17	t get	1	-		-					Council Resolution
Compliance	N/A		legislation	approved	budget by May 2016	2014/15 Budget approved CC 74/2014	2	-	[-					Resolution
Com	_					014/1 app CC 7	3	0040/47 D. de de accessed	-						<u> </u>
 		MANAGO	T the hildest	2040/47 D. deet eeleted	Approving the final 2016/17	2	4	2016/17 Budget approved							Causail
Φ				2016/17 Budget related policies approved	budget related policies and tariffs	get iffs	1	-	-	-					Council Resolution
Compliance	N/A		legislation		by May 2016	2014/15 Budget policies & tariffs approved	2	-		-					1
Comp	Z					14/15 licies appr	3	-	-						<u> </u>
						20 Do	4	2016/17 Budget policies & tariffs approved							
i			To approve the	2015/16 adjustment budget	Approving the 2015/16	get	1	-		-					Council
ance	_		Adjustment Budget to comply with legislation	approved	adjustment budget by 28 February 2016	/14 t Bud d. CC	2	-	-	-					Resolution
Compliance	N/A		comply managiciation			2013, tmen orove	3	2015/16 Adjustment							Ī
Ö						2013/14 Adjustment Budget approved. CC	4	Budget approved	-						1
				2014/15 financial	Submitting the 2014/15 financial	to		2014/15 Financial		2014/15 Financial					Letter to
Φ			Financial Statements on time to comply with	statements submitted to the Auditor-General	statements to the Auditor-General by 31 August 2015	2012/13 Financial Statements submitted to Auditor-General 31	1	Statements submitted		Statements submitted to AG on 31 August					Auditor - General
oliano	N/A		legislation	Additor-General	by 51 August 2015	Finar subn sener				2015					General
Compliance	Z					2/13 nents itor-G	2	-		-]
						201 taten Aud	3	-	F						<u> </u>
 		MM23	To control debt	% of debt collected as a	85% of debt collected as a	S	4	80%		68%	D 1 000 303 237	Outstanding debtors cannot	Electrical disconnections to		Printout from
			management to ensure	percentage of money owed	percentage of money owed to the			00 /6	ľ	00 /0		be recovered due to the low	be increased and additional		Main Ledger
			financial sustainability	to the municipality	municipality by June 2016							capacity of Elec Services to do disconnections and no	notices sent out		Account
							1					capacity in Water to do			
												restrictions. The services of external debt collectors was			
9 9												stopped and cases cannot			
Outcome 9	N/A					%92			-			be handed over to attorneys			1
ŏ								81%	1	68%		Dismal collections done due to the public holidays and the			
							2					festive season	with only basic services and		
													rates to be handed to attorneys		
							3	83%	-				attorneys		†
								85%	-						†
			To control credit	% payment within	Settling 95 % of all payments	30		50%		50% on bulk services			Revenue Enhancement	Daily cash flow	Printout from
			management to ensure timeous payment of	30 days from date of invoice/statement	(creditors) done within 30 days of receipt of invoice / statement by	vithin	1					the speed rate of payment of suppliers	project will address the current status	management meeting is in	Main Ledger Account
			creditors and service	of invoice/statement	June 2016	ade v	·					заррного	current status	place to prioritize	Account
Operational	_		providers			s me		75%	-	80%				payment We have an	1
perat	N/A					ts were days	2	1376	ľ	00 /6				estimated 1500	
0						Not all payments were made within 30 days								creditors and 1200 was paid	
						l pa	3	75%	-					1200 was palu	†
, 1						~	J	1070	Į.						

		MM25	The number of people	Number of male employees	Appointing 32 male employees on	,1	I	1	1	1			Resolution.
NKP - Indicator		IVIIVIZJ	from employment	on the first three highest	the first three highest levels of	'			-				Advertiseme
İndi	N/A		equity target groups	levels of management	management by June 2016			2	_	-			. Appointme
Ą.	_		employed in the first					3	-				letter
Ž			three highest levels of management (National					4	32				
for		MM27	Indicator)	Number of female	Appointing 14 female employees			1	_	-			Resolution.
dica	4		,	employees on the first three highest levels of	on the first three highest levels of management by June 2016			2	_	-			Advertiseme
NKP - Indicator	N/A			management	management by June 2016			3	_				letter
N N								4	14				
		MM28	To create jobs to reduce unemployment	Number of permanent and jobs exceeding 3 months	Creating 1-000 800 permanent and jobs exceeding 3 months	CC2/2016 dated		1	150	102	More jobs to be created next quarter	To catch up next quarter	Identify risks (register
National KPI	N/A		and enhance local economic development activities	jobs created - Urban Area	through the Municipality's local economic development initiatives including capital projects by June 2016 - Urban Area	29/1/2016 - Nr of jobs to be reduced - Annual and quarterly targets to be adjusted	1 596 Jobs created	2	400	128	Due to the SCM delay with the appointment of service providers for civil projects and delay with the appointment of EPWP's the target could not be reached.	Target to be reduced	portion). Solutions
								3	250				
								4	320				
		MM29	To create jobs to reduce unemployment	Number of permanent and jobs exceeding 3 months	Creating 80 35 permanent and jobs exceeding 3 months through		p	1	20	15	More jobs to be created next quarter	To catch up next quarter	Register
National KPI	N/A		and enhance local economic development activities	jobs created - Rural Area	the Municipality's local economic development initiatives including capital projects by June 2016 -	29/1/2016 - Nr of jobs to be reduced - Annual and	Jobs created	2	20	20	Due to the severe drought no agricultural jobs could or will be created.	Target to be reduced	
ž					Rural Area	quarterly	41	3	0				
						targets to be	,	4	0				
		MM30	To revise the Risk	Risk Register revised and	Revising the 2015/16 Risk	- Deserted		1	-	-			Risk register
			Register to determine	approved to determine the	Register to determine the linkage		giste Rist		_				Notices.
Compliance	_		the linkage between	linkage between	between departmental objectives		Reg 5/16 piled	-					Attendance
mpli	N/A		departmental objectives and risk	departmental objectives and risk activity	I and risk activity and approving the 2015/16 Risk Register by		Rist 201	3	-				register. Ris Assessment
S			activity	non douvity	June 2016		2015/16 Risk Register revised. 2015/16 Risk register compiled and	4	2015/16 Risk Register revised and 2015/16 Risk Register approved				report.
Compliance	N/A	MM31	To conduct Fraud Risk assessment to ensure good governance and to comply with legislation	Nr of fraud risk assessments in conjunction with provincial department conducted on emerging risks	Conducting 2 fraud risk assessments with Council departments in conjunction with provincial department on the emerging risks by June 2016		Risk Assessment workshops conducted	1	1 Fraud risk assessment	Conducted a fraud risk assesment with Corporate Service and Finance directorates based on the survey conducted in 2014/15 financial year.			Fraud and Anti- Corruption Plan. Notice Attendance register. Assessment report.
O							ssessm	2	Report to Council	Report to Council, but not approved			
							isk A	3	1 Fraud risk assessment				
							2 R	4	Report to Council				

Compliance	N/A	Committee Meetings to ensure good	Number Audit Committee meetings held to ensure an effective discharging of responsibilities	Holding 4 Audit Committee meetings to ensure an effective discharging of responsibilities by June 2016	3 Performance Audit Committee meetings held	1 2 3 4	1 1 1	2		1 Special meeting held in 1 Special meeting held in November	Attendance Register
Compliance	N/A	Information Audit Reports to ensure compliance with	Number of performance information audit reports issued to assess the efficiency and effectiveness of performance achieved	Issuing 4 Performance information audit reports to assess the efficiency and effectiveness of performance achieved by Council by June 2016	4 Performance information audit reports issued	1 2 3 4	4th Quarter report of 2013/14 performance 1st Quarter report of 2014/15 performance 2nd Quarter report of 2014/15 performance 3rd Quarter report of 2014/15 performance	1			Quarterly Reports. Council resolution
Compliance	N/A	outstanding disclaimer and qualifications to ensure sound financial management		Reporting with 1 follow-up audit to review resolutions on outstanding disclaimer and qualifications on the Auditor General's report by June 2016	2 Internal follow-up reports compiled, but no audit	1 2 3 4	- - 1 Follow-up report	-			1 Follow-up Report
Compliance	N/A	reports to ensure good governance	Number activity reports issued to the Audit Committee and Accounting Officer on the progress of rolling out the audit plans	Issuing 4 activity reports to the Audit Committee and Accounting Officer on the progress of rolling out the audit plans by June 2016	3 Activity reports issued	1 2 3 4	1 1 1	1			4 Activity Reports. Audit Committee minutes
Compliance	N/A	Audit Charter to comply	Reviewed IA Charter adopted in accordance with IIA standards	Adopting the reviewed IA Charter (2016/17) in accordance with IIA standards by June 2016	2014/15 Internal Audit Charter developed but not yet	2 3 4	Reviewed 2016/17 Audit Charter	-			Reviewed -2015/16 Internal Audit CharterCouncil resolution
Compliance	N/A	Based Audit Plan to ensure	3-Year Risk Based Audit Plan 2016/17 submitted to the Audit Committee for approval	Submitting a 3-Year Risk Based Audit Plan 2016/17 to the Audit Committee for approval by June 2016	2014/15 Risk Based Audit Plan developed but not yet submitted	1 2 3 4	3-Year Risk Based Audit Plan 2016/17	-			Risk Based Audit Plan approved by Audit Committee.
Compliance	N/A	Professional Development to	2016/17 Continuous Development Program for approval by Director Strategic Planning, Monitoring and Control	Develop the 2016/17 Continuous Development Program for approval by the Municipal Manager by June 2016	2014/15 Continuous Development Program developed	1 2 3 4		-			Continuous Professional Development program. MM resolution

0		IA8		Performing 1 internal quality assurance and improvement	lity	1	-	-			Assessment
ance	4		assurance improvement	programme by June 2016	qua	2	-	-			report
Sompli	ž		programme to comply with legislative	,	nternal assura perfor	3	-				
			requirements		=	4	Assessment Report				