



**MID-YEAR BUDGET AND
PERFORMANCE
ASSESSMENT REPORT**

**2017 – 2018
FINANCIAL
YEAR**

**GREAT KEI
MUNICIPALITY**

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MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, Mgand Mzimasi, the Municipal Manager of the Great Kei Municipality, hereby certify that this MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT REPORT for the 2017/2018 FINANCIAL YEAR has been prepared in accordance with the Municipal Finance Management Act of 2003 and regulations made under the Act.

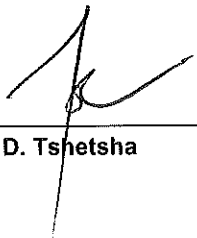


Mr. M. Mtalo
Acting Municipal Manager

09/02/2018
Date

RECIEPT BY THE MAYOR

I, LOYISO TSHETSHA, the Mayor of the Great Kei Municipality, hereby accept the MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT REPORT for the 2017/2018 FINANCIAL YEAR as prepared in accordance with the Municipal Finance Management Act of 2003 and regulations made under the Act.


Cllr. L. D. Tshetsha
Mayor

13/02/2018
Date

1.1 Mayor's Report

When the new Council of the Great Kei Municipality came into office after the August 2016 elections, it was armed with the critical electoral mandate of addressing economic imbalances, unemployment, providing access to basic life sustaining goods and services as well as the broader development of the municipal area.

Through the development and adoption of the Integrated Development Plan for the Great Kei Municipality, as well as other concerted and sustained programmes of action of Council, this municipality has managed to deliver services and implement its programmes in terms of the Council approved budget, over the 2nd Quarter of the 2017/18 financial year.

Although some accomplishments can be evidenced in certain areas, we recognise that multitudes of challenges still face our municipality and consequently the communities serviced by this municipality. In relation to this, the financial challenges that face the municipality have forced the institution to adopt a conservative approach to spending. This has meant that other programmes had to be delayed and others postponed to the next financial year. However, within these constraints, the administration has not compromised delivery of services to bring about quality services to the community.

1.2 Legal basis

In terms of Section 53 (1) of the Municipal Finance Management Act of 2003 (MFMA), the mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

Annual performance agreements as required in terms of section 57(1)(6) of the Municipal Systems Act for the municipal manager and all senior managers must also be concluded and they must be linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan.

The SDBIP and these performance agreements therefore give effect to the Integrated Development Plan (IDP) and budget of the municipality in ensuring that the execution of the budget, performance of senior management and achievement of the strategic objectives set by the Council are monitored.

The MFMA stipulates general responsibilities of Mayors. Section 52 (d) of the Act requires that a Mayor of a municipality must, within 30 days of the end of each quarter, submit a report to the Council on the implementation of the budget and the financial state of affairs of the municipality.

1.3 Resolutions

- 1.3.1 That the MID-YEAR PERFORMANCE AND BUDGET ASSESSMENT REPORT for the FIRST half of THE 2017/2018 FINANCIAL YEAR on the implementation of the budget and financial affairs of the municipality be noted and approved.
- 1.3.2 That the Report of the Municipal Manager to the Mayor of the Great Kei Local Municipality on the assessment carried out in terms of section 72 of the MFMA be noted.
- 1.3.3 That the Mayor, in terms of section 54(1) (f) of the MFMA, submits the report to the Council not later than 31st January 2018.
- 1.3.4 That the Mayor, in terms of section 54(2)(a)(ii) of the MFMA, tables an Adjustments Budget as contemplated in section 28(a), (b), (d) and (f) of the MFMA.
- 1.3.5 That the Adjustments Budget, in terms of section 23 of the Municipal Budget and Reporting regulations 393 of 2009, be tabled in the Municipal Council not later than 28 February 2018.

1.4 Overall performance of the Municipality per KPA and Directorate

The table below illustrates the summary of overall performance of the Municipality for the Mid-year 2017/18 FY. This means that it is a tabulation of the total number of targets set by all directorates combined, which then gives a picture of how the municipality has performed. *NB:* Analysis report of the Quarter is based on five Directorates i.e. OMM/ Strategic Services, Technical Services, Community Services, Finance and Corporate Services.

Analysis Results per KPA						
KPA	No. of Targets set	No. of Targets achieved	No. of Targets partially achieved	No. of Targets not achieved	%	Comments on non-achieved targets
Service Delivery and Infrastructure Provision	17	11	1	5	65%	<ul style="list-style-type: none"> There is no approval letter from the DOHS confirming funding to develop housing. The DOHS is also waiting on the project readiness from ADM for the provision of Bulk Services. The disaster management plan is still at Draft Stage, still engaging relevant stakeholders. Inadequate machinery to perform waste collection, this was budgeted for but due to financial constraints of the municipality could not purchase the machinery.
Local Economic Development	9	6	1	2	67%	<ul style="list-style-type: none"> The Task Team has not started working due to the fact that the STR Strategy and Oceans economy business plan have not been finalised. The Municipality is still consulting with relevant stakeholders regarding LED Strategy review.
Financial Management and Viability	19	16	0	3	84.2%	<ul style="list-style-type: none"> The Municipality did not collect enough revenue to pay all creditors within 30 days. Spot fines target could not be achieved due to lack of planning, with available resources
Institutional Development and Municipal Transformation	16	14	0	2	87%	<ul style="list-style-type: none"> Due to suspension of Procurement and financial constraints we could not coordinate the Fun Run. Promulgation of 2 By Laws could not be achieved due to financial constraints.
Good Governance and Public participation	14	12	1	1	86%	<ul style="list-style-type: none"> Engagements with Premier's Office who are the custodians of Protocol and Etiquette have not yielded results. Policy to be developed internally in the 3rd quarter.
Total	75	59	3	13	79%	

The institutional performance in the 2nd Quarter has dropped by 1% compared to 80% of the 1st quarter.

Analysis Results per Directorate						
Directorate/ Department	No. of Targets set	No. of Targets achieved	No. of Targets partially achieved	No. of Targets not achieved	%	Comments on non-achieved targets
Technical & Community Services	27	19	2	6	70.3%	<ul style="list-style-type: none"> There is no approval letter from the DOHS confirming funding to develop housing. The DOHS is also waiting on the project readiness from ADM for the provision of Bulk Services. The disaster management plan is still at Draft Stage, still engaging relevant stakeholders. Inadequate machinery to perform waste collection, this was budgeted for but due to financial constraints of the municipality could not purchase the machinery.
Strategic Services	27	21	2	4	78%	<ul style="list-style-type: none"> The Task Team has not started working due to the fact that the STR Strategy and Oceans economy business plan have not been finalised. The Municipality is still consulting with relevant stakeholders regarding LED Strategy review. Engagements with Premier's Office who are the custodians of Protocol and Etiquette have not yielded results. Policy to be developed internally in the 3rd quarter.
BTO	20	18	0	2	90%	<ul style="list-style-type: none"> The Municipality did not collect enough revenue to pay all creditors within 30 days. Collection rate has improved from Q1 by 4%, however the municipality did not reach the 65% which is the base line. The collection rate is now 63%.
Corporate Services	19	17	0	2	89%	<ul style="list-style-type: none"> Due to suspension of Procurement and financial constraints we could not coordinate the Fun Run. Promulgation of 2 By Laws could not be achieved due to financial constraints.
Total	93	75	4	14	81%	

PART 2-FINANCE

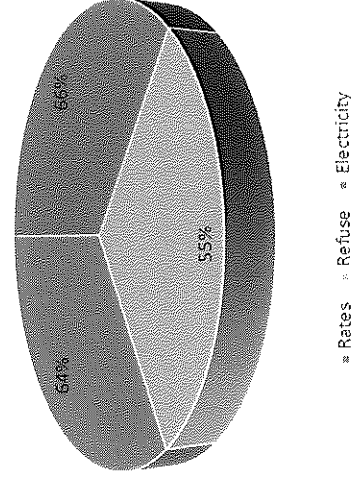
FIRST SIX MONTH BUDGET IMPLEMENTATION ANALYSIS

Revenue by Sources

Months	Rates and Services	Adjustment Budget	YTD Budget	YTD Billing	YTD Actual received	YTD Variance	Collection Rate
July - Dec	Rates	17 000 000	8 500 000	12 976 103	8 528 425	4 447 678	66%
July - Dec	Refuse	5 656 000	2 828 000	4 958 078	2 711 004	2 247 074	55%
July - Dec	Electricity	3 306 374	1 653 187	1 385 351	887 574	497 777	64%
Total		25 962 374	12 981 187	19 319 532	12 127 003	7 192 529	63%

The municipality has billed more than was anticipated on rates and services, therefore all these items will be adjusted upwards to be aligned to billing. Overall YTD collection is **63%** which is **37%** less than what was anticipated.

Collection Rate - Dec 2017



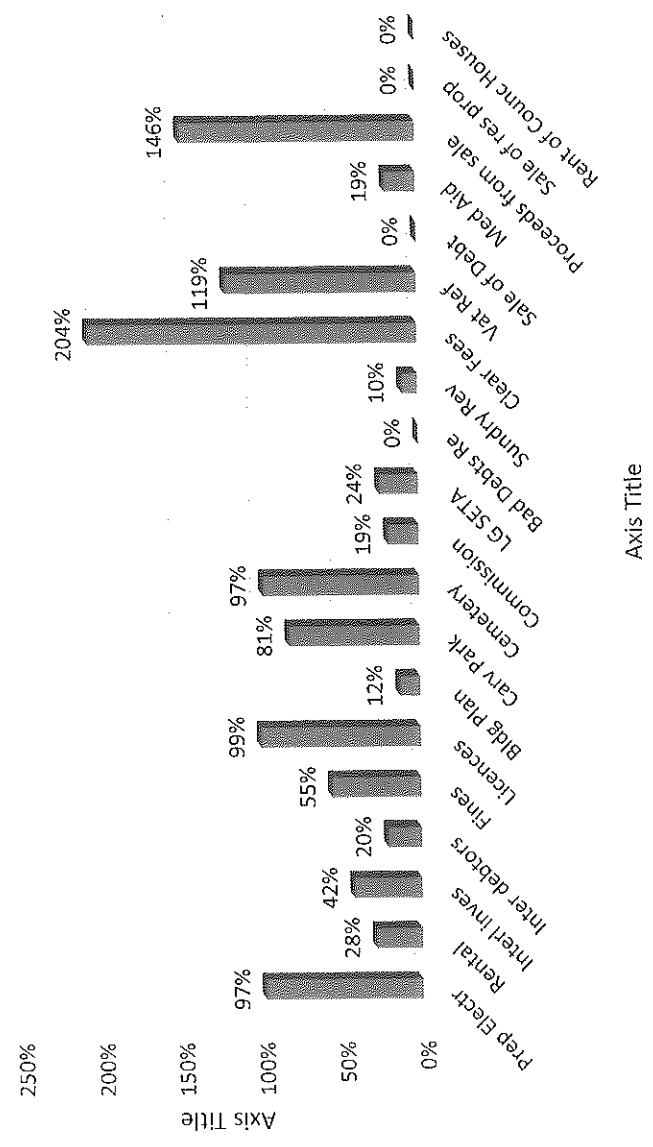
Other Revenue Sources

Other Revenue	Original Budget	YTD Budget	YTD Actual received	YTD Variance	Percentage Received
Prepaid Electricity	4 268 626	2 134 313	2 064 195	70 118	97%
Rental of facilities and equipment	250 000	125 000	35 000	90 000	28%
Interest earned - external investments	517 952	258 976	107 998	150 978	42%
Interest earned - outstanding debtors	5 813 722	2 906 861	591 000	2 315 861	20%
Fines, penalties and forfeits	2 544	1 272	700	572	55%
Licences and permits	1 488 350	744 175	735 000	9 175	99%
Building Plan Fees	600 000	300 000	36 869	263 131	12%
Caravan Park Fees	143 185	71 593	57 977	13 616	81%
Cemetery Fees	4 822	2 411	2 336	75	97%
Commission on collection fees	259 947	129 974	24 476	105 498	19%
LG SETA Allowance	100 000	50 000	11 967	38 033	24%
Bad Debts Recovered	7 500 000	3 750 000	0	3 750 000	0%
Sundry Revenue	933 438	466 719	44 671	422 048	10%
Clearance Fees	7 956	3 978	8 131	-4 153	204%
Vat Refund	2 800 000	1 400 000	1 665 493	-265 493	119%
Sale of Debt Book	1 476 700	738 350	0	738 350	0%
Medical Aid	30 000	15 000	2 860	12 140	19%
Proceeds from sale of assets	212 400	106 200	155 570	-49 370	146%
Sale of residential	18 000 000	9 000 000	0	9 000 000	0%
Rental of Council Houses	0	0	125 253	-125 253	0%

📌 = Target achieved and or exceeded (> 90%), 📌 = target not achieved (< 74%), 📌 = information not yet available, 📌 = significant progress (75 - 90%) has been achieved, N/A = No target was set for the quarter in the approved SDBIP

Totals	44 409 642	22 204 821	5 669 496	16 535 325	26%
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YTD Other Revenue - July - Dec 2017



Revenue from other sources reflects 26% YTD received, this shows that 74% has not been received to date to fund the municipal budget. The following items have no movement and other items are below 50% will be considered to be adjusted downwards:

- Bad Debts recovered
- Sale of debt book
- Sale of vacant residential properties

Note that these contribute 22% of the total revenue budget.

Operating expenditure by type

YTD expenditure is 66%, the variance is due to items that have no movement during this six months which are depreciation and provision for bad debts, and employee related cost on vacant funded positions. The cost drivers are:

- Employee related costs (Acting allowance; leave pay out
- Bulk Electricity
- Legal costs
- Telephone costs
- Audit Fees
- Repairs: on motor vehicles and electricity services.

The diagrams below show the performance of operating budget versus actual expenditure as at 31 December 2017.

Items	Original Budget	YTD Budget	YTD Actual Payments	YTD Variance	Percentage Spent
Employee related costs	59 948 261	29 974 131	26 537 285	3 436 846	89%
Councillors allowances	4 395 497	2 197 749	2 068 776	128 972	94%
Bulk electricity	8 763 500	4 381 750	3 569 953	811 797	81%
Loan repayment	664 000	332 000	333 424	-1 424	100%

= Target achieved and or exceeded (> 90%).
 = target not achieved (< 74%).
 = information not yet available.
 = significant progress (75 - 90%) has been achieved.
 N/A = No target was set for the quarter in the approved SDBIP

Depreciation	15 000 000	7 500 000	0	7 500 000	0%
Provision for bad debts	12 000 000	6 000 000	0	6 000 000	0%
General expenditure	22 728 492	11 364 246	8 564 925	2 799 321	75%
Repairs & Maintenance	3 543 000	1 771 500	1 062 090	709 410	60%
Totals	127 042 750	63 521 375	42 136 454	21 384 921	66%

Outstanding Creditors

The municipality's creditors as at December 2017 amounts to R26 394 531.42. Top creditors amount to R22 084 158.72 and other creditors amount to R4 310 372.70.

SUPPLIER	AMOUNT OWED
AMATHOLE DISTRICTMUNICIPALITY	5 878 064.81
SARS	6 602 486.92
ESKOM	1 330 897.85
SALGA	883 190.00
AG	4 759 692
SEBATA	2 629 827.14
TOTAL TOP CREDITORS	22 084 158.72

The total amount of commitments as at December 2017 is R22 666 730. It therefore reflect that total amount owed including commitments is R49 061 261.

Summary of financial status to date as at 31 December 2017

Operating Bank Balance

1 125 574.95

Balance - Call Deposits	348 869.41
Outstanding Debtors	84 827 493
Outstanding Creditors	26 394 531
Loan Balance	918 741.64

Grants allocations and expenditure – as at 31 December 2017

The conditional grants allocation gazetted for 2017/18 amount to R18 797 000. To date an amount of R15 743 000 has been received and YTD spending is R10 846 812 percentage spent is 69%.

Grants	Allocation 2017/18	Received to date	Spent to Date	Variance to date	% Changes to date
Finance Management Grant (FMG)	2 345 000	2 345 000	1 547 414	797 586	65%
Municipal Infrastructure Grant (MIG)	11 371 000	8 514 000	6 135 012	2 378 988	72%
Extended Public Works Programme (EPWP)	1 263 000	884 000	555 756	328 244	63%

Integrated Electrification Programme	National	4 000 000	4 000 000	2 608 630	1 391 370	65%
Total		18 979 000	15 743 000	10 846 812	4 896 188	69%

Conclusion

The municipality has an enormous debtors book which amounts to R84.8m. The amount sitting on debtors owing more than 120 days amount to R61m, this amount has increased by R10m compared to the previous year's figure. The Municipality collects this amount on a very slow pace due to the following factors:

- The municipality is situated in a rural area and therefore a large number of debtors are indigent.
- Credit control policy is not fully implemented in the coastal areas, because the municipality is unable to disconnect electricity (which is a measure of enforcing in Komga area).
- Most of the customers are disputing their municipal account due to historical billing inaccuracies, objections of property values in the new valuation roll and the fact that refuse is not collected in respective area.

Bulk Electricity Purchases

- An amount of R3.6m has been spent to date on bulk purchases versus to collected revenue of R2m from prepaid electricity.

Cash Flow Management

- Municipality is situated in a rural area and most of the debtors in its database are unemployed.
- There is also a high rate of electricity tampering which leads to high rate of electricity losses.
- The municipality does not supply electricity in coastal areas which have a higher debt rate, therefore credit control policy cannot be fully implemented.
- Municipality is grant dependent because 44% of the income budget relates to grants, 14% income from sale of vacant plots and only 42% other revenue is expected to be collected from customers and other revenue.
- Non-payment of creditors within 30 days as per MFMA due to cash flow challenges.

Interventions

- Municipality has implemented a programme to ensure that the indigent register is up to date and reflects the current status of indigent people in the municipal area.
- The municipality has a scheduled meeting with ESKOM to discuss ways of assisting in the full implementation of credit control.
- A discount scheme has been incorporated in the debt and credit policy for full implementation.
- The municipality has submitted Circular 82 to council to deal with cost cutting measures for full implementation.

Achievements

- The municipality has managed to maintain an unqualified audit opinion
- The number of findings have reduced drastically compared to previous year
- Municipality has been awarded a Clean Administration Award as the most improved municipality for 2015/16.
- SCM has only one finding which is a great improvement compared to previous years.

Recommendations

- Based on the above the municipality recommends as per S28 of the MFMA that, a municipality may adjust if:
 - There is material under collection
 - If there were any errors identified from the original budget
 - May authorise the utilisation of savings from one votes toward another vote
- Based on the information above, revenue projections for rates and refuse are lower than was expected. It is therefore recommended that projected revenue on refuse and electricity be increased to reflect the actual revenue billed by the municipality.

- The following revenue sources will also be adjusted downward due to the fact that the municipality has not collected as expected in these areas and this has a negative impact on municipal expenditure:

- interest received on outstanding debtors
- interest received on investment
- revenue on sale of debt book
- revenue on sale of vacant residential plots
- bad debts recovered
- building plans
- sundry revenue

- The other area of concern is the fact that creditors are not paid on time due to slow collection of revenue. Therefore it is recommended that the municipality reduce its budgeted expending on the nice-to-haves and focus only on expenditure related to service delivery.

In view of the above, it is hereby recommended that council considers the budget adjustment in terms of MFMA Sec 28 and MFMA budget regulation on or before 28 February 2018.

2.1 Monthly financial performance for the 2nd Quarter

EC123 Great Kei - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M06 December Budget Year 2017/18												
R thousands	Description	Ref	2016/17		Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
			Audited Outcome									
R thousands												
Revenue By Source												
	Property rates		22 787		17 000	—	2 043	12 262	8 500	3 762	44%	17 000
	Service charges – electricity revenue		6 382		7 575	—	360	2 262	3 787	(1 526)	-40%	7 575
	Service charges – water revenue		—		—	—	—	—	—	—	—	—
	Service charges – sanitation revenue		—		—	—	—	—	—	—	—	—
	Service charges – refuse revenue		9 256		5 656	—	831	4 976	2 828	2 148	76%	5 656
	Service charges – other		—		—	—	—	—	—	—	—	—
	Rental of facilities and equipment		287		250	—	16	170	125	45	36%	250
	Interest earned – external investments		319		518	—	83	83	259	(176)	-68%	518
	Interest earned – outstanding debtors		6 304		5 814	—	605	3 458	2 907	551	19%	5 814
	Dividends received		—		—	—	—	—	—	—	—	—
	Fines, penalties and forfeits		105		3	—	—	1	1	(1)	-45%	3
	Licences and permits		1 412		1 488	—	35	740	744	(5)	-1%	1 488
	Agency services		—		200	—	—	—	100	(100)	-100%	200
	Transfers and subsidies		44 804		39 036	—	12 725	28 302	19 518	8 784	45%	39 036
	Other revenue		808		31 635	—	297	1 726	15 818	(14 092)	-89%	31 635
	Gains on disposal of PPE		—		212	—	—	156	106	49	46%	212
	Total Revenue (excluding capital transfers and contributions)		92 465		109 387	—	16 912	54 135	54 693	(559)	-1%	109 387
Expenditure By Type												
	Employee related costs		48 740		59 948	—	4 006	26 537	29 974	(3 437)	-11%	59 948
	Remuneration of councillors		4 157		4 395	—	345	2 069	2 198	(129)	-6%	4 395
	Debt impairment		10 237		12 000	—	—	—	6 000	(6 000)	-100%	12 000
	Depreciation & asset impairment		21 542		15 000	—	—	—	7 500	(7 500)	-100%	15 000
	Finance charges		2 256		664	—	—	168	332	(164)	-49%	664
	Bulk purchases		8 497		8 764	—	—	3 605	4 382	(776)	-18%	8 764
	Other materials		16		50	—	1	4	25	(21)	-84%	50
	Contracted services		—		—	—	—	—	—	—	—	—
	Transfers and subsidies		—		—	—	—	—	—	—	—	—
	Other expenditure		39 731		26 222	—	2 379	9 671	13 111	(3 440)	-26%	26 222
	Loss on disposal of PPE		24 459		—	—	—	—	—	—	—	—
	Total Expenditure		159 635		127 043	—	6 731	42 054	63 522	(21 467)	-34%	127 043
	Surplus/(Deficit)		(67 170)		(17 657)	—	10 181	12 080	(8 828)	20 909	(0)	(17 657)
	(National / Provincial and District)		16 028		15 371	—	2 640	8 744	7 686	1 058	0	15 371
	(National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)				—	—				—	—	—
	Transfers and subsidies – capital (in-kind – all)				—	—				—	—	—
	Surplus/(Deficit) after capital transfers & contributions		(51 142)		(2 286)	—	12 821	20 824	(1 143)			(2 286)
	Taxation									—		
	Surplus/(Deficit) after taxation		(51 142)		(2 286)	—	12 821	20 824	(1 143)			(2 286)
	Attributable to minorities											
	Surplus/(Deficit) attributable to municipality		(51 142)		(2 286)	—	12 821	20 824	(1 143)			(2 286)
	Share of surplus/ (deficit) of associate											
	Surplus/ (Deficit) for the year		(51 142)		(2 286)	—	12 821	20 824	(1 143)			(2 286)

2.1.1 Revenue by Source (Prescribed Format)

EC123 Great Kei - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M06 December

EC/23 Great Ref - Table C4 Monthly Budget Statement - Financial Performance (Revenue and Expenditure)															
Description	Ref	2016/17	Budget Year 2017/18												
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast					
R thousands															
Revenue By Source															
Property rates		22 787	17 000	-	2 043	12 262	8 500	3 762	44%	17 000					
Service charges - electricity revenue		6 382	7 575	-	360	2 262	3 787	(1 526)	-40%	7 575					
Service charges - water revenue		-	-	-	-	-	-	-	-	-					
Service charges - sanitation revenue		-	-	-	-	-	-	-	-	-					
Service charges - refuse revenue		9 258	5 656	-	831	4 976	2 828	2 148	76%	5 656					
Service charges - other		-	-	-	-	-	-	-	-	-					
Rental of facilities and equipment		287	250	-	16	170	125	45	36%	250					
Interest earned - external investments		319	518	-	-	83	259	(176)	-68%	518					
Interest earned - outstanding debtors		6 304	5 814	-	605	3 458	2 907	551	19%	5 814					
Dividends received		-	-	-	-	-	-	-	-	-					
Fines, penalties and forfeits		105	3	-	-	1	1	(1)	-45%	3					
Licences and permits		1 412	1 488	-	35	740	744	(5)	-1%	1 488					
Agency services		-	200	-	-	-	100	(100)	-100%	200					
Transfers and subsidies		44 804	39 036	-	12 725	28 302	19 518	8 784	45%	39 036					
Other revenue		808	31 635	-	297	1 726	15 818	(14 092)	-89%	31 635					
Gains on disposal of PPE			212	-	-	156	106	49	46%	212					
Total Revenue (excluding capital transfers and contributions)		92 465	109 387	-	16 912	54 135	54 693	(559)	-1%	109 387					

☺ = Target achieved and or exceeded (> 90), ☹ = target not achieved (< 74), 📄 = information not yet available, 📄 = significant progress (75 - 90%) has been achieved, N/A = No target was set for the quarter in the approved SDBIP

2.1.2 Expenditure (Operating and Capital) and revenue for each vote

EC-123 Great Kei - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - M06 December											
Vote Description		Ref	Budget Year 2017/18						YTD variance	Full Year Forecast	
R thousand			Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget			
Revenue by Vote											
Vote 1 - COUNCIL & ADMINISTRATION											
1.1 - 1.1 - Municipal Council		1	104	-	-	9	125	-	125	#DIV/0!	
1.2 - 1.2 - Mayors office			104	-	-	9	125	-	125	#DIV/0!	
0			-	-	-	-	-	-	-	-	
Vote 2 - MUNICIPAL MANAGER											
2.1 - 2.1 - Municipal manager			-	-	-	-	-	-	-	-	
0			-	-	-	-	-	-	-	-	
Vote 3 - FINANCIAL MANAGEMENT & INFORMATION TECHNOLOGY											
3.1 - 3.1 - Financial Management			73 046	91 694	-	15 261	43 784	45 847	(2 063)	-4%	
3.2 - 3.2 - Information Technology			73 046	91 694	-	15 261	43 784	45 847	(2 063)	-4%	
0			-	-	-	-	-	-	-	-	
Vote 4 - HUMAN RESOURCES & ADMINISTRATION											
4.1 - 4.1 - Human Resources			72	100	-	-	12	50	(38)	-76%	
4.2 - 4.2 - Administration			72	100	-	-	12	50	(38)	-76%	
0			-	-	-	-	-	-	-	-	
Vote 5 - COMMUNITY SERVICES											
5.1 - 5.1 - Refuse			11 393	8 155	-	906	5 821	4 077	1 744	43%	
5.2 - 5.2 - Amenities			9 260	5 656	-	831	4 976	2 828	2 148	76%	
5.3 - 5.3 - Traffic			616	808	-	40	105	404	(299)	-74%	
0			1 517	1 691	-	35	740	845	(105)	-12%	
Vote 6 - INFRASTRUCTURE SERVICES											
6.1 - 6.1 - Roads and Streets			23 654	24 809	-	3 376	13 136	12 404	731	6%	
6.2 - 6.2 - Town planning			13 023	12 634	-	2 759	6 691	6 317	374	6%	
6.3 - 6.3 - Electricity			159	600	-	16	37	300	(263)	-88%	
0			10 672	11 575	-	601	6 408	5 787	620	11%	
Vote 7 - STRATEGIC SERVICES & LED											
7.1 - IDP and LED			23	-	-	-	-	-	-	-	
0			23	-	-	-	-	-	-	-	
Vote 8 - INAME OF VOTE 8]											
Total Revenue by Vote		2	108 493	124 758	-	19 552	62 376	62 379	499	1%	
Expenditure by Vote											
Vote 1 - COUNCIL & ADMINISTRATION											
1.1 - 1.1 - Municipal Council		1	7 422	8 056	-	503	3 302	4 028	(726)	-18%	
1.2 - 1.2 - Mayors office			7 422	8 056	-	503	3 302	4 028	(726)	-18%	
0			-	-	-	-	-	-	-	-	
Vote 2 - MUNICIPAL MANAGER											
2.1 - 2.1 - Municipal manager			8 521	6 677	-	118	2 350	3 339	(989)	-30%	
0			8 521	6 677	-	118	2 350	3 339	(989)	-30%	
Vote 3 - FINANCIAL MANAGEMENT & INFORMATION TECHNOLOGY											
3.1 - 3.1 - Financial Management			90 441	51 901	-	2 297	11 430	25 950	(14 521)	-56%	
3.2 - 3.2 - Information Technology			90 441	51 901	-	2 297	11 430	25 950	(14 521)	-56%	
0			-	-	-	-	-	-	-	-	
Vote 4 - HUMAN RESOURCES & ADMINISTRATION											
4.1 - 4.1 - Human Resources			14 590	12 067	-	928	5 485	6 034	(549)	-9%	
4.2 - 4.2 - Administration			14 590	12 067	-	928	5 485	6 034	(549)	-9%	
0			-	-	-	-	-	-	-	-	
Vote 5 - COMMUNITY SERVICES											
5.1 - 5.1 - Refuse			10 695	13 816	-	872	5 655	6 908	(1 223)	-18%	
5.2 - 5.2 - Amenities			6 242	7 776	-	483	3 233	3 888	(655)	-17%	
5.3 - 5.3 - Traffic			2 385	2 528	-	105	866	1 264	(398)	-32%	
0			2 068	3 512	-	284	1 756	1 756	(169)	-10%	
Vote 6 - INFRASTRUCTURE SERVICES											
6.1 - 6.1 - Roads and Streets			24 047	26 960	-	1 628	11 677	13 480	(1 803)	-13%	
6.2 - 6.2 - Town planning			11 047	12 700	-	1 011	5 904	6 073	(169)	-3%	
6.3 - 6.3 - Electricity			11 300	12 114	-	502	4 958	6 057	(1 098)	-18%	
0			-	-	-	-	-	-	-	-	
Vote 7 - STRATEGIC SERVICES & LED											
7.1 - IDP and LED			3 919	7 566	-	384	2 126	3 783	(1 657)	-44%	
0			3 919	7 566	-	384	2 126	3 783	(1 657)	-44%	
Vote 8 - INAME OF VOTE 8]											
Total Expenditure by Vote		2	159 636	127 043	-	6 731	42 054	63 522	(21 467)	(0)	
Surplus/ (Deficit) for the year			(51 143)	(2 285)	-	12 821	20 824	(1 143)	21 967	(0)	

2.1.3 Capital Expenditure (Standard Classification)

EC123 Great Kei - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A - M06 December

EC123 Great Ref - table C3 Monthly Budget Statement - Capital Expenditure (municipal vote), functional classification and remaining			Budget Year 2017/18								
R thousand	Vote Description	Ref	2016/17 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	Capital expenditure - Municipal Vote										
	Expenditure of single-year capital appropriation	1									
	Vote 1 - COUNCIL & ADMINISTRATION		36	-	-	-	-	-	-	-	-
	1.1 - 1.1 - Municipal Council		36								
	1.2 - 1.2 - Mayors office										
	0										
	Vote 2 - MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-
	2.1 - 2.1 - Municipal manager										
	0										
	0										
	Vote 3 - FINANCIAL MANAGEMENT & INFORMATION		132	1 350	-	9	155	675	(520)	-77%	1 350
	3.1 - 3.1 -Financial Management		132	1 350		9	155	675	(520)	-77%	1 350
	3.2 - 3.2 - Information Technology										
	0										
	Vote 4 - HUMAN RESOURCES & ADMINISTRATION		-	200	-	-	-	100	(100)	-100%	200
	4.1 - 4.1 -Human Resources			200				100	(100)	-100%	200
	4.2 - 4.2 -Administration										
	0										
	Vote 5 - COMMUNITY SERVICES		-	700	-	-	-	350	(350)	-100%	700
	5.1 - 5.1 -Refuse			700				350	(350)	-100%	700
	5.2 - 5.2-Amenities										
	5.3 - 5.3 -Traffic										
	0										
	Vote 6 - INFRASTRUCTURE SERVICES		13 473	15 464	-	2 181	6 660	7 732	(1 072)	-14%	15 464
	6.1 - 6.1-Roads and Streets		13 473	11 464		2 181	4 572	5 732	(1 160)	-20%	11 464
	6.2 - 6.2-Town planning										
	6.3 - 6.3-Electricity			4 000			2 087	2 000	87	4%	4 000
	0										
	Vote 7 - STRATEGIC SERVICES & LED		-	-	-	-	-	-	-	-	-
	7.1 - IDP and LED										
	0										
	Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
	Total single-year capital expenditure		13 641	17 714	-	2 190	6 815	8 857	(2 043)	(0)	17 714
	Total Capital Expenditure		13 641	17 714	-	2 190	6 815	8 857	(2 043)	(0)	17 714

= Target achieved and or exceeded (> 90).
 = target not achieved (< 74).
 = information not yet available.
 = significant progress (75 - 90%) has been achieved
 N/A = No target was set for the quarter in the approved SDBIP

2.1.4 Budget Statement Summary

EG123 Great Kei - Table C1 Monthly Budget Statement Summary - M06 December									
Description	2016/17		Budget Year 2017/18						
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	22 787	17 000	—	2 043	12 262	8 500	3 762	44%	17 000
Service charges	15 640	13 230	—	1 191	7 238	6 615	622	9%	13 230
Investment revenue	319	518	—	—	83	259	(176)	-68%	518
Transfers and subsidies	44 804	39 036	—	12 725	28 302	19 518	8 784	45%	39 036
Other own revenue	8 915	39 802	—	953	6 250	19 801	(13 551)	-68%	39 802
Total Revenue (excluding capital transfers and contributions)	92 465	109 387	—	16 912	54 135	54 693	(559)	-1%	109 387
Employee costs	48 740	59 948	—	4 006	26 537	29 974	(3 437)	-11%	59 948
Remuneration of Councilors	4 157	4 395	—	345	2 069	2 196	(129)	-6%	4 395
Depreciation & asset impairment	21 542	15 000	—	—	—	7 500	(7 500)	-100%	15 000
Finance charges	2 256	664	—	—	188	332	(164)	-49%	664
Materials and bulk purchases	8 513	8 814	—	1	3 609	4 407	(797)	-18%	8 814
Transfers and subsidies	—	—	—	—	—	—	—	—	—
Other expenditure	74 427	38 222	—	2 379	9 671	19 111	(9 440)	-49%	38 222
Total Expenditure	159 635	127 043	—	6 731	42 054	63 522	(21 467)	-34%	127 043
Surplus/(Deficit)	(67 170)	(17 657)	—	10 181	12 080	(8 828)	20 909	-237%	(17 657)
Transfers and subsidies - capital (monetary allocation)	16 028	15 371	—	2 640	8 744	7 686	1 058	14%	15 371
Contributions & Capital transfers	—	—	—	—	—	—	—	—	—
Surplus/(Deficit) after capital transfers & contributions	(51 142)	(3 286)	—	12 821	20 824	(1 143)	21 967	-1922%	(3 286)
Share of surplus/ (deficit) of associate	—	—	—	—	—	—	—	—	—
Surplus/ (Deficit) for the year	(51 142)	(3 286)	—	12 821	20 824	(1 143)	21 967	-1922%	(3 286)
Capital expenditure & funds sources									
Capital expenditure	13 641	17 714	—	2 190	6 815	8 857	(2 043)	-23%	17 714
Capital transfers recognised	13 473	15 464	—	2 181	6 660	7 732	(1 072)	-14%	15 464
Public contributions & donations	—	—	—	—	—	—	—	—	—
Borrowing	—	—	—	—	—	—	—	—	—
Internally generated funds	168	2 250	—	9	155	1 125	(970)	-86%	2 250
Total sources of capital funds	13 641	17 714	—	2 190	6 815	8 857	(2 043)	-23%	17 714
Financial position									
Total current assets	16 017	13 583	—	—	5 410	—	—	—	13 583
Total non current assets	341 549	374 871	—	—	41	—	—	—	374 871
Total current liabilities	42 722	26 319	—	—	1 912	—	—	—	26 319
Total non current liabilities	20 013	18 779	—	—	—	—	—	—	18 779
Community wealth/Equity	294 831	343 357	—	—	3 539	—	—	—	343 357
Cash flows									
Net cash from (used) operating	11 811	24 965	—	7 159	9 421	12 482	3 062	25%	24 965
Net cash from (used) investing	(13 641)	(17 714)	—	(2 486)	(7 746)	(8 857)	(1 111)	13%	(17 714)
Net cash from (used) financing	(587)	(250)	—	—	(261)	(126)	136	-108%	(250)
Cash/cash equivalents at the month/year end	(261)	11 083	—	—	1 474	7 582	6 108	81%	7 061
Debtors & creditors analysis									
0-30 Days	—	31-60 Days	61-90 Days	91-120 Days	121-150 Days	151-180 Days	181 Days-1 Yr	Over 1Yr	Total
Debtors Age Analysis	—	—	—	—	—	—	—	—	—
Total By Income Source	16 945	2 381	2 068	2 010	61 423	—	—	—	84 827
Creditors Age Analysis	—	—	—	—	—	—	—	—	—
Total Creditors	4 046	3 283	2 549	16 517	—	—	—	—	26 395

2.1.5 Financial Performance (revenue and expenditure by municipal vote)

Vote Description		Budget Year 2017/18							M06 December	
R thousands	Ref	2016/17 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote										
Vote 1 - COUNCIL & ADMINISTRATION	1	104	—	—	9	125	—	125	#DIV/0!	—
Vote 2 - MUNICIPAL MANAGER		—	—	—	—	—	—	—	—	—
Vote 3 - FINANCIAL MANAGEMENT & INFORMATION TECHNOLOGY		73 046	91 694	—	15 261	43 784	45 847	(2 063)	-4.5%	91 694
Vote 4 - HUMAN RESOURCES & ADMINISTRATION		72	100	—	—	12	50	(38)	-76.1%	100
Vote 5 - COMMUNITY SERVICES		11 393	8 155	—	906	5 821	4 077	1 744	42.8%	8 155
Vote 6 - INFRASTRUCTURE SERVICES		23 854	24 809	—	3 376	13 135	12 404	731	5.9%	24 809
Vote 7 - STRATEGIC SERVICES & LED		23	—	—	—	—	—	—	—	—
Vote 8 - [NAME OF VOTE 8]		—	—	—	—	—	—	—	—	—
Vote 9 - [NAME OF VOTE 9]		—	—	—	—	—	—	—	—	—
Vote 10 - [NAME OF VOTE 10]		—	—	—	—	—	—	—	—	—
Vote 11 - [NAME OF VOTE 11]		—	—	—	—	—	—	—	—	—
Vote 12 - [NAME OF VOTE 12]		—	—	—	—	—	—	—	—	—
Vote 13 - [NAME OF VOTE 13]		—	—	—	—	—	—	—	—	—
Vote 14 - [NAME OF VOTE 14]		—	—	—	—	—	—	—	—	—
Vote 15 - [NAME OF VOTE 15]		—	—	—	—	—	—	—	—	—
Total Revenue by Vote	2	108 493	124 758	—	19 552	62 878	62 379	499	0.8%	124 758
Expenditure by Vote										
Vote 1 - COUNCIL & ADMINISTRATION	1	7 422	8 056	—	503	3 302	4 028	(726)	-18.0%	8 056
Vote 2 - MUNICIPAL MANAGER		8 521	6 677	—	118	2 350	3 339	(989)	-29.6%	6 677
Vote 3 - FINANCIAL MANAGEMENT & INFORMATION TECHNOLOGY		90 441	51 901	—	2 297	11 430	25 950	(14 521)	-56.0%	51 901
Vote 4 - HUMAN RESOURCES & ADMINISTRATION		14 590	12 067	—	928	5 485	6 034	(549)	-9.1%	12 067
Vote 5 - COMMUNITY SERVICES		10 695	13 816	—	872	5 685	6 908	(1 223)	-17.7%	13 816
Vote 6 - INFRASTRUCTURE SERVICES		24 047	26 960	—	1 629	11 677	13 480	(1 803)	-13.4%	26 960
Vote 7 - STRATEGIC SERVICES & LED		3 919	7 566	—	384	2 126	3 783	(1 657)	-43.8%	7 566
Vote 8 - [NAME OF VOTE 8]		—	—	—	—	—	—	—	—	—
Vote 9 - [NAME OF VOTE 9]		—	—	—	—	—	—	—	—	—
Vote 10 - [NAME OF VOTE 10]		—	—	—	—	—	—	—	—	—
Vote 11 - [NAME OF VOTE 11]		—	—	—	—	—	—	—	—	—
Vote 12 - [NAME OF VOTE 12]		—	—	—	—	—	—	—	—	—
Vote 13 - [NAME OF VOTE 13]		—	—	—	—	—	—	—	—	—
Vote 14 - [NAME OF VOTE 14]		—	—	—	—	—	—	—	—	—
Vote 15 - [NAME OF VOTE 15]		—	—	—	—	—	—	—	—	—
Total Expenditure by Vote	2	159 635	127 043	—	6 731	42 054	63 522	(21 467)	-33.8%	127 043
Surplus/ (Deficit) for the year	2	(51 142)	(2 286)	—	12 821	20 824	(1 143)	21 967	-1922.1%	(2 286)

2.1.6 Capital Expenditure (municipal vote, standard classification and funding)

EC123 Great Kei - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M06 December Budget Year 2017/18											
	Vote Description	Ref	2016/17 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands											
1	Single Year expenditure appropriation	2	36	-	-	-	-	-	-	-	-
	Vote 1 - COUNCIL & ADMINISTRATION		-	-	-	-	-	-	-	-	-
	Vote 2 - MUNICIPAL MANAGER		132	1 350	-	9	155	675	(520)	-77%	1 350
	Vote 3 - FINANCIAL MANAGEMENT & INFORMATION TECH		-	200	-	-	-	100	(100)	-100%	200
	Vote 4 - HUMAN RESOURCES & ADMINISTRATION		-	700	-	-	-	350	(350)	-100%	700
	Vote 5 - COMMUNITY SERVICES		-	15 464	-	2 181	6 660	7 732	(1 072)	-14%	15 464
	Vote 6 - INFRASTRUCTURE SERVICES		13 473	-	-	-	-	-	-	-	-
	Vote 7 - STRATEGIC SERVICES & LED		-	-	-	-	-	-	-	-	-
4	Total Capital single-year expenditure		13 641	17 714	-	2 190	6 815	8 857	(2 043)	-23%	17 714
	Total Capital Expenditure		13 641	17 714	-	2 190	6 815	8 857	(2 043)	-23%	17 714
	Capital Expenditure - Functional Classification										
	Governance and administration		168	1 550	-	9	155	775	(620)	-80%	1 550
	Executive and council		36	-	-	-	-	-	-	-	-
	Finance and administration		132	1 550	-	9	155	775	(620)	-80%	1 550
	Internal audit		-	-	-	-	-	-	-	-	-
	Community and public safety		-	-	-	-	-	-	-	-	-
	Community and social services		-	-	-	-	-	-	-	-	-
	Sport and recreation		-	-	-	-	-	-	-	-	-
	Public safety		-	-	-	-	-	-	-	-	-
	Housing		-	-	-	-	-	-	-	-	-
	Health		-	-	-	-	-	-	-	-	-
	Economic and environmental services		13 473	11 464	-	2 181	4 572	5 732	(1 160)	-20%	11 464
	Planning and development		-	-	-	-	-	-	-	-	-
	Road transport		13 473	11 464	-	2 181	4 572	5 732	(1 160)	-20%	11 464
	Environmental protection		-	-	-	-	-	-	-	-	-
	Trading services		-	4 700	-	-	2 087	2 350	(263)	-11%	4 700
	Energy sources		-	4 000	-	-	2 087	2 000	87	4%	4 000
	Water management		-	-	-	-	-	-	-	-	-
	Waste water management		-	700	-	-	-	350	(350)	-100%	700
	Waste management		-	-	-	-	-	-	-	-	-
	Other		-	-	-	-	-	-	-	-	-
3	Total Capital Expenditure - Functional Classification		13 641	17 714	-	2 190	6 815	8 857	(2 043)	-23%	17 714
	Funded by:										
	National Government		-	-	-	-	-	-	-	-	-
	Provincial Government		13 473	15 464	-	2 181	6 660	7 732	(1 072)	-14%	15 464
	District Municipality		-	-	-	-	-	-	-	-	-
	Other transfers and grants		-	-	-	-	-	-	-	-	-
	Transfers recognised - capital		13 473	15 464	-	2 181	6 660	7 732	(1 072)	-14%	15 464
5	Public contributions & donations		-	-	-	-	-	-	-	-	-
6	Borrowing		168	2 250	-	9	155	1 125	(970)	-86%	2 250
	Internally generated funds		13 641	17 714	-	2 190	6 815	8 857	(2 043)	-23%	17 714
	Total Capital Funding		13 641	17 714	-	2 190	6 815	8 857	(2 043)	-23%	17 714

2.1.7 Cash Flow

EC123 Great Kei - Table C7 Monthly Budget Statement - Cash Flow - M06 December

EC123 Great Kei - Table C7 Monthly Budget Statement - Cash Flow - M06 December										
Description	Ref	2016/17		Budget Year 2017/18					YTD variance	Full Year Forecast
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance %		
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts		16 339	17 000		1 171	8 528	8 500	28	0%	17 000
Property rates		11 515	13 230		527	3 599	6 615	(3 017)	-46%	13 230
Service charges		8 656	33 788		920	5 792	16 894	(11 102)	-66%	33 788
Other revenue		44 848	39 036		11 616	29 428	19 518	9 910	51%	39 036
Government - operating		16 028	15 371		4 415	12 514	7 686	4 829	63%	15 371
Government - capital		6 623	6 332		176	699	3 166	(2 467)	-78%	6 332
Interest										
Dividends										
Payments		(89 768)	(99 379)		(11 666)	(51 066)	(49 689)	1 377	-3%	(99 379)
Suppliers and employees		(2 430)	(414)			(73)	(207)	(134)	65%	(414)
Finance charges										
Transfers and Grants										
NET CASH FROM/(USED) OPERATING ACTIVITIES		11 811	24 965	--	7 159	9 421	12 482	3 062	25%	24 965
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE										
Decrease (Increase) in non-current debtors										
Decrease (increase) other non-current receivables										
Decrease (increase) in non-current investments										
Payments		(13 641)	(17 714)		(2 486)	(7 746)	(8 857)	(1 111)	13%	(17 714)
Capital assets		(13 641)	(17 714)		(2 486)	(7 746)	(8 857)	(1 111)	13%	(17 714)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(13 641)	(17 714)	--	(2 486)	(7 746)	(8 857)	(1 111)	13%	(17 714)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans										
Borrowing long term/refinancing										
Increase (decrease) in consumer deposits										
Payments		(587)	(250)			(261)	(125)	136	-108%	(250)
Repayment of borrowing		(587)	(250)			(261)	(125)	136	-108%	(250)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(587)	(250)	--		(261)	(125)	136	-108%	(250)
NET INCREASE/ (DECREASE) IN CASH HELD		(2 417)	7 001	--	4 672	1 414	3 500			7 001
Cash/cash equiv alents at beginning:		2 156	4 082			60	4 082			60
Cash/cash equiv alents at month/year end:		(261)	11 083			1 474	7 582			7 061

PART 3

3.1 Quarterly Performance of Service Delivery Targets and Performance Indicators

3.1.1 KPA 1: Service Delivery and Infrastructure provision

Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target 2017/18	QUARTERLY TARGETS				Reasons for variance	Mitigating Measures	POE	Custodian
						QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual				
1. Roads	To ensure accessible roads within the Great Kei Local Municipal Area by June 2022	SD01: By constructing and <u>maintaining</u> gravel roads	105 km	Number of km to be constructed through MIG (Output)	7km of gravel roads to be constructed in 2017/18	Tender for Contractors, appointment letters for contractors	Achieved	Construction of 3 kms	2.7 kms achieved.	There was a delay in the appointment of the contractor due to unavailability of section 56 managers that were supposed to have Bid adjudication committee meeting	Section 56 managers have since been appointed. The contractor was appointed and is onsite.	Monthly progress reports. Practical completion certificate	Technical Services



Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	KPI	Key Performance Indicator	Annual Target 2017/18	QUARTERLY TARGETS				Snapshots	Reasons for variance	Mitigating Measures	POE	Customer
							QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual					
2. Public amenities	To ensure provision of public amenities by June 2022.	SD02: By Constructing and maintaining public amenities.	19 Public Amenities	SD01-02	Number of km (6) to be maintained through internal funding (Output)	6 KMs	1 km to be maintained	Achieved	1 km of gravel roads maintained	1 km of gravel roads maintained		None	None	Monthly progress reports. Practical completion certificate	Technical
							Appointment of contractor	Achieved	Construction of foundations	Achieved		None	None	Monthly progress reports.	
							2 multi-purpose centers at Soto and Komga (adult and disability centres)	Achieved	1 public amenity to be maintained	Achieved (Caravan Park Kei Mouth)		None	None	Signed maintenance reports	
3.	To increase access to electricity in Great Kei Communities by 2022	SD03: Solicit funding from DOE and potential funders	2016/17 Application to DOE	SD03-01	Number of applications submitted to DOE for funding (Input)	1 application submitted to DOE	Collection of inputs for funding application	Achieved	Report on submission of Application	Achieved (Electrification Backlogs throughout GKM)		None	None	Signed monthly progress reports. Proof of application submission	Technical

Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	QUARTERLY TARGETS						Reasons for variance	Mitigating Measures	POE	Customer Satisfaction
					Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	QRT 2 Actual				
4. Town Planning	To ensure alignment of SDF with the IDP by June 2022 to ensure progressive Spatial Planning & Land Use Management Systems	SD04: By Upgrading and maintaining the electrical network	Chintsa East Electrification Phase I	SD04-01 Number of Reticulation projects completed (Output)	Chintsa East Phase II	Design Reports	Achieved	Appointment of Contractor	Achieved (156 Connections to be commissioned)		None	None	Approved Specification. Appointment letter	Technical/C
		SD05: By ensuring compliance of the Municipality with SPLUMA by-laws		SD05-01 Final Land Audit report completed and adopted by council (Input)	Final Land Audit report completed and adopted by council	Data collection and consolidation of data	Achieved	Situational Analysis Report	Achieved		None	None	signed situational Analysis Report	
		SPLUMA implementation to ensure spatial planning to unlock economic development	100% development applications processed	SD05-02 100% of submitted development applications processed (Input)	100% of submitted development applications processed	100% of submitted development applications processed	Achieved	100% of submitted development applications processed	Achieved		None	None	Processed applications	
5. Building	To ensure that National Building Regulations are adhered to by 2022	SD06: By implementing National Building Regulations within the GKM area	Approved building plans	SD06-01 100% of submitted building plans processed within 3 months (Input)	100% of submitted building plans processed within 3 months	100% of submitted building plans processed within 3 months	Achieved	100% of submitted building plans processed within 3 months	Achieved		None	None	Submitted building plans	Technical

QUARTERLY TARGETS									
Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual
6. Sustainable Human Settlements	To facilitate the provision of sustainable human settlement within GKM by June 2022	SD07: By Facilitating access to Housing as per the Great Kei Housing Sector Plan	800 applications	Number of reports on access to Housing as per the Great Kei Housing Sector Plan 500 Units	4 reports on access to Housing as per the Great Kei Housing Sector Plan 500 units	Report on access to Housing as per the Great Kei Housing Sector Plan	Not achieved	Report on access to Housing as per the Great Kei Housing Sector Plan	Not achieved
7. Community Safety	To ensure a safe and secure environment by June 2022	SD08: By Coordinating sitting of community safety forum.	8 community safety forum meetings held per year	Number of Safety Forum meetings held (Output)	4 Meetings	1 meeting	Not achieved	1 meeting	Achieved
			New Indicator	GKM Disaster Management plan developed by council (Input)	GKM Disaster Management plan developed and approved by council	Appoint Consultant to Review the Disaster Management plan	Not achieved	GKM Disaster Management plan approved by council	Not achieved
Financial									
Technical									
Technical Services									
Custodial									

QUARTERLY TARGETS										
Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	Snapshot
10. Cemeteries	To improve management of cemeteries by June 2022	with NEMA	2 town beautification program implemented	Number of town beautification program conducted (Output)	2 town beautification program conducted	Develop town beautification proposal plan	Achieved	Report on implementation of greenest town program	Achieved (Komga Park)	
		SD12: By implementing Cemetery management plan	Cemetery management plan in place	Number of reports on Implementation of Cemetery Management Plan (Input)	4 reports on Implementation of Cemetery Management Plan	1 report	Achieved	1 report	Not Achieved (40% Progress on fencing at Komga Town Cemetery)	
Community										
Community										
Custodia										

3.1.2 KPA 2: Local Economic Development

QUARTERLY TARGETS																									
Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	KPI Number	Key Performance Indicator	Annual Target Year 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual															
1. LED Strategy	To create opportunities for sustainable development within the GKM area by June 2022	LED01: By identifying and twinning with municipality/s/ organisations with similar areas of cooperation.	LED Strategy	LED01-02	LED Strategy reviewed and approved by council (Input)	LED Strategy reviewed and approved by council	Consultation of relevant stakeholders	Achieved	LED Strategy reviewed and approved by council	Draft in place															
												Target to be reviewed.	Council resolutions reviewed and adopted strategy												
														Reasons for variance	Target involves external stakeholders and needs more research										
																Mitigating Measures	Target to be reviewed.								
																		POE	Copy of MOU						
																				Snapshots					
																						The Task Team has not started working due to the fact that the STR Strategy and Oceans economy business plan have not been finalized.			
																							The Task Team has not started working due to the fact that the STR Strategy and Oceans economy business plan have not been finalized.		
																								The Task Team has not started working due to the fact that the STR Strategy and Oceans economy business plan have not been finalized.	
																									The Task Team has not started working due to the fact that the STR Strategy and Oceans economy business plan have not been finalized.
Strategic services				LED01-01	1 MOU signed and report on the implementation (Input)	1 MOU signed and 2 reports on the implementation	Establishment of a task team	Achieved	Development of MOU	Not achieved															
Custodial																									

QUARTERLY TARGETS

Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	KPI Number	Key Performance Indicator	Annual Target Year 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	Snapshots	Reasons for variance	Mitigating Measures	POE	Strategic
2. EPWP	To create job opportunities through EPWP programme by June 2022	LED02: Support initiatives geared towards mass job creation and sustainable livelihoods	87-EPWP jobs 558-CWP jobs	LED02-01	Number of job opportunities created through EPWP, CWP and MIG projects (output)	700 jobs created	200 jobs created	118 EPWP Work Opportunities, 75 MIG, ..CWP - Overall 193	200 jobs created	19-MIG projects, 87-EPWP, 50- CWP		None	None	Proof of employment. Signed reports	Technical and
	To promote the tourism potential of GKM by June 2022	LED03: By marketing GKM as a tourism destination through developing tourism routes	New indicator		Oceans Economy Business Plan developed and approved by Council (Input)	Oceans Economy Business Plan developed and approved by Council	Draft Oceans Economy Business Plan developed	Partially Achieved	Consultation of relevant stakeholders	Achieved		None	None	Proof of consultations.	Strategic
3. Tourism			New Indicator	LED03-02	Number of Tourism branding material purchased	100 copies	Appointment of a Service Provider	Achieved	Delivery of purchase	Achieved		None	None	Proof of delivery.	Strategic
	LED04: Lobby funding for high impact projects		New indicator	LED04-01	Small Town Regeneration Strategy developed and approved by Council (Input)	Small Town Regeneration Strategy developed and approved by Council	Draft Small Town Regeneration strategy developed	Achieved	Consultation of relevant stakeholders	Achieved		None	None	Copy of draft Strategy/ report	Strategic

QUARTERLY TARGETS

Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	KPI Number	Key Performance Indicator	Annual Target Year 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	Snapshot	Reasons for variance	Mitigating Measures	POE	Custodia
4. Agriculture	To promote the agrarian economy in support of the disadvantaged communal farmers by June 2022	LED05: By supporting and monitoring Agrarian and Farming Production and Programmes in partnership with DRDAR	Approved site by council for Agripark	LED05-01	Lobby for support for the development of AgriPark (Input)	Lobby for support for the development of AgriPark	Solicit partnership with DRDAR	Not achieved	Consultation of relevant stakeholders	Not achieved		Engagements processes are taking place between the municipality and DRDAR. No written agreement has been reached yet.	A task team that constitute GKM and DRDAR Officials to be formed to drive the project.	Proof of consultations.	Strategic Directorate
5. SMME's & Co-operatives	To create a conducive environment for SMME's and Co-operatives to access economic opportunities by June 2022	LED6: Lobby technical support and funding from potential funders to support SMME's & Co-operatives	Draft Policy in place	LED06-01	SMME Policy developed and approved by council (Input)	SMME Policy developed and approved by council	Consultation of relevant stakeholders	Achieved	SMME Policy developed and approved by council	Achieved		None	None	Signed policy. Council resolutions	Strategic
			New indicator	LED06-02	Partnership agreement developed and signed with DTI (Input)	Partnership agreement developed and signed with DTI	Monitor and report on the implementation	Achieved	Monitor and report on the implementation	Achieved		None	None	Signed report	Strategic

3.1.3 KPA 3: Financial Viability and Management

QUARTERLY TARGETS											
IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	Reasons for variance	Mitigating Measures	POE
1. Asset	FM01: By developing and maintaining a GRAP compliant asset register.	Asset policy and updated asset register	Asset policy and updated asset register approved by council (Input)	Review of asset policy and maintenance of asset register	Review Asset Management Policy. Physical verification of Assets	Achieved	Circulating the reviewed Asset Management Policy. Review of updates of the FAR.	Achieved	None	None	Inputs and proof of circulation
	FM02: By ensuring adherence to Supply Chain Management Regulations	SCM policy	SCM policy reviewed and approved by council (Input)	SCM policy reviewed and approved by council	Review SCM Management Policy.	Achieved	Circulating the reviewed SCM Management Policy.	Achieved	None	None	Inputs and proof of circulation
2. Supply Chain and Expenditure Management		Procurement plan	Procurement plans signed off by the Accounting Officer (Input)	Procurement plans signed off by the Accounting Officer.	Procurement plans signed off by the Accounting Officer.	Achieved	N/A	N/A	N/A	N/A	N/A
		4 reports	Number of SCM reports to Council (Input)	4 reports on the implementation of the SCM policy.	1 Quarterly reports	Achieved	1 Quarterly reports	Achieved	None	None	Council item/resolution
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QUARTERLY TARGETS									
IDP Objective	IDP strategy	2016/17 Baseline	KPI Number	Key Performance Indicator	Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual
3. ICT Management and	FM04: By Upgrading and maintenance of ICT infrastructure and systems	0%	FM03-03	Irregular, Fruitless and Wasteful and Unauthorized Expenditure report (Input)	0%	0%	0%	0%	0%
		100%		% of MIG Funding expenditure (Output)	100%	100%	100%	100%	Achieved
		ICT policies and governance framework		ICT policies and governance framework reviewed and approved by council (Input)	ICT policies reviewed and approved by council	Review ICT policies reviewed.	Achieved	Circulating the reviewed ICT policies.	Achieved
		IT Masterplan		IT Masterplan reviewed approved by council (Input)	Review and Implement IT Masterplan approved by council	Implementation of IT Masterplan.	Achieved	Implementation of IT Masterplan	Achieved
CFO			FM04-02						
CFO			FM04-01						
DTs			FM03-04						
Custodians									

QUARTERLY TARGETS									
IDP Objective	IDP strategy	2016/17 Baseline	KPI Number	Key Performance Indicator	Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual
6. Audit Outcome	municipality's credit and debt control policy (Section 64 MFMA) by June 2022.	100%		Indigent register Review and Updated (Input)	100% beneficiary subsidization of the customers that have claimed	Monitoring and Implementation of Indigent register.	Achieved	Monitoring and Implementation of Indigent register.	Achieved
	To ensure improvement of audit outcomes through reduction of audit findings by June 2022.	100%	FM09-01	% of audit findings addressed (Output)	100% reduction of audit findings	100% reduction of audit findings	Achieved	100% reduction of audit findings	95% of findings were addressed
	To ensure management of organizational and mitigation of risks by June 2022	100%	FM11-01	% implementation of action plan to mitigate identified risks (Output)	% of identified risks lessened	100%	Achieved	100%	100%
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QUARTERLY TARGETS											
IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	Reasons for variance	Mitigating Measures	POE
To enhance the enforcement of National Road Traffic Act 93 of 1996, by-laws and safeguard municipal assets by June 2022.	FM12: By enforcing and monitoring of road traffic rules	1. Learners' license- 1212 2. Driver's license- 2444 3. Drivers renewal- 959 4. Fines issued- 181	Number of Motor Vehicle registrations, bookings and renewals of drivers licenses (Output)	400 learners' license and 400 driver's license. Motor Vehicle renewals	100 learners' license and 100 driver's license. 30 drivers renewal	443 learners' licenses 701 driving licence 335 driving licence renewals and 789 motor vehicle registration and licensing	150 learners' license and 150 driver's license. 30 drivers renewal	257 Learners' Licence & Duplicates 370 Drivers Licences 669 Drivers Licence Renewals 693 Motor Vehicle Registrations	None	None	Quarterly eNatis reports
		New indicator		400 spot fines issued	100 spot fines issued	Not achieved	100 spot fines issued	Not achieved	Lack of planning, with available resources	To develop a weekly schedule that will accommodate all functions of Traffic & Law Enforcement with the available staff members.	Quarterly reports to the standing committee
8. Safety and Traffic Services											
Infrastructure and Comm											
Infrastructure and Comm Serv											

KPA 4: Institutional Development and Transformation

QUARTERLY TARGETS													
Priority	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	Reasons for variance	Mitigating Measures	POE	Total
1. Employment Equity	To ensure compliance with the Employment Equity Act by June 2022	ID01: By ensuring targets on EEP are met. Ensure submission of EE Reports to the Department of Labour.	15 % of EEP Targets implemented	% of Employment equity target implemented (Output)	15 % of Employment equity Plan target implemented	Develop EEP	Achieved	N/A	N/A	N/A	N/A	N/A	
2. Leave	To ensure Proper adherence to attendance and leave management by June 2022	ID02 : Ensure implementation and monitoring of attendance, leave policy and procedure	Manual leave system	Automating Leave system project approved and implemented (Input)	Automating Leave system project approved and implemented	Appointment of service provider	Achieved	Phase 1 of the projects	Achieved		None	Signed quarterly report	
3. Organizational	To ensure : reviewal of municipality's organizational	ID03: By Annually reviewing the GKM Organogram through	Reviewed 2016/17 Organizational Structure.	Organization structure reviewed and approved by council (Input)	2017/18 Organization structure reviewed and approved	Review and implement Organogram review process	Achieved	Implement Organogram review process plan	Achieved		None	Process plan report	

Structure and ensure alignment with the IDP Strategies, Objectives and available resources by June 2022.		by council plan.											
To ensure the development, review, Implementation and monitoring of WSP for Councilors, Employees and Unemployed by June 2022.	normal customized review processes												
	ID04: Coordination of effective and efficient Recruitment and Selection Process in line with applicable reviewed policies	Recruitment Policy	ID04-01	The average length of time it takes to fill a vacant post (Output)	3 months positions below Sec 56.	3 months positions below Sec 56.	Not achieved	3 months positions below Sec 56.	Achieved		None	None	Quarterly standing committee report
	ID05: By ensuring the implementation and monitoring of WSP.	Workplace Skills Plan	ID05-01	Workplace Skills Plan reviewed and approved by council (Input)	Workplace Skills Plan reviewed and approved by council	Consolidation of inputs from Directorate s – Skills Audit Questionnaire.	Achieved	Consultations with Directorates on prioritization of training needs.	Achieved		None	None	List of prioritized trainings
4. Human Resources		100%	ID05-02	Number of staff actually trained as per the WSP (Output)	8 Training Interventions	2 Training interventions Conducted	Achieved	2 Training interventions	Achieved		None	None	Training reports to the standing committee

To ensure effective functioning of Council and its committees by June 2022	ID09: By ensuring that the Council and its sub-committees seat in accordance with the approved Council schedules	5 Ordinary & 4 Special Council meetings 30 Standing Committees	Number of Council and standing committee meetings set in line with 2017/18 council calendar (Output)	4 Ordinary Council seatings. 20 Standing Committee held	1 Ordinary Council meeting coordinated. 5 Standing Committees held	Achieved	Achieved		None	None	Council minutes. Standing committee minutes
To ensure proper keeping and maintenance of Institutional information in line with The National Archives and Records Service of South Africa by June 2022.	ID10: By review and implementing Institutional Records Procedures in line with applicable legislation	2 compliance reports	Number of compliance reports submitted (Input)	2 compliance reports submitted	Formal nominations of Records Champs and Training	Achieved	Achieved		None	None	Attendance registers and minutes
7. Records Management											
	ID09-02: By ensuring safe keeping of the Council resolution register	4 Resolution Registers	Number of Resolution Registers (Input)	4 Resolution Registers	1 Resolution Register	Achieved	Achieved		None	None	Copies of Resolution Registers
Corporate service											
Corporate service											
Corporate service											

8. Labour Relations	To promote sound labor relations and ensuring compliance with relevant labor legislations by June 2022.	ID11: By implementing disciplinary code and adhering to the applicable labor related legislation	Code of Conduct, Code of Ethics and Disciplinary Code.	ID11-01	No. of workshops conducted on Code of Conduct & Disciplinary Codes (Output)	4 Workshops conducted	1 Workshop on Code of Conduct	Achieved	1 Workshop on Disciplinary Code	Achieved		None	Attendee Registers and Copies of Presentations
			4 LLF Meetings	ID11-02	Number of LLF meetings held (Output)	4 LLF meetings held	1 meeting	Achieved	1 meeting	Achieved		None	Attendee registers and minutes
9. Employment	To ensure availability of competent, healthy and motivated workforce by June 2022	ID12: By reviewing of Employee Wellness Policy.	Employee Wellness Programs	ID12-01	Number of Employee Wellness programs conducted (Input)	2 Employee Wellness programs conducted	Develop concept document	Achieved	Institutional Fun run	Not achieved		Due to suspension of Procurement and financial constraints we could not coordinate the Fun Run.	Signed report
												Fun run scheduled in the 3 rd quarter 2017/18	
10. Health and Safety	To ensure compliance with Health and Safety Regulation by June 2022.	ID13: By implementing and monitoring of health and safety policy and regulations.	2017/18 OHS Policy	ID13-01	Number of Health and Safety Inspections conducted (Output)	4 Inspections & reports	1 Inspection conducted and report	Achieved	1 Inspection conducted and report	Achieved		None	Inspection reports

Corporate Services									
To promote holistic customer-centricity	ID14: By ensuring the IDP strategy implementation	1 Survey report 2016/17 Baseline	Number of satisfaction key performance indicators conducted	4 Surveys and report Annual Target	1 Customer Satisfactor Survey Planned	Achieved	None	Reports of survey POE	Total
1. Employment Equity Services	To ensure proper adherence to attendance and leave management by June 2022	15 % of EEP Targets implemented	Automating Leave system project approved and implemented (Input)	15 % of Employment equity Plan target implemented	Develop EEP	Achieved	None	None	N/A
2. Leave	To ensure proper adherence to attendance and leave management by June 2022	Manual leave system	Automating Leave system project approved and implemented (Input)	Automating Leave system project approved and implemented	Appointment of service provider	Achieved	None	None	Signed quarterly report
3. Organizational	To ensure review of municipality's organizational Structure and ensure alignment with the IDP processes	Reviewed 2016/17 Organizational Structure.	Organization structure reviewed and approved by council (Input)	2017/18 Organization structure reviewed and approved by council	Review and implement Organogram review process plan.	Achieved	None	None	Process plan report

Strategies, Objectives and available resources by June 2022.	ID04: Coordination of effective and efficient Recruitment and Selection Process in line with applicable reviewed policies	Recruitment Policy	The average length of time it takes to fill a vacant post (Output)	3 months positions below Sec 56.	3 months positions below Sec 56.	Not achieved	3 months positions below Sec 56.	Achieved		None	None	Quarterly standing committee report	Corporate services
			ID04-01										
4. Human Resources	To ensure the development, Implementation and monitoring of WSP for Councillors, Employees and Unemployed by June 2022.	Workplace Skills Plan	Workplace Skills Plan reviewed and approved by council (Input)	Workplace Skills Plan reviewed and approved by council	Consolidation of inputs from Directorate – Skills Audit Questionnaire.	Achieved	Consultations with Directorates on prioritization of training needs.	Achieved		None	None	List of prioritized trainings	Corporate
		100%	ID05-01	ID05-02	8 Training Interventions	2 Training interventions	Achieved	2 Training interventions		None	None	Training reports to the standing committee	Corporate
5. Legislative and	To ensure compliance with applicable legislation, regulations, policies, procedures and promulgation policies, by-	All Municipal Policies.	Municipal Policies reviewed and approved by council (Input)	All municipal Policies reviewed and approved by council	Reviewed policy review process plan.	Achieved	Circulate the Gap Analysis Review Form to Directorates to input gaps identified.	Achieved		None	None	Consolidated inputs from the directorates	Corporate Services
		ID06-01											

n of By-laws by June 2022	laws and procedure manuals in line with applicable legislation.													Corporate service
		ID07: Develop and conduct legal compliance audits	New indicator	Number of Compliance Audits conducted (Input)	4	1	Compliance Audit and report	Achieved	1	Achieved	None	Complete d Audits and Reports		
		ID08: Promulgation of By – Laws	Promulgated By - Laws	Number of By Laws Promulgated (Input)	5 By Laws Promulgated	Coordination of Publishing By – Laws in the Government Gazette	Not achieved	2 By Laws Promulgated	Not achieved	A request was sent to ADM but the District could not assist due financial constraints.	Development of By-laws be budgeted during the mid-year budget adjustment period	2 Copies of Promulgated By - Laws		
		ID09: By ensuring that the Council and its sub-committees seat in accordance with the approved Council schedules	5 Ordinary & 4 Special Council meetings 30 Standing Committees	Number of Council standing committee meetings set in line with 2017/18 council calendar (Output)	4 Ordinary Council seatings. 20 Standing Committee held	1 Ordinary Council meeting coordinated. 5 Standing Committees held	Achieved	1 Ordinary Council meeting coordinated. 5 Standing Committees held	Achieved	None	Council minutes. Standing committee minutes			
6. Council Support														Corporate service

7. Records Management	To ensure proper keeping and maintenance of Institutional information in line with The National Archives and Records Service of South Africa by June 2022.	By ensuring safe keeping of the Council resolution register	4 Resolution Registers	ID09-02	Number of Resolution Registers (Input)	4 Resolution Registers	1 Resolution Register	Achieved	1 Resolution Register	Achieved		None	None	Copies of Resolution Registers
	To ensure proper keeping and maintenance of Institutional information in line with The National Archives and Records Service of South Africa by June 2022.	ID10: By review and implementing Institutional Records Procedures in line with applicable legislation	2 compliance reports	ID10-01	Number of compliance reports submitted (Input)	2 compliance reports submitted	Formal nominations of Records Champs and Training	Achieved	Conduct Workshop to Directorates on Reviewed File Plan.	Achieved		None	None	Attendance registers and minutes
8. Labour Relations	To promote sound labor relations and ensuring compliance with relevant labour legislations	ID11: By implementing disciplinary code and adhering to the applicable labor	Code of Conduct, Code of Ethics and Disciplinary Code.	ID11-01	No. of workshops conducted on Code of Conduct & Disciplinary Codes (Output)	4 Workshops conducted	1 Workshop on Code of Conduct	Achieved	1 Workshop on Disciplinary Code	Achieved		None	None	Attendance Registers and Copies of Presentations

9. Employment	by June 2022.	related legislation	4 LLF Meetings	ID11-02	Number of LLF meetings held (Output)	4 LLF meetings held	1 meeting	Achieved	1 meeting	Achieved	None	None	Attendance registers and minutes	Corporate Services
	To ensure availability of competent, healthy and motivated workforce by June 2022	ID12: By reviewing of Employee Wellness Policy.	Employee Wellness Programs	ID12-01	Number of Employee Wellness programs conducted (Input)	2 Employee Wellness programs conducted	Develop concept document	Achieved	Institutional Fun run	Not achieved	Due to suspension of Procurement and financial constraints we could not coordinate the Fun Run.	Fun run scheduled in the 3 rd quarter 2017/18	Signed report	Corporate Services
10. Health and Safety	To ensure compliance with Health and Safety Regulation by June 2022.	ID13: By implementing and monitoring of health and safety policy and regulations.	2017/18 OHS Policy	ID13-01	Number of Health and Safety Inspections conducted (Output)	4 Inspections & reports	1 Inspection conducted and report	Achieved	1 Inspection conducted and report	Achieved	None	None	Inspection reports	Corporate Services
	To promote holistic customer reception management and provision of auxiliary services to the entire institution by June 2022	ID14: By ensuring the implementation of the Reception Procedure Manual and the Cleaning Maintenance Plan	1 Survey report	ID 14 - 01	Number of satisfaction customer surveys conducted (Output)	4 Surveys and report	1 Customer Satisfactor y Survey	Not achieved	1 Customer Satisfactory Survey	Achieved	None	None	Reports of survey	Corporate Services
11. Auxiliary Services														

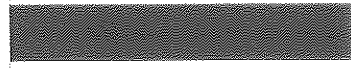
Activity	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target	QRT 1 Planned	QUAI		POE	Total
							Target	Actual		
1. Employment Equity	To ensure compliance with the Employment Equity Act by June 2022	ID01: By ensuring targets on EEP are met. Ensure submission of EE Reports to the Department of Labour.	15 % of EEP Targets implemented	% of Employment equity target implemented (Output)	15 % of Employment equity Plan target implemented	Develop EEP				
2. Leave	To ensure Proper adherence to attendance and leave management by June 2022	ID02 : Ensure implementation and monitoring of attendance, leave policy and procedure	Manual leave system	Automating Leave system project approved and implemented (Input)	Automating Leave system project approved and implemented	Appointment of service provider				
3. Organizational	To ensure review of municipality's organizational structure and ensure alignment with the IDP	ID03: By Annually reviewing the GKM Organogram through normal customized review processes	Reviewed 2016/17 Organizational Structure.	Organization structure reviewed and approved by council (Input)	2017/18 Organization structure reviewed and approved by council	Review and implement Organogram review process plan.				

4. Human Resources To ensure the development, review, implementation and monitoring of WSP for Councilors, Employees and Unemployed by June 2022.	Strategies, Objectives and available resources by June 2022. ID04: Coordination of effective and efficient Recruitment and Selection Process in line with applicable reviewed policies	Recruitment Policy ID04-01	The average length of time it takes to fill a vacant post (Output) ID04-01	3 months positions below Sec 56. 3 months positions below Sec 56.	Not achieved 3 months positions below Sec 56.	Achieved 3 months positions below Sec 56.	None	None	Quarterly standing committee report	Corporate services
	ID05: By ensuring the implementation and monitoring of WSP.	Workplace Skills Plan ID05-01	Workplace Skills Plan reviewed and approved by council (Input)	Workplace Skills Plan reviewed and approved by council Consolidation of inputs from Directorate Skills Audit Questionnaire.	Achieved 2 Training interventions Conducted	Achieved 2 Training interventions	None	None	List of prioritized trainings	Corporate
	100%	ID05-02	Number of staff actually trained as per the WSP (Output)	8 Training Interventions 2 Training interventions Conducted	Achieved 2 Training interventions	2 Training interventions	None	None	Training reports to the standing committee	Corporate
	ID06: By coordinating the development, review and implementation of all municipal policies, by-	All Municipal Policies. ID06-01	Municipal Policies reviewed and approved by council (Input)	All municipal Policies reviewed and approved by council Reviewed policy review process plan.	Achieved 2 Training interventions	Achieved 2 Training interventions	None	None	Consolidated inputs from the directorates	Corporate Services

7. Records Management	By ensuring safe keeping of the Council resolution register	4 Resolution Registers	ID09-02	Number of Resolution Registers (Input)	4 Resolution Registers	1 Resolution Register	Achieved	1 Resolution Register	Achieved		None	None	Copies of Resolution Registers
	ID10: By review and implementing Institutional Records Procedures in line with applicable legislation	2 compliance reports		Number of compliance reports submitted (Input)	2 compliance reports submitted	Formal nominations of Records Champs and Training	Achieved	Conduct Workshop to Directorates on Reviewed File Plan.	Achieved		None	None	Attendance registers and minutes
	To ensure proper keeping and maintenance of Institutional information in line with The National Archives and Records Service of South Africa by June 2022.		ID10-01										
8. Labour Relations	ID11: By implementing disciplinary code and adhering to the applicable labor legislations	Code of Conduct, Code of Ethics and Disciplinary Code.	ID11-01	No. of workshops conducted on Code of Conduct & Disciplinary Codes (Output)	4 Workshops conducted	1 Workshop on Code of Conduct	Achieved	1 Workshop on Disciplinary Code	Achieved		None	None	Attendance Registers and Copies of Presentations
										Corporate services			
										Corporate service			
										Corporate			

9. Employment	by June 2022.	related legislation	4 LLF Meetings	ID11-02	Number of LLF meetings held (Output)	4 LLF meetings held	1 meeting	Achieved	1 meeting	Achieved		None	None	Attendance registers and minutes	Corporates
	To ensure availability of competent, healthy and motivated workforce by June 2022	ID12: By reviewing of Employee Wellness Policy.	Employee Wellness Programs	ID12-01	Number of Employee Wellness programs conducted (Input)	2 Employee Wellness programs conducted	Develop concept document	Achieved	Institutional Fun run	Not achieved		Due to suspension of Procurement and financial constraints we could not coordinate the Fun Run.	Fun run scheduled in the 3 rd quarter 2017/18	Signed report	Corporate Services
10. Health and Safety	To ensure compliance with Health and Safety Regulation by June 2022.	ID13: By implementing and monitoring of health and safety policy and regulations.	2017/18 OHS Policy	ID13-01	Number of Health and Safety Inspections conducted (Output)	4 Inspections & reports	1 Inspection conducted and report	Achieved	1 Inspection conducted and report	Achieved		None	None	Inspection reports	Corporate Services
	To promote holistic customer reception management and provision of auxiliary services to the entire institution by June 2022	ID14: By ensuring the implementation of the Reception Procedure Manual and the Cleaning Maintenance Plan	1 Survey report	ID 14 - 01	Number of satisfaction customer surveys conducted (Output)	4 Surveys and report	1 Customer Satisfactor y Survey	Not achieved	1 Customer Satisfactory Survey	Achieved		None	None	Reports of survey	Corporate Services

👍 = Target achieved and or exceeded (> 90). 📉 = target not achieved (< 74). 📊 = information not yet available. 📈 = significant progress (75 - 90%) has been achieved. N/A = No target was set for the quarter in the approved SDBIP



3.1.4 KPA 5: Good governance and public participation

Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	QUARTERLY TARGETS					Snapshot	Reasons for variance	Mitigating Measures	POE	Custodia
					Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual					
1. Public Participation & Management of Petitions	To promote effective participation of community members in the affairs of governance by June 2022	GG01: Regular and effective communication with communities	4 meetings	Number of Ward Committee Meetings held (Output)	4 meetings	1 meeting	Achieved	1 meeting	Achieved		None	None	Signed minutes and attendance registers	Strategic services
		GG02: By managing petitions through effective communication with relevant stakeholders	4 meetings	Number Mayoral Imbizos held (Output)	4 meetings	1 meeting	Achieved	1 meeting	Achieved		None	None	Signed minutes and attendance registers	Strategic services

[illegible]

Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	QUARTERLY TARGETS							POE	Custodial
					Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	Snapshot	Reasons for variance	Mitigating Measures	
4. Strategic Planning	To ensure the development, implementation and review of integrated development planning by June 2022	GG05: By facilitating development and review of IDP through implementation of IDP process plan	2016/17 IDP	5 year IDP developed, reviewed and approved by council (Input)	IDP reviewed, implemented and approved by council	IDP/PMS and Budget Process Plan developed and approved by council	Achieved	Needs analysis phase	Achieved		None	None	Copy of approved IDP Process Plan. Council resolution
				GG05-01									Strategic services
6. Operational planning and performance monitoring	To ensure the institutionalization of Performance Management by June 2022	GG06: Develop and review Institutional Strategic Score Card and cascading of Performance Management System	2016/17 SDBIP	SDBIP developed and approved within 28 days after the approval of IDP and Budget (Input)	SDBIP developed and approved within 28 days after the approval of IDP and Budget	SDBIP developed and approved within 28 days after the approval of IDP and Budget	Achieved	N/A	N/A		N/A	N/A	Strategic services
				GG06-01									Strategic services
6. Operational planning and performance monitoring			3 Performance agreements signed	Number of signed performance agreements by S56 Managers (Output)	4 signed Performance Agreements	4 signed Performance Agreements	Achieved	N/A	N/A		N/A	N/A	Strategic Services
				GG06-02									Strategic Services

QUARTERLY TARGETS										
Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	POE
Strategic services	To ensure effective functioning of Oversight Committees by June	GG07: Monitor and measure institutional performance quarterly	4 quarterly reports and APR	Number mid-year annual performance reports and annual reports developed and approved by council (Input)	1-mid-year report 1-annual performance report and annual report developed and approved by council	4 th quarter SDBIP report 206/17.	Achieved	1 st quarter SDBIP report submitted to council	Achieved	
						Annual Performance Report submitted to council	Achieved	Appointment assessment panel members	Achieved	
						4 reports	Achieved	1 report	Achieved	
						Number of reports on performance of service providers (Input)	Achieved	1 meeting	Achieved	
Strategic services	To ensure effective functioning of Oversight Committees by June	GG08: Provide administrative support to oversight committees	4 Meetings	Number of Audit Committee Meetings held (Output)	4 AC meetings	1 meeting	Achieved	1 meeting	Achieved	
						1 meeting	Achieved	1 meeting	Achieved	
						4 reports	Achieved	1 report	Achieved	
						Number of reports on performance of service providers (Input)	Achieved	1 meeting	Achieved	
Strategic services	To ensure effective functioning of Oversight Committees by June	GG08: Provide administrative support to oversight committees	4 Meetings	Number of Audit Committee Meetings held (Output)	4 AC meetings	1 meeting	Achieved	1 meeting	Achieved	
						1 meeting	Achieved	1 meeting	Achieved	
						4 reports	Achieved	1 report	Achieved	
						Number of reports on performance of service providers (Input)	Achieved	1 meeting	Achieved	

QUARTERLY TARGETS										
Priority Area	IDP Objective	IDP strategy	2016/17 Baseline	Key Performance Indicator	Annual Target 2017/18	QRT 1 Planned	QRT 1 Actual	QRT 2 Planned	QRT 2 Actual	Snapshot
8. SPU	risks by June 2022	strategies	4 RIMCO meetings	Number of RIMCO meetings held (Output)	4 RIMCO meetings	1 meeting	Not achieved	1 meeting	Not achieved	
	To accelerate empowerment of historically disadvantaged groups by June 2022	GG12: By developing, reviewing and implementing plan that promote mainstreaming of Special programmes in all GKM programs, plans and projects	4 SPU reports	SPU plan approved by council and implemented (Input)	SPU plan reviewed and implemented	Review of SPU Plan	Achieved	Report on the implementation	Achieved	
Strategic services										
Custodial										
Strategic services										

PART 4

2nd Quarter Report on three year Capital Projects

Grant (Source of Funding)	Project Name	2017/18 Approved Budget	Expenditure	Achieved	Reason for variance	Corrective measure
Municipal Infrastructure Grant (MIG)	Komga adult Multi-purpose Centre	R 2 600 000	R 2503396.87	Practically completed		
	Soto disability Multi-purpose Centre	R 2 600 000	R 1327217.73	Construction	None	None
	Thembalethu-Peace village internal streets	R 2 000 000	R 2416495.74	Construction	None	None
	Magrangxeni internal streets	R 3 644 250	R 347466.30	Construction	None	None
	PMU admin cost					

PART 5

3.1 Conclusion

This document represents the Great Kei Municipality's detailed report back to citizens and stakeholders on the municipality's performance over the first half of 2017/2018 financial year. This report therefore provides the progress and performance of the municipality in terms of assessing achievements in efforts to realise the objectives as set by Council. As such, this report not only reflects on milestones and challenges experienced, but also on the on-going commitment to progressively deepen accountability to the citizens of the whole of the Great Kei Municipality area.