TREASURY SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER - FINANCE

No	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implications				Auditor's Comments
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Progress & Challenges	Corrective measures & Revised Time Frame	Actual Budget	Budget Spent to Date	Variance (Rand Value)	POE	
	FINANCIAL VIABILITY AND MANAGEMENT																				
TREA 1	Optimised Asset and Insurance Management services	MFVM 5.1	MFVM 5.1.1	Updated and GRAP compliant Asset Register	Number of Movable Asset Verifications conducted	4	1	1	1	Updated Asset register and appendices	1	0	Updated Asset register and appendices	Not Achieved	Verification of assets has been concluded, however section is awaiting upload of correct data onto system	Updates will be done once the issues with Sage and AFS are resolved 31/03/2018		N/A	N/A	Updated Asset register and appendices	Not Achieved
TREA 3		MFVM 5.2	MFVM 5.2.1	Reconciliation of the asset register to the GL accounts	Number of Updated Asset Registers	12	3	3	3	signed off reconciliations	3	0	signed off reconciliations	Not Achieved	Sage and issues with the AFS	Updates will be done once the issues with Sage and AFS are resolved 31/03/2018		N/A	N/A	Asset register Appendix	Not Achieved
TREA 4	Optimised Asset and Insurance Management services	MFVM 5.3	MFVM 5.3.1	Disposal of Redundant and obsolete assets	Number of Disposal of assets by public auction	2	1	0	N/A	N/A	1	1	Letter of award, Council Resolution	Achieved	N/A	N/A		N/A	N/A	Letter of award, Council Resolution, Advert and Auctioneers Report	√
TREA 5		MFVM 5.4	MFVM 5.4.1	Percentage insurance cover for municipal assets	Percentage insurance cover for municipal insurable assets	100%	100%	100%	100%	Insurance Policy Document	100%	100%	Insurance Policy Document	Achieved	N/A	N/A		N/A	N/A	Insurance Policy Document	√
TREA 6	Optimised Asset and Insurance Management services		MFVM 5.4.2	Lodging the insurance claim with the insurance company	Turn-around time of lodging the insurance claim	30 calendar days	30 calendar days	30 calendar days	30 calendar days	Insurance claims register	30 calendar days	30 calendar days	Insurance claims register	Achieved	N/A	N/A		N/A	N/A	Insurance claims register	√
TREA 7	Improve Budgeting and Reporting	MFVM 3.5	MFVM 3.5.1	Liquidity Ratio	Improved Liquidity Ratio	1.5:1	0	1.5:1	3.38:1	TB Extract and calculations	1.5:1	0	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM, GL BY 15 FEBRUARY		N/A	NA	TB Extract and calculations	Not Achieved
TREA 8			MFVM 3.5.2	Improve Cash Coverage Ratio	Improved Liquidity in months	3 months	0	3 months	2.78 months	TB Extract and calculations	3 months	0	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM, GL BY 15 FEBRUARY		N/A	NA	TB Extract and calculations	Not Achieved

NO.	Strategic Objective	IDP Ref	SDBIP Ref	Municipality Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Challenges	Corrective measures & Revised Time Frame	Financial implication: Annual Budget	Budget Spent to Date	[illegible] (Wait List)	POE	AUDITORS COMMENTS
MUNICIPAL FINANCIAL VIABILITY / MANAGEMENT																					
TREA 9	Improve Budgeting and Reporting	MFVM 3.5	MFVM 3.5.3	Cash Backed Reserves	Percentage Improved Liquidity	100%	0%	100%	100%	TB Extract and calculations	100%	0%	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL-UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM GL BY 15 FEBRUARY		N/A	NA	TB Extract and calculations	Not Achieved
TREA 10	Improve Budgeting and Reporting	MFVM 3.5	MFVM 3.5.4	Debt to Operating Revenue	Percentage Improved Liquidity	45%	0%	45%	45%	TB Extract and calculations	45%	0%	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL-UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM GL BY 15 FEBRUARY		N/A	NA	TB Extract and calculations	Not Achieved
TREA 11	Improve Budgeting and Reporting	MFVM 3.5	MFVM 3.5.5	Management of Banking Services - Cash Banking	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	2	2	1	1	Attendance register and minutes	1	1	Attendance register and minutes	Achieved	N/A	N/A		N/A	NA	Attendance register and minutes	√
TREA 12	Optimise expenditure and get better returns on investment	MFVM 2.4	MFVM 2.4.1	Capital Costs to Operating Expenditure	Percentage Capital Costs to Operating Expenditure	6 - 8	0%	6 - 8 %	0	TB Extract and calculations	6 - 8 %	0	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES, TRANSACTIONS ON THE SYSTEM GL BY 15 FEBRUARY		N/A		TB Extract and calculations	Not Achieved
TREA 13	Optimise expenditure and get better returns on investment	MFVM 2.1	MFVM 2.1.1	Management of Loans and Investments	Number of updated loans on Investment Registers	2	2	1	1	Copy of register signed as proof of review	1	1	Copy of register signed as proof of review	Achieved	N/A	N/A		N/A		Copy of register signed as proof of review	√
TREA 14	Optimise expenditure and get better returns on investment	MFVM 2.9	MFVM 2.9.1	Reduction of Irregular Expenditure	Irregular expenditure as a percentage of total actual expenditure	3.0%	1.5%	1.5%	0.0%	Register of Irregular expenditure	1.5%	1.5%	Register of irregular expenditure	Achieved	N/A	N/A		N/A	N/A	Register of Irregular expenditure	√
TREA 15	Optimise Asset and Insurance management services	MFVM 5.1	MFVM 5..1	Inventory Management	Frequency of Stock takes	3	0	1 stock take	N/A	Stock takes report	1 stock take	0	Stock takes report	Not Achieved	Stock take procedures on the new system were not yet evident There were still challenges in the Inventory Management module that wouldn't allow all of us to count stock	The challenges are in the process of being resolved by both Sage and Inventory Management The stock count will take place in February 2018		N/A	N/A	Stock take report	Not Achieved

NO	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objectives/ Outputs	Key Performance Indicator	Annual Target	Cumulative/YTD Actual Achieved to Date	Quarterly Targets and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages & Challenges	Corrective Measures & Revised Time Frame	Financial Implications: Annual Budget	Budget Spent to Date	Variance (Warn/Fail)	POE	Auditors Comments
TREA 16	Optimise expenditure and get better returns on investment	MFVM 2.8	MFVM 2.8.1	Vendor Management	Frequency Vendor database reviewed	12	6	3 monthly reviews	3	Exception report - Change log report	3 monthly reviews	3	Exception report - Change log report	Achieved	N/A	N/A		N/A	N/A	Exception report - Change log report	√
TREA 18			MFVM 2.8.3	Contract Management	Turnaround time for BSC to Advert	14 days	14 days	14 days	13.25 days	Tender Tracking Register	14 days	14 days	Tender Tracking Register	Achieved	N/A	N/A		N/A	N/A	Tender Tracking Register	√
TREA 19	Optimise expenditure and get better returns on investment	MFVM 2.8	MFVM 2.8.4		Turnaround time from advert to the Tender closing	30 days	30 days	30 days	22.75 days	Tender Tracking Register	30 days	30 days	Tender Tracking Register	Achieved	N/A	N/A		N/A	N/A	Tender Tracking Register	√
TREA 20			MFVM 2.8.5		Turnaround time from the closing of Tender to the awarding of contract	90 calendar days	85 days	90 calendar days	36.75 days	Tender Tracking Register	90 days	90 calendar days	Tender Tracking Register	Achieved	N/A	N/A		N/A	N/A	Tender Tracking Register	√
TREA 21			MFVM 2.8.6		Frequency of Contract register updates	12	6 updates	3 updates	3 updates	Contract register	3 updates	3	Contract register	Achieved	N/A	N/A		N/A	N/A	Contract register	√
TREA 22	Improve Budgeting and Reporting	MFVM 3.3	MFVM 3.3.1	Ensure Financial Reporting Compliance	Number of Annual Financial Statement compiled	2	4	2	2	Audit Committee resolution	2	2	N/A	Achieved	N/A	N/A		N/A	N/A	Audit Committee resolution	√
TREA 26	Optimise expenditure and get better returns on investment	MFVM 2.5	MFVM 2.5.1	Controlled Unauthorised Expenditure	Controlled Unauthorised Expenditure as a percentage of Total Actual Expenditure	0.5%	0.5%	0.5%	0.0%	Register of Unauthorised Expenditure	0.5%	0.5%	Register of Unauthorised Expenditure	Achieved	N/A	N/A		N/A	N/A	Register of Unauthorised Expenditure	√

NO.	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date	Variation (Under)/Over	POE	AUDITOR'S COMMENTS
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																					
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT																					
TREA 42	Improve Budgeting and Reporting	MFVM 3.3	MFVM 3.3.1	Ensure Budget Report Compliance	Number Monthly in-year reports produced	12	6	3	3	Letters of submission to National and Provincial Treasury	3	3	Letters of submission to National and Provincial Treasury	Achieved	N/A	N/A		N/A	N/A	Letters of submission to National and Provincial Treasury	√
TREA 43			MFVM 3.3.2		S72 quarterly reports produced	4	2	1	1	Letters of submission to National and Provincial Treasury	1	1	Letters of submission to National and Provincial Treasury	Achieved	N/A	N/A		N/A	N/A	Letters of submission to National and Provincial Treasury	√
TREA 44	Improve Budgeting and Reporting	MFVM 3.3	MFVM 3.3.3	Ensure Budget Report Compliance	Percentage Capital Budget Spent	90%	46%	15%	19%	Sec 71 Report and Calculations	50%	46%	Sec 71 Report and Calculations	Not Achieved	Incorrect information on GL - Unable to calculate	Revenue section to update information on GL 15 February 2018		N/A	N/A	Sec 71 Report and Calculations	Not Achieved
TREA 45	Optimise expenditure and get better returns on investment	MFVM 3.3	MFVM 2.3.1		Percentage Operating budget spent	95%	77%	25%	20%	S71 reports	50%	77%	S71 reports and calculations	Achieved	N/A	N/A		N/A	N/A	S71 reports and calculations	√
TREA 46	Increase Income	MFVM 1.1	MFVM 1.1.1	Collection ratio as a percentage of billing	Percentage Increased collection of current debt ratio	85%	83%	95%	73%	Debtors reconciliation	95%	83%	Debtors reconciliation	Not Achieved	Inaccurate book debt as not all meters have been read, shortage of technical personnel to do restrictions and disconnections	Implementation of Revenue Enhancement Stategy		N/A	N/A	Debtors reconciliation	revised timeframes not indicated.
TREA 47		MFVM 1.2	MFVM 1.2.1	Percentage Reduction in overdue debt	Percentage Reduction in overdue debt	20%	2%	0%	2%	Debtors reconciliation	0%	2%	Debtors reconciliation	Not Achieved	Inaccurate book debt as not all meters have been read, shortage of technical personnel to do restrictions and disconnections	Implementation of Revenue Enhancement Stategy		N/A	N/A	Debtors reconciliation	revised timeframes not indicated.
TREA 48	Increase Income		MFVM 1.2.2	Billing Management	Percentage of Urban accounts billed with actual meter readings	85%	68%	50%	67%	Readings report	68%	68%	Readings report	Achieved	N/A	N/A		N/A	N/A	Readings report	√

NO	Strategic Objective	IDP Ref	SDBIP Ref	Municipal Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Information				
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective Measures & Revised Time Frame	Annual Budget	Budget Spent to Date	Variance (Over/Under)	POE	Auditors Comments
TREA 49		MFVM 1.2	MFVM 1.2.3		Percentage of Rural accounts billed with actual meter readings	10%	5%	10%	10%	Readings report	10%	5%	Readings report	Not Achieved	Some meters can not be read Awaiting for meters to be changed / replaced. Some removed from the ground but reflect on the billing	Completed rural meter tagging and Meter reading project in place to improve meter reading. Data cleansing of meter Masterfile		N/A	N/A	Readings report	revised timeframes not indicated.
TREA 50	Optimise expenditure and get better returns on investment	MFVM 2.7	MFVM 2.7.1	Expenditure Management	Turn Around Time Creditors Payment : Creditors paid in time	30 calendar days	30 calendar days	30 calendar days	30 calendar days	Creditors age analysis	30 calendar days	30 calendar days	Creditors age analysis	Achieved	N/A	N/A		N/A	N/A	Creditors age analysis	√
TREA 51			MFVM 2.7.2		Frequency of Employee deductions payments	Monthly	monthly	3 monthly payments	montly	Proof of payment	3 monthly payments	monthly	Proof of payment	Achieved	N/A	N/A		N/A	N/A	Proof of payment and Reconciliation	√
TREA 52		MFVM 2.7	MFVM 2.7.3		Frequency of payment of Salaries	Monthly	monthly	3 monthly payments	montly	Proof of transfer of salaries	3 monthly payments	monthly	Proof of transfer of salaries	Achieved	N/A	N/A		N/A	N/A	Proof of transfer of salaries and Salaries Reconciliation	√
TREA 53	Optimise expenditure and get better returns on investment	MFVM 2.5	MFVM 2.5.1	Reduction of Fruitless and Wasteful Expenditure	Controlled Fruitless and Wasteful Expenditure as a percentage of Total Actual Expenditure	5%	0.00%	0.50%	0.00%	Register of Fruitless and Wasteful Expenditure and Calculations	0.50%	0.00%	Register of Fruitless and Wasteful Expenditure and Calculations	Achieved	N/A	N/A		N/A	N/A	Register of Fruitless and Wasteful Expenditure and Calculations	√
TREA 54		MFVM 2.7	MFVM 2.7.4	Payment of Creditors within 30 days	Percentage submission of invoices within 10 days of receipt to Treasury Office	100	100%	100%	100%	Monthly Departmental control sheet	100%	100%	Monthly Departmental control sheet	Not Achieved	N/A	N/A		N/A	NA	Monthly Departmental control sheet	No proof that invoices from departments are submitted within 10 days of receipt to Treasury Office.
TREA 55	Optimise	MFVM 2.2	MFVM 2.2.1	Grants Management	Percentage Reduction of Unspent Conditional Grants withheld	0	0.00%	0.00%	0.00%	DORA payment schedule	0.00%	0.00%	DORA payment schedule	Achieved	N/A	N/A		N/A	N/A	DORA payment schedule	√
TREA 56	Optimise Systems	MFVM 2.25	MFVM 2.25.1	Financial Systems Service Level Agreements	Percentage Service and Licence Agreements Management to Financial Systems (SLAs)	100	100%	100%	100%	Register of Licences	100%	100%	Register of Licences	Achieved	N/A	N/A		N/A	N/A	Register of Licences	√

NO	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implications		Location (Ward / LM)	POE	AUDITORS COMMENTS
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective Measures & Revised Time Frame	Annual Budget	Budget Spent to Date			
[illegible]																					
TREA 57	and operations	MFVM 2.24	MFVM 2.24.1	Financial Systems' User and Admin Access	Number Quarterly Review of Financial Systems' User and Admin Access	4	2	1	1	User and Admin Access Review Reports	1	1	User and Admin Access Review Reports	Achieved	N/A	N/A		N/A	N/A	User and Admin Access Review Reports	√
TREA 58		GGPP 1.2	GGPP 1.2.1	Full Council resolutions Implemented	Percentage of APPLICABLE council resolutions Implemented	100%	100%	100%	100%	Compliance Report	100%	100%	Compliance Report	Achieved	N/A	N/A	R -	N/A	ALL		√

END OF TREASURY SDBIP

P56

UGU DISTRICT MUNICIPALITY
2017 2018
SERVICE DELIVER AND BUDGET IMPLEMENTATION PLAN
OFFICE OF THE MUNICIPAL MANAGER

OFFICE OF THE MUNICIPAL MANAGER SDBIP 2017 / 2018
PERSON RESPONSIBLE: MUNICIPAL MANAGER - MR DD NAIDOO

No.	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	2016/17 Actual Achievement to Date	Quarterly Targets and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Reasons & Challenges	Corrective Measures & Revised Time Frame	Financial Implication: Annual Budget	Budget Spent to Date	Location (Ward / LM)	POE	Auditor's Comments
Municipal Transformation and Organisational [illegible]																					
OMM 1	Optimise systems and operations	MTID 2.1	MTID 2.1.1	Average turnaround time in hours taken to respond to Customers request for services	Number of hours taken to respond to Customers request for services	4hours	4	4hours	5.48	Systems report	4hours	1hour	Systems report	Not Achieved	Inadequate report	Adequate report will be extract in the new quarter. 31/03/2018	R -	N/A	N/A	Systems report	Not Achieved
OMM 3	Increase performance, monitoring and evaluation	MTID 3.1	MTID 3.1.2	Milestones achieved on the performance management process plan	Number of OPMS Quarterly Reviews Conducted	4	2	1	1	Attendance registers and minutes of review	1	1	Attendance registers and minutes of review	Achieved	N/A	N/A	R -	N/A	N/A	Attendance registers and minutes of review	√
OMM 7		MTID 3.2	MTID 3.2.1	Section 54/56 Managers with signed performance contracts	Number of section 54/56 Managers with signed performance contracts	5	3	5	3	Copy of Signed Contracts	5	3	Copy of Signed Contracts	Not Achieved	There have been only 2 new appointments of Section 54/56	Contracts for new appointments will be concluded March 2018	R -		N/A	Copy of Signed Contracts	√
[illegible]																					
OMM 10	Improve job creation opportunities particularly to youth	LED 1.1	LED 1.1.1	Jobs created through LED and EPWP projects	Number of jobs created through the EPWP Environmental and Social Sector	90	96	90	96	Signed contracts	0	N/A	N/A	N/A	N/A	N/A	R 1,988,000.00	R779 582.56	All LMs	Signed contracts	N/A
OMM 11	Promote Special Vulnerable focus group development		LED 6.1.1.1	Child Development Programmes	Number of child development programmes held	3	2	1	1	Attendance register and report noted by Portfolio Committee	1	1	Attendance register and report noted by Portfolio Committee	Achieved	N/A	N/A	R60 000	R18 100 00	All LMs	Attendance register and report noted by Portfolio Committee	√
OMM 13		LED 6.1	LED 6.1.1.3		Number of Early Childhood Development centres supported	8	4	2	2	Beneficiary list signed by guardian	2	2	Beneficiary list signed by guardian	Achieved	N/A	N/A	R 15,000.00	R15,000 00		Beneficiary list signed by guardian	√
OMM 14			LED 6.1.2		Date Christmas for Children living in Shelters and other vulnerable	31-Dec-17	06-Dec-17	N/A	N/A	N/A	31-Dec-17	06-Dec-17	Attendance register and report noted by Portfolio Committee	Achieved	N/A	N/A	R 25,000.00	R25 000.00	All LMs	Attendance register and report noted by Portfolio Committee	√
OMM 16			LED 6.1.4	Right of a Child Programme	Number of Awareness Campaigns on Children Rights held	8	5	2	3	attendance registers and report noted by Portfolio Committee	2	2	attendance registers and report noted by Portfolio Committee	Achieved	N/A	N/A	R 25,000.00	R5,000 00	All LMs	attendance registers and report noted by Portfolio Committee	√
OMM 17		LED 6.1	LED 6.1.5		Number of child headed households supported	12	5	4	4	List of beneficiaries signed by the School Principal on delivery	1	1	List of beneficiaries signed by the School Principal on delivery	Achieved	N/A	N/A	R 20,000.00	R20 000 00	All LMs	List of beneficiaries signed by the School Principal on delivery	√

UGU DISTRICT MUNICIPALITY
2017 2018
SERVICE DELIVER AND BUDGET IMPLEMENTATION PLAN
OFFICE OF THE MUNICIPAL MANAGER

No.	Strategic Objective	IDP Ref	SDBIP Ref	Municipal Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Challenges	Corrective measures & Revised Time Frame	Financial Implication: Annual Budget	Budget Spent to Date	Location Ward / LM	POE	Auditors Comments
OMM 19	Promote Special Vulnerable focus group development	LED 6.1	LED 6.1.7		Number of beneficiaries in Sanitary Dignity Campaigns held	1000	579	250	322	List of beneficiaries signed by beneficiaries on date received	250	257	List of beneficiaries signed by beneficiaries on date received	Achieved	N/A	N/A	R 30,000.00	R19,762.00	All LMs	List of beneficiaries signed by beneficiaries on date received	√
OMM 20			LED 6.1.8		Number of Women Empowerment Session held	3	2	1	1	Attendance register and report noted by Portfolio Committee	1	1	Attendance register and report noted by Portfolio Committee	Achieved	N/A	N/A	R 159,000.00	R104 300.00	All LMs	Attendance register and report noted by Portfolio Committee	√
OMM 21			LED 6.1.9		Number of Men Empowerment Session conducted	4	2	1	1	Attendance register and report noted by Portfolio Committee	1	1	Attendance register and report noted by Portfolio Committee	Achieved	N/A	N/A	R 90,000.00	R88 360	All LMs	Attendance register and report noted by Portfolio Committee	√
OMM 22			LED 6.1.10		Number of Moral Regeneration Campaigns held	4	2	1	1	Attendance register and report noted by Portfolio Committee	1	1	Attendance register and report noted by Portfolio Committee	Achieved	N/A	N/A	R 50,000.00	R47 199 00	All LMs	Attendance register and report noted by Portfolio Committee	√
OMM 26	Promote Special Vulnerable focus group development	LED 6.1	LED 6.1.14	Senior Citizens Programmes	Number of Coordination and Support to Destitute Elderly Implemented	100	60	25	25	Report on support programmes provided	25	35	Report on support programmes provided	Achieved	N/A	N/A	R 20,000.00	R10 000 00	All LMs	Report on support programmes provided	√
OMM 27			LED 6.1.15		Number of Awareness Campaigns for Senior Citizens conducted	4	2	1	1	Attendance register and report noted by Portfolio Committee	1	1	Attendance register and report noted by Portfolio Committee	Achieved	N/A	N/A	R 50,000.00	R15 600 00	All LMs	Attendance register and report noted by Portfolio Committee	√
OMM 28			LED 6.1.16		Number of Disability Awareness Programmes Implemented	2	1	N/A	N/A	N/A	1	1	Attendance registers and report noted by Portfolio Committee	Achieved	N/A	N/A	R 20,000.00	R9 000.00	All LMs	Attendance registers and report noted by Portfolio Committee	√
OMM 29			LED 6.1.17		Number of Disability Sports Day held	1	1	N/A	N/A	N/A	1	1	Attendance registers and report noted by Portfolio Committee	Achieved	N/A	N/A	R160000	R73 270 80	All LMs	Attendance registers and report noted by Portfolio Committee	√
OMM 30			LED 6.1.18		Number of beneficiaries of Sanitary Dignity Campaigns held in Special Schools	800	532	200	300	List of beneficiaries and report noted by Portfolio Committee	200	232	List of beneficiaries and report noted by Portfolio Committee	Achieved	N/A	N/A	R 45,000.00	R18 500 00	All	List of beneficiaries and report noted by Portfolio Committee	√
OMM 31			LED 6.1.19		Number of Disabled Supported with Drivers Licence	4	8	4	4	List of Beneficiaries	4	4	proof of learners registration	Achieved	N/A	N/A	R 35,000.00	R4 400 00	All	Report noted by the Portfolio Committee	√

UGU DISTRICT MUNICIPALITY
2017 2018
SERVICE DELIVER AND BUDGET IMPLEMENTATION PLAN
OFFICE OF THE MUNICIPAL MANAGER

P58

NO	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achievement Date	Quarterly Targets and Actual Achievement Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Corrective Measures: Achieved / Not Achieved	Reasons & Challenges	Corrective Measures & Revised Time Frames	Financial Implications: Annual Budget	Budget Expenditure Date	Location (Wards / LM)	POE	Auditor's Comments
OMM 32		LED 6.1	LED 6.1.20	Disability Programmes	Number of Therapy Session for Mothers with Disabled Children	2	1	N/A	N/A	N/A	1	1	Attendance register and report noted by Portfolio Committee	Achieved	N/A	N/A	R 20,000.00	R7,000.00	All LMs	Attendance register and report noted by Portfolio Committee	√
OMM 33	Promote Special Vulnerable focus group development		LED 6.1.21		Percentage of Disability NPO Grants Supported	100%	100%	N/A	N/A	N/A	100%	100%	Acknowledgement Latter of Receipt from NPOs	Achieved	N/A	N/A	R 220,000.00	R140 000.00	All LMs	Acknowledgement Latter of Receipt from NGOs	√
OMM 34			LED 6.1.22		Number of HIV and AIDS Awareness Campaigns conducted	4	2	1	1	Attendance Register and report on awareness conducted noted by Special Programmes Portfolio	1	1	Attendance Register and report on awareness conducted noted by Special Programmes Portfolio	Achieved	N/A	N/A	R 5,000.00	R0.00	All LMs	Attendance Register and report on awareness conducted noted by Special Programmes Portfolio	√
OMM 35		LED 6.1	LED 6.1.23		Date World AIDS Day event held	31-Dec-17	01-Dec-17	N/A	N/A	N/A	31-Dec-17	01-Dec-17	Report on World AIDS day noted by Special Programmes Portfolio Committee	Achieved	N/A	N/A	R 200,000.00	R93,699.00	All LMs	Report on World AIDS day noted by Special Programmes Portfolio Committee	√
OMM 36			LED 6.1.24	Disability Programmes	Number of nutritional supplements distributed to LMs and NGOs dealing with HIV and AIDS related Issues	1000 packs	510	250	260	Acknowledgement Letter of Receipt from NGOs and LMs	250	250	Acknowledgement Letter of Receipt from NGOs and LMs	Achieved	N/A	N/A	R 110,000.00	R37050.00	All LMs	Acknowledgement Letter of Receipt from NGOs and LMs	√
OMM 37	Promote Special Vulnerable focus group development		LED 6.1.25		Number of NPOs dealing with HIV and AIDS related programmes supported with grant funding	9	5	N/A	N/A	N/A	5	5	Acknowledgement Letter of Receipt from NGOs	Achieved	N/A	N/A	R 185,000.00	R120 000.00	All LMs	Acknowledgement Letter of Receipt from NGOs	Acknowledgement Letter of Receipt from NGOs were submitted but there is no date from Mpumelelo NPO and the Report to special Programmes Portfolio Committee is not dated.
OMM 38			LED 6.1.26		Number of Functional DTT	10	5	3	3	Signed Minutes and attendance register	2	2	Signed Minutes and attendance register	Achieved	N/A	N/A	R 0.00	R0.00	All LMs	Signed Minutes and attendance register	√
OMM 40		LED 7.2	LED 7.2.1	Social Cohesion Programmes Implemented	Number of Queen of high schools event held	1	1	N/A	N/A	N/A	1	1	Attendance Register and Portfolio Resolution	Achieved	N/A	N/A	R 65,000.00	N/A	All	Attendance Register and Portfolio Resolution	√
OMM 43		LED 7.3	LED 7.3.1	Education, Training, and Skills Development Programmes Implemented	Education Indaba hosted	1	0	N/A	N/A	N/A	1	0	attendance register & Portfolio Resolutions	Not Achieved	The education indaba could not be hosted on the scheduled date due to commencement of exams	The education indaba has been rescheduled for 30/03/2018	R 220,000.00	R 220,000.00	ALL	attendance register & Portfolio Resolutions	Not Achieved

UGU DISTRICT MUNICIPALITY
2017 2018
SERVICE DELIVER AND BUDGET IMPLEMENTATION PLAN
OFFICE OF THE MUNICIPAL MANAGER

NO.	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedies: Achieved / Not Achieved	Blockages & Challenges	Corrective Measures & Revised Time Frame	Financial Implication: Annual Budget	Budget Spent to Date	Location (Ward / LM)	POE	Auditors Comments
Municipal Transformation and [illegible]																					
OMM 46	Promotion of youth development	LED 7.4	LED 7.4.1	Education, Training, and Skills Development Programmes Implemented	Small Business Support	8	2	2	2	Confirmation letters by beneficiaries and Portfolio resolution	2	2	Confirmation letters by beneficiaries and Portfolio resolution	Achieved	N/A	N/A	R 320,000.00	R200,00	ALL	Confirmation letters by beneficiaries and Portfolio resolution	√
OMM 49			LED 7.5.3	Health and Social Well-Being Programmes Implemented	Number of Youth Programme supported	4	1	1	1	attendance register & portfolio resolution	1	1	attendance register & portfolio resolution	Achieved	N/A	N/A	R 200,000	R200 000.	ALL	attendance register & portfolio resolution	√
OMM 50		LED 7.6	LED 7.6.1	Arts and Culture Programmes Implemented	SALGA games held	1	1	N/A	N/A	N/A	1	1	attendance register & portfolio resolution	Achieved	N/A	N/A	R 2,550,000.00	R2,550,000.00	ALL	attendance register & portfolio resolution	√
GOOD GOVERNANCE AND PUBLIC PARTICIPATION																					
OMM 52	Strengthen Governance and Leadership	GGPP 1.2	GGPP 1.2.1	Full Council resolutions Implemented	Percentage of APPLICABLE council resolutions implemented	100%	100%	100%	100%	Compliance Report	100%	100%	Compliance Report	Achieved	N/A	N/A	R -		ALL	Compliance Report	√
OMM 53		GGPP 1.3	GGPP 1.3.1	Audit findings resolved	Date Management Corrective Action Plan Developed	29-Dec-17	07-Dec-17	N/A	N/A	N/A	29-Dec-17	07-Dec-17	MANCO Minutes noting the Management corrective action plan	Achieved	N/A	N/A	R -		ALL	MANCO Minutes noting the Management corrective action plan	√
OMM 54		GGPP 1.3	GGPP 1.3.2		% of Audit findings resolved	80%	0	0%	N/A	Audit Committee Minutes noting Management corrective Action Plan	40%	0	Audit Committee Minutes noting Management corrective Action Plan	Not Achieved	KPI is not smart and thus difficult to measure	KPI will be adjusted at Mid Year	R -		N/A	Audit Committee Minutes noting Management corrective Action Plan	√
OMM 63			GGPP1.4.9	Implementation of internal audit plan	% implementation of Internal Audit Plan - UGU	100%	37%	N/A	N/A	N/A	30%	37%	Audit committee minutes noting status of implementing Internal Audit Plan	Achieved	N/A	N/A	R -	N/A	N/A	Audit committee minutes noting status of implementing Internal Audit Plan	√
OMM 64		GGPP 1.4	GGPP1.4.10		% implementation of Internal Audit Plan - USCT	100%	40%	N/A	N/A	N/A	30%	40%	Audit committee minutes noting status of implementing Internal Audit Plan	Achieved	N/A	N/A	R -	N/A	N/A	Audit committee minutes noting status of implementing Internal Audit Plan	√
OMM 65			GGPP1.4.11		% implementation of Internal Audit Plan - USCDA	100%	40%	N/A	N/A	N/A	30%	40%	Audit committee minutes noting status of implementing Internal Audit Plan	Achieved	N/A	N/A	R -	N/A	N/A	Audit committee minutes noting status of implementing Internal Audit Plan	√

P60

NO.	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achieved to Date	Quarterly Targets and Actual Achieved						Progress, Challenges & Remedial			Financial Implications		Location (Ward No.)	POE	Auditor's Comments
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Reasons & Challenges	Corrective Measures & Revised Time Frame	Annual Budget	Budget Spent to Date			
OMM 72	Strengthen stakeholder relations and Public participation	GGPP 1.5	GGPP 1.5.7	Risks mitigation recommendations implemented	% of Risk mitigation recommendations implemented - UGU	80%	37%	N/A	N/A	N/A	20%	37%	Audit Committee minutes noting % Implementation per Risk mitigation report	Achieved	N/A	N/A	R -	N/A		Audit Committee minutes noting % Implementation per Risk mitigation report	√
OMM 73		GGPP 1.5	GGPP 1.5.8		% of Risk mitigation recommendations implemented - USCT	80%	50%	N/A	N/A	N/A	20%	50%	Audit Committee minutes noting % implementation per Risk mitigation report	Achieved	N/A	N/A	R -	N/A		Audit Committee minutes noting % Implementation per Risk mitigation report	√
OMM 74		GGPP 1.5	GGPP 1.5.9		% of Risk mitigation recommendations implemented - USCDA	80%	33%	N/A	N/A	N/A	20%	33%	Audit Committee minutes noting % implementation per Risk mitigation report	Achieved	N/A	N/A	R -	N/A		Audit Committee minutes noting % Implementation per Risk mitigation report	√
OMM 75		GGPP 1.5	GGPP 1.5.10		% of Fraud Risk Mitigation recommendation implemented - UGU	80%	71%	N/A	N/A	N/A	20%	71%	Audit Committee minutes noting % implementation per Risk mitigation report	Achieved	N/A	N/A	R -	N/A		Audit Committee minutes noting % Implementation per Risk mitigation report	√
OMM 76		GGPP 1.5	GGPP 1.5.11		% of Fraud Risk Mitigation recommendation implemented - USCT	80%	86%	N/A	N/A	N/A	20%	86%	Audit Committee minutes noting % implementation per Risk mitigation report	Achieved	N/A	N/A	R -	N/A		Audit Committee minutes noting % Implementation per Risk mitigation report	√
OMM 77		GGPP 1.5	GGPP 1.5.12		% of Fraud Risk Mitigation recommendation implemented - USCDA	80%	50%	N/A	N/A	N/A	20%	50%	Audit Committee minutes noting % implementation per Risk mitigation report	Achieved	N/A	N/A	R -	N/A		Audit Committee minutes noting % Implementation per Risk mitigation report	√
OMM 78		GGPP 1.6	GGPP 1.6.1	Fraud prevention	Number of Anticorruption and awareness campaigns co-ordinated	3	1	N/A	N/A	N/A	1	1	Attendance registers, Fraud awareness pamphlet	Achieved	N/A	N/A	R -	N/A		Attendance registers, Fraud awareness pamphlet	√
OMM 79			GGPP 1.9.1		% compliance achieved as per the Municipal Compliance Checklist	80%	80%	80%	57%	Extract of MANCO indicating receipt of report on %Compliance to Checklist	80%	80%	Extract of MANCO indicating receipt of report on %Compliance to Checklist	Achieved	N/A	N/A	R 139,000.00	N/A	All	Extract of MANCO indicating receipt of report on %Compliance to Checklist	√

UGU DISTRICT MUNICIPALITY
2017 2018
SERVICE DELIVER AND BUDGET IMPLEMENTATION PLAN
OFFICE OF THE MUNICIPAL MANAGER

No.	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achieved to Date	Quarterly Target and Actual Achieved: Q2	Actual	POE	Q3	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages & Challenges	Corrective Measures & Revised Time Frame	Annual Budget	Budget Spent to Date	Municipal Ward (MW)	POE	Auditors Comments
Municipal Transformation and Institutional Organisation																					
OMM 80	Strengthen Governance and leadership	GGPP 1.9	GGPP 1.9.2	Increased Legal Compliance	Number of By Laws developed	2	1	N/A	N/A	Extract of MANCO indicating receipt of progress report on By Law Development	1	1	Extract of Council approving By Laws for public consultation	Achieved	N/A	N/A	R100 000.00	N/A	All	Extract of Council adopting By Law	√
OMM 81			GGPP 1.9.3		Number of Inter Municipal SLA's developed for By Law Enforcement	2	0	N/A	N/A	Extract of Portfolio Committee indicating receipt of progress report on SLA development	1	0	1 Duly signed SLA	Not Achieved	The Local Municipality is unable to enter into an SLA due to lack resources to implement same. They have requested to enter into an MOU instead which is an agreement that they will enter into an SLA as soon as they have the capacity to assist us	To amend the KPI to number of Inter-Municipal MOU's entered into 31/03/2018	R50 000.00		All	1 Duly signed SLA	√
OMM 82		GGPP 1.5	GGPP 1.5.1		% Compliance to Litigation Risk Reduction Action Plan	95%	95%	95%	76%	Extract of MANCO indicating receipt of report on %Compliance to Action Plan	95%	95%	Extract of MANCO indicating receipt of report on %Compliance to Action Plan'	Achieved	N/A	N/A	R500 000.00	N/A	All	Extract of MANCO indicating receipt of report on %Compliance to Action Plan	√
OMM 83			GGPP 1.5.2		Number of Standard Contracts Developed for Goods &Services	3	2	1	1	Extract of MANCO indicating adoption of 1 Standard Contract	1	1	Extract of MANCO indicating adoption of 1 Standard Contract	Achieved	N/A	N/A	R -	N/A		Extract of MANCO indicating adoption of 1 Standard Contract	√
OMM 84	Optimise systems and operations	MTID 2.3	MTID 2.3.1	Optimise Systems and Operations	Number of Municipal Policies Reviewed	36	09-Jan-00	9		Extract of EXCO indicating consideration of reviewed policies	9	9	Extract of EXCO indicating consideration of reviewed policies	Achieved	N/A	N/A	R -	N/A		Extract of EXCO indicating consideration of reviewed policies	√
OMM 85		GGPP 1.10	GGPP 1.10.1	Implementation of Batho Pele Strategy	Number of Batho Pele workshops conducted	8	5	3	3	Report to MANCO and Attendance register	2	2	Report to MANCO and Attendance register	Achieved	N/A	N/A	R -			Report to MANCO and Attendance register	√
OMM 86		GGPP 1.11	GGPP 1.11.1	Call Management Implementation	% Call handled within 4 minutes	80%	88%	80%	92%	System generated report	80%	88.30%	System generated report	Achieved	N/A	N/A	R -	N/A		System generated report	√
OMM 87		GGPP 2.1	GGPP 2.1.1	Public participation programmes co-ordinated	Ward Committees secretaries meeting	4	2	1	1	attendance register, minutes and resolution of meeting	1	1	attendance register, minutes and resolution of meeting	Achieved	N/A	N/A	R -			attendance register, minutes and resolution of meeting	√
OMM 88			GGPP 2.1.2		District public participation program	1	1	Formulation of the program	1	Adopted district Public Participation program by Manco	1	1	report and attendance register	Achieved	N/A	N/A	R -			Report and attendance registers	√
OMM 89			GGPP 2.1.3	Public participation programmes co-ordinated	Mayoral Imbizo	18	18	Preparation of Draft Schedule	Draft Schedule	Manco resolution	18	18	Report and attendance registers	achieved	N/A	N/A	R -			Report and attendance registers	√

P62

No.	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Reasons & Challenges	Corrective Measures & Revised Time Frame	Annual Budget	Budget Spent to Date	Location (Ward / KM)	POE	Auditor's Comments
OMM 91	Strengthen stakeholder relations and Public participation	GGPP 2.1	GGPP 2.1.5	Public participation programmes co-ordinated	Capacity Building and skills development	4	F	workshop1	4	attendance register and report	workshop 2	2	attendance register and report	Achieved	N/A	N/A	R -			attendance register and report	√
OMM 92			GGPP 2.1.6		Freedom Day Celebration	1	0	N/A	N/A	N/A	Freedom day	0	report and attendance register	Not Achieved	The freedom day was scheduled wrongly in the second quarter. The freedom day is in April which is in the third quarter.	The freedom day to be rescheduled to take place by 30 April 2018	R -			report and attendance register	Not Achieved
OMM 93		GGPP 2.1	GGPP 2.1.7	Public participation programmes co-ordinated	Ward committee reports to uGu municipality	5	1	1 district report presented to Speakers Forum	1	Resolution From Speakers forum	2 district report presented to Speakers Forum	0	Resolution From Speakers forum	Not Achieved	The report was prepared and reported to the Provincial Public Participation Steering Committee. The report could not be tabled at the Speakers Forum as it did not sit fro October to December 2018	The report to table in the next Speakers Forum by 30 March 2018	R -			Resolution From Speakers forum	Not Achieved
OMM 94			GGPP 2.1.8		Taking council to the people	2	N/A	N/A	N/A	N/A	1 Council Meeting at Umzumbe Municipality	0	Attendance register	Not Achieved	The project was discontinued as objective it aimed to achieve is attained through the Mayoral Izimbizo and IDP / Budget Roadshows	The KPI to be removed during the Mid-Year review	R -			attendance Registers	√
OMM 95			GGPP 2.1.9	Public participation programmes co-ordinated	District Public Participation forum	4	1	DPPF meeting	DPPF Meeting	Attendance register and reports	DPPF meeting	1	attendance register and repo..	Achieved	N/A	N/A	R -			attendance register and report	√
OMM 96			GGPP 2.1.10		Learning Visit - Delegation of Speakers	3	N/A	N/A	N/A	N/A	learning visit	1	reports and register	Not Achieved	The learning visit that was planned to take place in November 2017 coincided with Mayoral Izimbizo	The learning visit has been rescheduled for February 2018	R -			Report and Register	NO POEs submitted and there is no Reference no. OMM 96 in the files. No corrective measures, blockages and timeframe
OMM 98		GGPP 2.2	GGPP 2.2.2	Milestones achieved on the Communication plan	Number of Radio Slots conducted by the Mayor	12	6	3	3	Script and Confirmation letter from Radio station	3	3	Script and Confirmation letter from Radio station	Achieved	N/A	N/A	R 940,000.00		all	Script and Confirmation letter from Radio station	√
OMM 99			GGPP 2.2.3		Number of Internal Newsletters published	4	2	1	1	Copy of newsletter	1	1	Copy of newsletter	Achieved	N/A	N/A	R -	N/A	all	Copy of newsletter	√
OMM 100		GGPP 2.2	GGPP 2.2.4		Number of external newsletters published	2	N/A	N/A	N/A	n/a	1	1	Copy of newsletter	Achieved	N/A	N/A	R 70,500.00		all	Copy of newsletter	√
OMM 103			GGPP 2.2.7		Printing and Design of Calendars	5000	5000	N/A	N/A	copy of a corporate folder and a signed copy of invoice	5000	5000	copy of calendar and a signed copy of invoice	Achieved	N/A	N/A	R 40,400.00		All		√
OMM 104	Strengthen stakeholder relations and Public participation	GGPP 2.2	GGPP 2.2.8		Printing and designing of diaries	200	200	N/A	N/A	N/A	200	200	Signed copy of invoice	Achieved	N/A	N/A	R 36 525-50				√

UGU DISTRICT MUNICIPALITY
2017 2018
SERVICE DELIVER AND BUDGET IMPLEMENTATION PLAN
OFFICE OF THE MUNICIPAL MANAGER

ID	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages & Challenges	Corrective Measures & Revised Time Frame	Financial Implications: Annual Budget	Budget Spent to Date	[illegible]	POE	[illegible]
Municipal Transformation and Institutional [illegible]																					
OMM 105			GGPP 2.2.9		Press releases	52	16	6	8	copy of published article	8	8	copy of published article.	Achieved	N/A	N/A	R -		eR	copy of published article	√
OMM 107		GGPP 2.4	GGPP 2.4.1	Customer care issues, complaints and enquiries resolved within the set standards	Report on cases attended	4	2	1	1	Report discussed and Noted by Portfolio Committee/MANCO	1	1	Report discussed and Noted by Portfolio Committee/MANCO	Achieved	N/A	N/A	R -	N/A			√
OMM 108		GGPP 2.5	GGPP 2.5.1	Stakeholder engagement meetings held	Report on Stakeholder engagement	4	1	1	1	Attendance register, Report to MANCO/Portfolio Committee	1	0	Attendance register, Report to MANCO/Portfolio Committee	Not Achieved	The POE submitted was not credible	Original attendance register of the engagement to be submitted 31/03/2018	R -				attendance register has not been submitted, corrective measures, blockages and timeframes not stated
[illegible]																					
OMM 111	Improve Planning and Coordination	CCI 4.1	CCI 4.1.3	Milestones achieved on the IDP process plan within the set time frame	Number of Community Needs Consultation considered by MANCO	2	0	N/A	N/A	N/A	1	0	MANCO Resolution	Not Achieved	The Mayoral Izimbizo were concluded at the end of November 2018 and the report will be available in January 2018	Community Needs reports to be tabled to the MANCO by 28 February 2018	R -		NA	MANCO Resolution	Not Achieved ,corrective measures, blockages and timeframes not stated
OMM 113			CCI 4.1.5		Date Municipal Alignment sessions under the auspices of COGTA held	30/12/2017	06-Nov-17	NA	N/A	N/A	30-Dec-17	06-Nov-17	Attendance Registers.	Achieved	N/A	N/A	R -		NA	Attendance Registers	√
OMM 119			CCI 4.3.2		Number of Copies of 2017 / 2018 - 2021 / 2022 5 year IDP printed	200	200	200	0	Copy of printed IDP	NA	200	N/A	Achieved	N/A	N/A	R 200,000.00	N/A	NA	Copy of printed IDP	√
OMM 120			GGPP 1.12.1		Number of Mayors' Fora coordinated	4	2	1	1	Meeting agendas	1	1	Meeting agendas	Achieved	N/A	N/A	R -	N/A	NA	Meeting agendas	√
OMM 121			GGPP 1.12.2		Number of Speakers' Fora coordinated	4	2	1	1	Meeting agendas	1	1	Meeting agendas	Achieved	N/A	N/A	R -	N/A	NA	Meeting agendas	√
OMM 122	Strengthen Governance and Leadership	GGPP 1.12	GGPP 1.12.3	IGR forums meeting coordinated	Number of MMs Fora coordinated	4	2	1	1	Meeting agendas	1	1	Meeting agendas	Achieved	N/A	N/A	R -	N/A	NA	Meeting agendas	√

UGU DISTRICT MUNICIPALITY
2017 2018
SERVICE DELIVER AND BUDGET IMPLEMENTATION PLAN
OFFICE OF THE MUNICIPAL MANAGER

NO.	Strategic Objective	IDP Ref	[illegible] Ref	Accountable Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Progress & Challenges	Corrective Measures & Revised Timeframe	Financial Implication: Annual Budget	Budget Spent to Date	[illegible]	POE	[illegible]
[illegible]																					
OMM 123			GGPP 1.12.4		Number of District Development Fora coordinated	4	2	1	1	Meeting agendas	1	1	Meeting agendas	Achieved	N/A	N/A	R -	N/A	NA	Meeting agendas	√
OMM 124			GGPP 1.12.5		Number of IDP Rep Fora coordinated	4	2	1	1	Meeting agendas	1	1	Meeting agendas	Achieved	N/A	N/A	R -	N/A		Meeting agendas	√
END OF OMM SDBIP																					

P64

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES [illegible]

NO	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective/ Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual achieved to date	Q1	Actual	POE	Q2	Actual	POE	ACHIEVED/ NOT ACHIEVED	Reasons & Challenges	Corrective Measures & Rational time frame	Original Budget	Budget Spent	Location (Ward)	POE	[illegible]
CS 1		MTID 1.1	MTID 1.1.1	Section 54/56 posts filled	Number of Section 54/56 posts filled	5	5	N/A	N/A	N/A	5	5	Recruitment processes documentation /Contracts	ACHIEVED	NONE	N/A	R 0.00		NA	Recruitment processes documentation /Contracts	√
CS 2		MTID 1.2	MTID 1.2.1	Compliance to the employment equity targets at a Management level	% overall compliance to the employment equity targets at a Management level	43%	50%	41%	48%	Progress Report to CS Extended Management Committee Minutes	41%	50%	Progress Report to CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A	R 0.00		NA	Progress Report to CS Extended Management Committee Minutes	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 3		MTID 1.3	MTID 1.3.1	Training budget spent on implementing the workplace skills plan.	% of Training budget spent on implementing the workplace skills plan.	100%	61%	15%	26%	Training Report to CS Extended Management Committee Minutes Attendance Registers of training	35%	61%	Training Report to CS Extended Management Committee Minutes Attendance Registers of training	ACHIEVED	NONE	N/A	R 3,000,000.00		NA	Training Report to CS Extended Management Committee Minutes Attendance Registers of training	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 4			MTID 1.3.2		Number of Employees with disabilities benefitting on Training	8	5	2	3	Training Report to CS Extended Management Committee Minutes Attendance Registers of training	2	2	Training Report to CS Extended Management Committee Minutes Attendance Registers of training	ACHIEVED	NONE	N/A				Training Report to CS Extended Management Committee Minutes Attendance Registers of training	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 5			MTID 1.3.3		Frequency of bursary allocations	2	100%	1	1	Report to CS Extended Management Committee Minutes	N/A	N/A	N/A	N/A	N/A	N/A				Training Report to CS Extended Management Committee Minutes	N/A
CS 6			MTID 1.3.4		Date by when the skills audit is completed	31-Mar-18	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				Progress Report to Manco/ Extended MANCO Minutes	N/A
CS 7		MTID 1.4	MTID 1.4.1	Departments with employees participating in the individual performance management system of the Municipality.	Number of Departments that have fully cascaded IPMS for levels 1 - 6	5	10	5	5	Quarterly Report to Extended Management Committee/ Manco Minutes	5	5	Quarterly Report to Extended Management Committee/ Manco Minutes	ACHIEVED	NONE	N/A	100,000.00		NA	Quarterly Report to CS Extended Management Committee Minutes	√

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VUYANI TSAKO

ID	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Financial Implication: Annual Budget	Budget Spent	Evidence (Y/N)	POE	Auditors Comments
CS 8	Optimise the workforce potential	MTID 1.5	MTID 1.5.1	Implementation of Organisational Culture	Number of Workshops on Organizational Culture theld	4	2	1	1	Attendance Register Programme of Event	1	2	Attendance Register Programme of Event	ACHIEVED	NONE	N/A	N/A			Attendance Register Programme of Event	√
CS 9		MTID 1.6	MTID 1.6.1	Health and Wellness Programme	Number of EHW programmes implemented	4	5	1	2	Attendance register Programme of event Evaluation Report to Extended Management Committee/ Manco Minutes	1	3	Attendance register Programme of event Evaluation Report to Extended Management Committee/ Manco Minutes	ACHIEVED	NONE	N/A	125,000.00		NA	Attendance register Programme of event Evaluation Report to CS Extended Management Committee Minutes	√
CS 10			MTID 1.6.2		Number of Incapacity Hearings on Ill – health cases concluded	4	3	1	1	Minutes of Incapacity Hearing Attendance register	1	2	Minutes of Incapacity Hearing Attendance register	ACHIEVED	NONE	N/A			NA	Minutes of Incapacity Hearing Attendance register	√
CS 11			MTID 1.6.3		Number of Ad-hoc Health Assessments	4	2	1	1	Health Assessment Report to CS Extended Management Committee Minutes	1	1	Health Assessment Report to CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A			NA	Health Assessment Report to CS Extended Management Committee Minutes	√
CS 12		MTID 1.7	MTID 1.7.1	Sourcing and Placement & Group Induction Programmes	Number of Sourcing and Placement group Inductions done	2	1	N/A	N/A		1	1	Attendance Registers Programme of event	ACHIEVED	NONE	N/A	-		NA	Attendance Registers Programme of event	√
CS 13			MTID 1.7.2		Percentage compliance on acting positions iro 6 month requirement	100%	100%	100%	100%	System Report	100%	Systems Report	System Report	ACHIEVED	NONE	N/A	-		NA	System Report	√
CS 14			MTID 1.7.3		Date by when Organogram is reviewed	31-Dec-17	26-Oct-17	N/A	N/A	Progress Report to Manco/ Extended, Extract of Minutes	31-Dec-17	26-Oct-17	Progress Report to Manco/ Extended, Extract of Minutes	ACHIEVED	NONE	N/A	-		NA	Progress Report to Manco/Ext Ext of Minutes	√
CS 15			MTID 1.8.1	Compliance with the turnaround time in the Completion of disciplinary and grievance processes	Frequency of reporting on compliance to the 3 months'Turn-around time of completion of disciplinary matters by departments	Quarterly	2	1	1	Quarterly Report Manco/Extended MANCO Minutes	1	1	Quarterly Report Manco/Extended MANCO Minutes	ACHIEVED	NONE	N/A	50,000.00		NA	Quarterly Report Manco/Extended MANCO Minutes	√

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VUYANI TSAKO

No.	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	Achieved/ Not Achieved	Progress & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent	Variance (Under)/ Over	POE	Audit Comments
								Quarterly Target vs Actual Achieved						Progress: Challenges & Remedial			Financial Implication				
CS 16		MTID 1.8	MTID 1.8.2		Number of Educational /awareness programmes on labour related issues	4	5	1	2	Attendance Registers Programme of event.	1	1	Attendance Registers Programme of event	ACHIEVED	NONE	N/A	-		NA	Attendance Registers Programme of event.	√
CS 17			MTID 1.8.3		Number of Departmental/ Management union meetings co-ordinated	20	10	5	5	emails as proof of coordination.	5	5	emails as proof of coordination	ACHIEVED	NONE	N/A	-		NA	Attendance Registers Agenda	√
CS 13		MTID 1.9		Compliance with Exit Management interviews	Frequency of reporting on analysed Exit Management interviews	Quarterly	2	1	1	Completed Questionnaire for exiting Employees Termination List Report to MANCO/Extended MANCO	1	1	Completed Questionnaire for exiting Employees Termination List Report to MANCO/Extended MANCO	ACHIEVED	NONE	N/A	-		NA	Completed Questionnaire for exiting Employees Termination List Report to MANCO/Extended MANCO	√
CS 19		MTID 1.10	MTID 1.10.1	Compliance with Leave and Sick Leave Management	Frequency on reporting on Compliance with leave and sick leave management	Quarterly	2	1	1	Quarterly Report on Leave Compliance Analysis to Manco/Extended MANCO Minutes	1	1	Quarterly Report on Leave Compliance Analysis to Manco/Extended MANCO Minutes	ACHIEVED	NONE	N/A	-		NA	Quarterly Report on Leave Compliance Analysis to Manco/Extended MANCO Minutes	√
CS 20		MTID 1.11	MTID 1.11.1	Compliance with overtime management	Frequency of reporting on Departmental Overtime Compliance	Quarterly	2	1	1	Progress Report to Manco/ Extended MANCO Minutes	1	1	Progress Report to Manco/ Extended MANCO Minutes	ACHIEVED	NONE	N/A	-		NA	Progress Report to Manco/ Extended MANCO Minutes	√
CS 21		MTID 1.12	MTID 1.12.1	OHS Act compliance	Frequency of OHS awareness road shows conducted	Quarterly	3	1	1	Attendance Register Programme of event	2	2	Attendance Register Programme of event	ACHIEVED	NONE	N/A	-		NA	Attendance Register Programme of event	√
CS 22			MTID 1.12.2		Percentage Compliance with Fire Equipment serviced	100%	100%	100%	100%	Progress Report to CS Management Committee Minutes and List of equipment serviced	N/A	N/A	N/A	N/A	N/A	N/A			NA	Progress Report to CS Management Committee Minutes	N/A
CS 23			MTID 1.12.3		Percentage Compliance with OHS Act as per checklist	50%	20%	10%	16.50%	Check list Compliance report to CS Extended Management Committee Minutes	20%	20%	Check list Compliance report to CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A	500,000.00		NA	Check list Compliance report to CS Extended Management Committee Minutes	√

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VUYIWE TSAKO

No	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Progress & Challenges	Corrective measures & Resolution Time Frame	Financial Implication: Annual Budget	Budget Spent	Funding (Grant / LM)	POE	Auditor Comments
CS 24				Policies which have detailed standard operating procedures	Date Labware standard operating procedure done	1	28-Aug-17	30-Sep-17	28-Aug-17	Standard Operating Procedure signed by Manager ICT and GMCS	ACHIEVED	08 Nov 2017	N/A	N/A	N/A	N/A	-			Standard Operating Procedure signed by Manager ICT and GMCS	Target was achieved in the 1st quarter. It is not applicable in the 2nd quarter.
CS 25					Date Teammate standard operating procedure completed	1	N/A	30-Sep-17	28-Aug-17	Standard Operating Procedure signed by Manager ICT and GMCS	N/A	N/A	N/A	N/A	N/A	N/A	-			Standard Operating Procedure signed by Manager ICT and GMCS	N/a
CS 26					Date Citicall standard operating procedure completed	1	N/A	30-Sep-17	07-Sep-17	Standard Operating Procedure signed by Manager ICT and GMCS	N/A	N/A	N/A	N/A	N/A	N/A	-			Standard Operating Procedure signed by Manager ICT and GMCS	N/A
CS 27					Date Patch management standard operating procedure completed	1	N/A	30-Sep-17	08-Sep-17	Standard Operating Procedure signed by Manager ICT and GMCS	N/A	N/A	N/A	N/A	N/A	N/A	-			Standard Operating Procedure signed by Manager ICT and GMCS	N/A
CS 28		MTID 2.2			Date Anti virus management standard operating procedure completed	1	08-Nov-17	N/A	N/A	N/A	31-Dec-17	08-Nov-17	Standard Operating Procedure signed by Manager ICT and GMCS	ACHIEVED	NONE	N/A	-			Standard Operating Procedure signed by Manager ICT and GMCS	√
CS 29					Date Backups management standard operating procedure completed	1	08-Dec-17	N/A	N/A	N/A	31-Dec-17	08-Dec-17	Standard Operating Procedure signed by Manager ICT and GMCS	ACHIEVED	NONE	N/A	-			Standard Operating Procedure signed by Manager ICT and GMCS	√
CS 30					Date Dataviewer management standard operating procedure completed	1	05-Dec-17	N/A	N/A	N/A	31-Dec-17	05-Dec-17	Standard Operating Procedure signed by Manager ICT and GMCS	ACHIEVED	NONE	N/A	-			Standard Operating Procedure signed by Manager ICT and GMCS	√
CS 31					Date Filerite management standard operating procedure completed	1	08 Nov 2017	N/A	N/A	N/A	31-Dec-17	08 Nov 2017	Standard Operating Procedure signed by Manager ICT and GMCS	ACHIEVED	NONE	N/A	-			Standard Operating Procedure signed by Manager ICT and GMCS	√
CS 32	Optimise systems and operations				Date ICT Strategy reviewed and Adopted	30-Sep-17	04-Sep-17	Review the ICT Strategy	04-Sep-17	Reviewed ICT Strategy to the ICT Steering Committee ICT Steering Committee	N/A	N/A	N/A	N/A	N/A	N/A	-		NA	Draft Strategy Minutes of the ICT Steering Committee	N/A
CS 33					Date ICT Governance Framework reviewed and adopted	30-Sep-17	04-Sep-17	Review ICT Governance Framework	04-Sep-17	Reviewed ICT Governance Framework submitted to the ICT Steering Committee ICT Steering	N/A	N/A	N/A	N/A	N/A	N/A	-		NA	Draft Policy Minutes of the ICT Steering Committee	N/A

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES [illegible]

No	Strategic Objective	IDP Ref	SDBIP Ref	Municipal Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achievement / Not Achieved	Blockages & Challenges	Corrective measures & Revised time frame	Financial Implication: Actual Budget	Budget Spent	Variance	POE	Audit Comments
CS 40		MTID 2.5		Policy Review Formulation and Adoption	Date ICT Governance Charter reviewd and adopted	30-Sep-17	04-Sep-17	Review ICT Governance Charter	04-Sep-17	Reviewed ICT Governance Charter submitted to the ICT Steering Committee ICT Steering Committee minutes	N/A	N/A	n/A	N/A	N/A	N/A	-		NA	Draft Policy Minutes of the ICT Steering Committee	N/A
CS 46					Date BTS Policy reviewed and adopted	30-Jun-18	N/A	N/A	N/A	N/A	BTS Policy submitted for approval to Council following review		Council Minutes/Extract	Not ACHIEVED	Manager acted irresponsible hence processes were delayed	HOD has taken corrective action against the manager and will monitor	Nil			Council Minutes/Extracts	corrective action not smart. Revised timeframes not recorded.
CS 47					Date Records Management Policy reviewed and adopted	30-Jun-18	N/A	N/A	N/A	N/A	Records Management Policy submitted for approval by Council following review		Coucil Minutes/Etract	N/A	N/A	N/A	Nil			Council Minutes/Extracts	N/A
CS 48					Date PAIA Policy reviewed and adopted	30-Jun-18	N/A	N/A	N/A	N/A	PAIA Policy submitted for Approval following review		Council Minutes/Extract	N/A	N/A	N/A	Nil			Council Minutes/Extracts	N/A
CS 52		MTID 2.4	MTID 2.4.4	ICT Facilities and Infrastructure Resource projects commissioned.	Number of Soft IP Phones set up on laptops	20	N/A	NA	N/A	N/A	20	20	Sign off installation confirmation document for each installation by ICT and user	ACHIEVED	NONE	N/A	30,000.00	12,832.29		Sign off installation confirmation document for each installation by ICT and user	√
CS 54		MTID 2.5	MTID 2.5.2	Compliance to ICT Service Continuity and Availability Assurance	Number of successful system restores (Core Systems)	12	3	3	3	Restore Reports	3	3	Restore Reports	ACHIEVED	NONE	N/A	-			Restore Reports	√
CS 55			MTID 2.5.3		Number of backups stored off site (Core Systems)	12	6	3	3	Backup reports	3	3	Backup reports	ACHIEVED	NONE	N/A	-			Backup reports	√
CS 56			MTID 2.5.4		Percentage new employees, requiring ICT Services, orientated through digitised ICT Security Awareness sessions	100%	100%	100%	100%	New staff take on list reconciled to signed security awareness documents	100%	100%	New staff take on list reconciled to signed security awareness documents	ACHIEVED	NONE	N/A	-			New staff take on list reconciled to signed security awareness documents	√

P71

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VUYIWE TSAKO

No	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	ACHIEVED/ NOT ACHIEVED	Blockages & Challenges	Corrective measures & Revised time frame	Annual Budget	BUDGET SPENT	Variance (Rands) (R)	POE	AUDITOR'S COMMENTS
CS 58		MTID 2.6	MTID 2.6.1	Percentage Compliance to ICT Governance Phase 1, Phase 2 and Phase 3	Percentage CS Compliance with ICT Governance Phase 1	100%	70%	20%	52%	ICT Governance tool checklist Q 1 to the ICT Steering Committee Minutes of ICT Steering Committee	45%	70%	ICT Governance tool checklist Q 2 to the ICT Steering Committee Minutes of ICT Steering Committee	ACHIEVED	NONE	N/A	-			ICT Governance tool checklist Q 1 - 4 Minutes of ICT Steering Committee	√
CS 59			MTID 2.6.2		Percentage CS Compliance with ICT Governance Phase 2	100%	58%	20%	31%	ICT Governance tool checklist Q 1 to the ICT Steering Committee Minutes of ICT Steering Committee	45%	58%	ICT Governance tool checklist Q 1 to the ICT Steering Committee Minutes of ICT Steering Committee	ACHIEVED	NONE	N/A	-			ICT Governance tool checklist Q 1 - 4 Minutes of ICT Steering Committee	√
CS 61		MTID 2.7	MTID 2.7.1	ICT Incident Management	Frequency of analysed ICT Service desk log reports	Quarterly	2	1	1	Service desk log reports Minutes of the ICT Steering Committee	1	1	Service desk log reports Minutes of the ICT Steering Committee	ACHIEVED	NONE	N/A	-			Service desk log reports Minutes of the ICT Steering Committee	√
CS 62		MTID 2.8	MTID 2.8.1	Implementation of ICT Service Delivery programmes	Percentage WAN (Wide area network) availability	N/A	98%	96%	99.71%	Network availability report ICT Steering Committee Minutes	96%	98%	Network availability report ICT Steering Committee Minutes	ACHIEVED	NONE	N/A	1,400,000.00	638,378.06		Network availability report ICT Steering Committee Minutes	√
CS 63			MTID 2.8.2		Percentage Service and Licence Agreements Management to core systems	100%	100%	100%	100%	Summary licences report ICT Steering Committee Minutes	100%	100%	Summary licences report ICT Steering Committee Minutes	ACHIEVED	NONE	N/A	9 050 00.00	5,039,000.09		Summary licences report ICT Steering Committee Minutes	√
CS 64			MTID 2.8.3		Percentage compliance with the Website legislative requirements	100%	100%	100%	100%	Website legislative compliance checklist ICT Steering Committee Minutes	100%	100%	Website legislative compliance checklist ICT Steering Committee Minutes	ACHIEVED	NONE	N/A				Website legislative compliance checklist ICT Steering Committee Minutes	√
CS 66			MTID 2.8.5		Number of workstations' operating systems migrated to Windows 10	350	143	100	123%	Lansweeper report of Installations	100	143	Lansweeper report of Installations	ACHIEVED	NONE	N/A				Lansweeper report of Installations	√
CS 69		MTID 2.10	MTID 2.10.1	Fleet Maintenance Plan	Data Vehicle Maintenance Plan completed	30-Sep-17	14-Sep-17	30-Sep-17	14-Sep-17	Vehicle Maintenance Plan by signed the GMCS	30-Sep-17	14-Sep-17	N/A	N/A	NONE	N/A	-			Vehicle Maintenance Plan by signed the GMCS Progress report to the CS Extended Management Committee	Target was achieved in the 1st quarter. It is not applicable in the 2nd quarter.

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VOTING TEAM

Ref	Strategic Objective	IDP Ref	SDBIP Ref	Responsible Directorate / Division	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages & Challenges	Corrective Measures & Revised time frame	Financial Implication: Annual Budget	Budget Spent	Location (Ward / LM)	POE	Auditors Comment
CS 69			MTID 2.10.2		% of vehicles maintained as per the plan	100%	100%	100%	100%	Progress report to the CS Extended Management Committee Minutes	100%	100%	Progress report to the CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A	9 950.000.00	6,043,626 81		Progress report to the CS Extended Management Committee Minutes	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 70		MTID 2.12	MTID 2.12.1	Vehicle Licensing Plan	Date Vehicle Licencing Plan completed	100%	14-Sep-17	30-Sep-17	14-Sep-17	Vehicle Licencing Plan by signed the GMCS Invoices	30-Sep-17	14-Sep-17	N/A	N/A	NONE	N/A	R 800,000.00			Vehicle Licencing Plan by signed the GMCS Invoices Progress report to the CS	Target was achieved in the 1st quarter. It is not applicable in the 2nd quarter.
CS 71			MTID 2.12.2		% of licenses renewed as per the plan	100%	100%	100%	100%	Progress report to the CS Extended Management Committee Minutes	100%	100%	Progress report to the CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A				Progress report to the CS Extended Management Committee Minutes	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 72		MTID 2.13	MTID 2.13	Vehicles identified and Assessed for Disposal	Date by when identification and assessment vehicles for disposal is concluded	Dec-17	13-Dec-17	N/A	N/A	N/A	Dec-17	13-Dec-17	Vehicle assessment report for disposal of vehicles Signed acceptance by Manager Asset	ACHIEVED	NONE	N/A	-			Vehicle assessment report for disposal of vehicles Signed acceptance by Manager Asset	√
CS 73		MTID 2.14	MTID 2.14.1	Verification of Drivers licences and PDP's	Date by when the driver's license and PDP's verified	Dec-17	13-Dec-17	N/A	N/A	N/A	31-Dec-17	13-Dec-17	Signed verification forms	ACHIEVED	NONE	N/A	-			Signed verification forms	√
CS 74		MTID 2.15	MTID 2.15.1	Implementation of Fleet management committee resolutions	% implementation of resolutions of the Fleet Management Committee	80%	100%	80%	80%	Resolution Register - Fleet Management Committee	100%	100%	Resolution Register - Fleet Management Committee	ACHIEVED	NONE	N/A	-			Resolution Register - Fleet Management Committee	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 76		MTID 2.17	MTID 2.17.1	Vehicle Disciplinary processes	% vehicle Disciplinary processes concluded within 3 months from date of vehicle accidents	100%	100%	100%	100%	Report on Cases to CS Extended Management Committee Minutes	100%	100%	Report on Cases to CS Extended Management Committee Minute	ACHIEVED	NONE	N/A	-			Report on Cases to CS Extended Management Committee Minutes	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 77		MTID 2.18	MTID 2.18.1	Fuel Usage and Management	Frequency of reporting on Departments compliance with fuel reduction goals	Quarterly	2	1	1	Report on Fuel reduction per departement to MANCO/Extended MANCO Minutes	1	2	Report on Fuel reduction per departement to MANCO/Extended MANCO Minute	ACHIEVED	NONE	N/A	15,500,000.00	13,347,824.01		Report on Fuel reduction per departement to MANCO/Extended MANCO Minutes	Report to Management Committee was not approved / signed by Municipal Manager.

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VUYANI TSAKO

KPI	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	ACHIEVED/ NOT ACHIEVED	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	BUDGET SPENT	Location (Ward/LM)	POE	Auditor Comments
CS 73		MTID 2.19	MTID 2.19.1	Ugu sites where maintenance is completed in line with the Long term Building Maintenance Plan	Number of sites maintained in line with the Long term Building Maintenance Plan	9	4	1	1	Progress Report to CS Extended Management Committee Minutes	3	3	Progress Report to CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A	8,500,000.00			Progress Report to CS Extended Management Committee Minutes	stated POE is not credible to measure the target. It should have been submitted to relevant committee for noting
CS 73		MTID 2.20	MTID 2.20.1	Ugu sites implemented in line with the Long-Term Office Accommodation Plan	Number of Ugu sites implemented in line with the Long-Term office Accommodation Plan	5	3	2	2	Progress Report to Manco / Extended MANCO Minutes Invoices	1	1	Progress Report to Manco / Extended MANCO Minutes Invoices	ACHIEVED	NONE	N/A	12,200,000.00			Progress Report to Manco / Extended MANCO Minutes Invoices	√
CS 80		MTID 2.21		Security Management Checklist Implementation	% Implementation of Security Management Checklist based on engagement sessions	100%	100%	100%	100%	Development of Checklist Attendance register of security engagements Progress report to the MANCO/Extended MANCO and Minutes	100%	100%	Attendance register of security engagements Progress report to the MANCO/Extended MANCO and Minutes	ACHIEVED	NONE	N/A	16,000,000.00			Development of Checklist Attendance register of security engagements Progress report to the MANCO/Extended MANCO and Minutes	√
CS 81			MTID 2.22.1	Compliance to the Rules and Orders of Council	Frequency of reporting on the Attendance of Councillors at Meetings	Quarterly	2	1	1	Signed acceptance of Report on the Analysis of councillors at Council and its committee meetings to Office of the Speaker	1	1	Signed acceptance of Report on the Analysis of councillors at Council and its committee meetings to Office of the Speaker	ACHIEVED	NONE	N/A	-			Signed acceptance of Report on the Analysis of councillors at Council and its committee meetings to Office of the Speaker	√
CS 82			MTID 2.22.2		Frequency of Council Minutes Published to the Website	Quarterly	2	1	1	Screen print of the website	1	1	Screen print of the website	ACHIEVED	NONE	N/A	-			Screen print of the website	√
CS 83			MTID 2.22.3	YES N	Frequency of Updates of the Confirmed Minutes for Portfolio Committees, Exco and Council uploaded to the Intranet	Quarterly	2	1	1	Screen print of the Intranet	1	1	Screen print of the Intranet	ACHIEVED	NONE	N/A	-			Screen print of the Intranet	√
CS 84		MTID 2.22	MTID 2.22.4		Percentage compliance with committees' procedure manuals on the submission of reports by Department	100%	100%	100%	100%	Analysis Report to MANCO/Extended MANCO Minutes	100%	100%	Analysis Report to MANCO/Extended MANCO Minutes	ACHIEVED	NONE	N/A	-			Analysis Report to MANCO/Extended MANCO Minutes	√

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES [illegible]

ID	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective/ Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Targets and Actual Achieved						Progress, Challenges & Measures			Financial Implication				[illegible]
								Q1	Actual	POE	Q2	Actual	POE	ACHIEVED/ NOT ACHIEVED	Blockages & Challenges	Corrective Measures & Revised Time Frame	Annual Budget	Budget Spent	Interim (Mid / Lt)	POE	
CS 85			MTID 2.22.5		Percentage of Completed translation services in relation to council minutes and newsletters	100%	100%	100%	100%	Quarterly report to CS Extended Management Committee Translated document	100%	100%	Quarterly report to CS Extended Management Committee Translated document	ACHIEVED	NONE	N/A	-			Quarterly report to CS Extended Management Committee Translated document	√
CS 86			MTID 2.22.6		Number of Awareness Workshops for PA's and Admin Assistants in Minute Taking and Editing	2	1	N/A	1	Attendance Register Programme	1	N/A	Attendance Register Programme	N/A	N/A	N/A	-			Attendance Register Programme	N/A
CS 87			MTID 2.23.1		Frequency of reporting on Departmental file plan usage	Quarterly	2	1	1	Statistics of usage per dept and extract of Quarterly Report to Manco / Ext Manco Minutes	1	1	Statistics of usage per dept and extract of Quarterly Report to Manco / Ext Manco Minutes	ACHIEVED	NONE	N/A	-			Statistics of usage per dept and extract per month to Manco / Ext Manco Minutes	√
CS 89			MTID 2.23.3		Date by when application for destruction authorities to KZN Archives is done	31-Dec-18	N/A	N/A	N/A		31-Dec-17	04-Dec	Letter to KZN Archives and proof of submission (Email)	ACHIEVED	NONE	N/A	-			Letter to KZN Archives and proof of submission (Email)	√
CS 90			MTID 2.23.4		Frequency of Departmental Compliance with EDMS System Usage	Quarterly	2	1	1	Quarterly Usage to Manco/Extended Manco Minutes	1	1	Quarterly Usage to Manco/Extended Manco Minutes	ACHIEVED	NONE	N/A	-			Quarterly Usage to Manco/Extended Manco Minutes	√
CS 91		MTID 2.23	MTID 2.23.5	Departmental compliance with records management	% Compliance IRO time taken to respond to PAIA Request Received	100%	100%	100%	100%	PAIA Schedule of received requests and response	100%	100%	PAIA Schedule of received requests and response	ACHIEVED	NONE	N/A	-			PAIA Schedule of received requests and response	√
CS 92			MTID 2.23.6		Date by when Section 32 PAIA report is submitted to SAHRC	30-Apr-18	15-Dec-17	N/A	N/A		30-Apr-18	15-Dec-17	Section 32 Report and Proof of Submission (Email)	ACHIEVED	NONE	N/A	-			Section 32 Report and Proof of Submission (Email)	√
CS 93			MTID 2.23.7		% of Documentation in respect of Tenders Filed	85%	95%	85%	87%	Completed Checklist and signed verification by Manager SCM and GM Corporate Services	85%	95%	Completed Checklist and signed verification by Manager SCM and GM Corporate Services	ACHIEVED	NONE	N/A	-			Completed Checklist and signed verification by Manager SCM and GM Corporate Services	√

CORPORATE SERVICES SDBIP 2017 / 2018																					
PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VUYANI TSAKO																					
								Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implication				
No.	Strategic Objective	IDP Ref	SDBIP Ref	Municipal Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	ACHIEVED/ NOT ACHIEVED	Remarks & Challenges	Corrective measures & Revised time frame	Annual Budget	BUDGET SPENT	Location (Ward / LM)	POE	AUDITOR'S COMMENT
CS 94			MTID 2.23.8		Number of Records Management Awareness Sessions Held with Departments	5	4	1	1	Attendance Registers and Programme	3	3	Attendance Registers and Programme	ACHIEVED	NONE	N/A	-			Attendance Registers and Programme	√
Good Governance and Public Participation																					
CS 95	Strengthen Governance and Leadership	GGPP 1.1	GGPP 1.1.1	Council and its committee meetings	Number of Council and its committee meetings co-ordinated.	10	5	2	2	Agenda Attendance register	3	3	Agenda Attendance register	ACHIEVED	NONE	N/A	0			Agenda Attendance register	√
CS 96		GGPP 1.2	GGPP 1.2.1	Implementation of Council and EXCO Resolutions	Frequency of analysed reports on the Implementation of Exco and Council Resolutions for all Departments	Quarterly	2	1	1	Report on the Analysis of the Exco and Council Resolution Implementation to MANCO/Extended Extract of Minutes of MANCO/Extended	1	1	Report on the Analysis of the Exco and Council Resolution Implementation to MANCO/Extended Extract of Minutes of MANCO/Extended	ACHIEVED	NONE	N/A	-			Report on the Analysis of the Exco and Council Resolution Implementation to MANCO/Extended Extract of Minutes of MANCO/Extended	√
CS 98	Strengthen stakeholder relations and Public participation	GGPP 2.2	GGPP 2.2.	Implementation of the Communication plan.	Number of Disaster Management and Fire Services Newsletters compiled	4	2	1	1	Newsletter	1	1	Newsletter	ACHIEVED	NONE	N/A	300,000.00	180,000.00		Draft Newsletter	√
Cross Cutting Issues																					
CS 99	Improve Disaster prevention and management	CCI 1	CCI 1.1.1	Integrated Institutional Capacity for Disaster Risk Reduction	Number of co-ordinated disaster management plans implemented	2	1	N/A	N/A		1	1	Plans Report to the CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A	100,000.00			Plans Report to the CS Extended Management Committee Minutes	stated POE is not credible to measure the target. It should have been submitted to relevant committee for noting
CS 100			CCI 1.1.2		Number of Forums for Disaster Risk Management DDMAF co-ordinated	4	2	1	1	Agenda Minutes Attendance Register	1	1	Agenda Minutes Attendance Register	ACHIEVED	NONE	N/A	10,000.00	4,000.00		Agenda Minutes Attendance Register	√
CS 101			CCI 1.1.3		Number of Forums for Disaster Risk Management District Practitioners co-ordinated	4	2	1	1	Agenda Minutes Attendance Register	1	1	Agenda Minutes Attendance Register	ACHIEVED	NONE	N/A	10,000.00	3000.00		Agenda Minutes Attendance Register	√
CS 102	Improve		CCI 1.1.4		Number of Ward Based Structures / Committee meetings co-ordinated	8	5	2	3	Agenda Minutes Attendance Register	2	2	Agenda Minutes Attendance Register	ACHIEVED	NONE	N/A	30,000.00			Agenda Minutes Attendance Register	√

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VUYWE TSAKO

ID	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective Measures & Revised Time Frame	Annual Budget	Budget Spent	Location (Ward / LM)	POE	Auditors Comment
CS 103	Disaster prevention and management.	CCI 1.2	CCI 1.2.1	Disaster Risk Assessment conducted	Number of Disaster Risk Assessments Conducted.	4	2	1	1	Report Minutes of DMAF	1	1	Report Minutes of DMAF	ACHIEVED	NONE	N/A	100,000.00			Report Minutes of DMAF	√
CS 104			CCI 1.2.2		Number of Risk Maps completed	4	2	1	1	Reviewed Maps signed by GMCS	1	1	Reviewed Maps signed by GMCS	ACHIEVED	NONE	N/A				Reviewed Maps signed by GMCS	√
CS 106	Improve Disaster prevention and management.	CCI 1.3	CCI 1.3.2	Coordinated Disaster Risk Reduction initiatives	Number of Seasonal (Winter & Summer) Preparedness Plans done	2	1	N/A	N/A		1	1	Seasonal Plan Minutes of DMAF	ACHIEVED	NONE	N/A	50,000.00			Seasonal Plan Minutes of DMAF	√
CS 107			CCI 1.3.3		Number of Event Safety Management Plans prepared	8	4	2	2	Safety Plans Minutes DMAF	2	2	Safety Plans Minutes DMAF	ACHIEVED	NONE	N/A	50,000.00			Safety Plans Minutes DMAF	√
CS 108			CCI 1.3.4		Number of Community Awareness programmes facilitated; (a)Fire Safety (b)Disaster Management	12	9	3	6	Attendance register Programme	3	3	Attendance register Programme	ACHIEVED	NONE	N/A	200,000.00			Attendance register Programme	√
CS 109	Improve Disaster prevention and management.	CCI 1.4	CCI 1.4.1	Disaster Response and Recovery	Turnaround time to respond to reported disasters / incidents	24 HOURS	24HOURS	24 HOURS	24 HOURS	Systems report Assessment Forms	24 HOURS	24 HOURS	Systems report Assessment Forms	ACHIEVED	NONE	N/A	-			Systems report Assessment Forms	One of assessement forms is not dated. Hence we cannot confirm validity
CS 110			CCI 1.4.2		% spent on Emergency Relief Stock	100%	73%	40%	66.27%	Budget Expenditure report	60%	73.38%	Budget Expenditure report	ACHIEVED	NONE	N/A	4 000 000	2,915,031 39		Acknowledgement of Receipt by LM's	√
CS 111			CCI 1.4.3		Number of Monthly Incident Statistics reports	10	5	2	2	Report to the CS Extended Management Committee Minutes	3	3	Report to the CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A	-			Report to the CS Extended Management Committee Minutes	stated POE is not credible to measure the target. It should have been submitted to relevant committee for noting
CS 112			CCI 1.4.4		Number of Post Disaster Committee Meetings co-ordinated	4	2	1	1	Agenda Attendance Register Minutes	1	1	Agenda Attendance Register Minutes	ACHIEVED	NONE	N/A	-			Agenda Attendance Register Minutes	√

CORPORATE SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER: CORPORATE SERVICES VUYIWE TSAKO

ID	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial ACHIEVED/NOT ACHIEVED	Blockages & Challenges	Corrective measures & Revised time frame	Financial Implication Annual Budget	BUDGET SPENT	Location (WARD/LM)	POE	AUDIT COMMENTS
CS 113	Improve Disaster prevention and management		CCI 1.5.1		Number of District Fire Services Forum meetings co-ordinated	4	2	1	1	Agenda Attendance Register Minutes	1	1	Agenda Attendance Register Minutes	ACHIEVED	NONE	N/A	20,000.00			Agenda Attendance Register Minutes	√
CS 114			CCI 1.5.2		Number of fire safety inspections completed in buildings; • Fire Hydrants • Fire Extinguishers • Fire Hose / Signage	32	16	8	8	Report to the CS Extended Management Committee Minutes	8	8	Report to the CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A	200,000.00			Report to the CS Extended Management Committee Minutes	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 115	Improve Disaster prevention and management	CCI 1.5	CCI 1.5.3	Milestones achieved on the Implementation of Fire and Rescue Strategy	% Allocation of Grant Support to LM's • Hazardous Material • Event Safety • Fire Safety • Basic Emergency Driving	100%	100%	75%	75%	Progress report to the CS Extended Management Committee Minutes	100%	100%	Progress report to the CS Extended Management Committee Minutes	ACHIEVED	NONE	N/A	1,200,000.00	1,200,000.00		Progress report to the CS Extended Management Committee Minutes	stated POE is not credible to mearsure the target. It should have been submitted to relevant committee for noting
CS 116			CCI 1.5.4		Number of workshops and trainings held for; • Fire safety • Disaster Management • Lighting Incidents	6	4	1	2	Agenda Attendance Register	2	2	Agenda Attendance Register	ACHIEVED	NONE	N/A	200,000.00			Agenda Attendance Register	√
CS 117		GGPP 1.2	GGPP 1.2.1	Full Council resolutions implemented	Percentage of APPLICABLE council resolutions implemented	100%	100%	100%	100%	Compliance Report	100%	100%	Compliance Report	ACHIEVED	NONE	N/A	R -		ALL		√

END OF CORPORATE SERVICES SDBIP

	BSD 1.1	WS- 5	Provision of HH with access to sanitation	Number of HH with access to sanitation from Masinenge, Harding and Malangeni Low Cost Housing Project scheme	855	125	R 15,000,000.00	Nil	N/A	N/A	125	Construction stage	Close out report	Not achieved	1. Harding Sanitation - the power was made available at the WWTW and the pump station excluded due to Eskom delays 2. Malangeni - the pump station and reticulation are complete and await Phase 2C to function 3. Masinenge - the termination and appointment of contractor	1. Harding - the quotation has been done for installation and umuziwabantu is also willing to intervene in January 2018, in the event Eskom delays further 2. Malangeni 2C is under construction which will enable functionality of the previous phases. This is due to be completed in June 2018 3. Masinenge is currently serviced on VTS tanker which allows the current 120 units to function. The project is due to be completed in June 2018	R 15,000,000.00	4,358,061.11		Close out report	Not achieved
	BSD 1.3	WS-6		Number of HH with access to VIP sanitation	1000	88	R 14,100,000.00	200	88	Happy Letters	200	0	Happy Letters	Not achieved	Contractors indicated that the average rate was too low to cover construction costs and profit hence, hence requested that the rate be revised by the municipality	The issue of rate was escalated to Provincial Treasury who, on 14 December 2017, recommended that the contract be terminated and re-advertised as there is no policy on MFMA to cover rates change once appointment and acceptance of tender has been concluded 30 March 2018	R 14,100,000.00	1,516,537.00		Happy Letters	Not achieved
Reduce water losses	BSD 1.1	WS- 7		Number of meters replaced	1500	1795	R 1,500,000.00	200	801	Meter register	600	994	Meter register	Achieved	N/A	N/A	R 1,500,000.00	R 1,280,045.43		Meter register	√
	BSD 1.1	WS- 10		Number of "save water" campaigns conducted	12	9	R 0.00	3	3	Attendance registers	6	1	Attendance registers	Not achieved	Budget has been exhausted due to limited funding allocation	An application for additional funding was rejected. The item will be removed during budget adjustment	R 0.00	0		Attendance registers	Not achieved no campaigns conducted in the 2nd quarter.
	BSD 1.1	WS- 11		Percentage compliance to water tankering programme	75	91%	R 7,500,000.00	75	86	Water tankering schedule / log book	75%	91%	Water tankering schedule / log book	Achieved	N/A	N/A	R 7,500,000.00	N/A	N/A	Water tankering schedule / log book	√

Increase access to adequate basic services	BSD 1.5	WS- 12	Alternative water supply	Number of springs protected and refurbished	30	13	R 1,180,956.00	0	N/A	N/A	10	13	Completion certificate	Achieved	N/A	N/A	R 1,180,956.00	R520 000.00		Completion certificate	√
		WS- 13		Number of water forum meetings held	6	7	R 0.00	1	2	Agenda and attendance registers	2	5	Agenda and attendance registers	Achieved	N/A	N/A	R 0.00	R 0.00		Agenda and attendance registers	√
Treat and provide compliant drinking water in terms of blue drop requirements	BSD 1.1	WS- 14	Drinking water quality in terms of prescribed process risk indicators in line with SANS241:2015	Percentage Compliance to SANS241:2015	93	94%	R 6,878,597.00	93	94	Independent water quality report	93%	94%	Independent water quality report	Achieved	N/A	N/A	R 6,878,597.00	R 3,843,102.70		Independent water quality report	√
	BSD 1.1	WS-15		Number of water safety plans reviewed	15	8	R 0.00	0	N/A	N/A	8	8	Manco resolution	Achieved	N/A	N/A	R 0.00	R 0.00		Manco resolution	√
Treat and ensure compliant wastewater effluent in terms of green drop requirements	BSD 1.3	WS-16		Number of Waste Water Risk Abatement plans reviewed	20	10	R 0.00	0	N/A	N/A	10	10	Manco resolution	Achieved	N/A	N/A	R 0.00	R 0.00		MANCO Resolution	√
	BSD 3.1	WS- 17		Average hours taken to repair water leaks	4	12.66hrs	R 0.00	4	6.8hrs	System report	4hrs	12.66hrs	System report	Not achieved	There were a number of water supply interruptions especially in the Area South which led to not achieving the KPI	Application for funding of pipeline replacement programme is being reviewed by the Minister of Water and Sanitation. Ongoing follow ups are being done with the office. 30 June 2018	R 0.00	R 0.00		System report	Not achieved
	BSD 5.1	WS- 18		Turnaround hours to respond to sanitation infrastructure breakdown	24	14.91hrs	R 0.00	24	14.19hrs	System report	24hrs	14.91hrs	System report	Achieved	N/A	N/A	R 0.00	R 0.00		System report	√

		WS-23	Capital budget spend on projects identified in term of the IDP	Percentage expenditure on MIG capital budget per transferred amount	100	100%	R 233,873,000.00	60	100%	Certificate of expenditure from COGTA	60%	100%	Certificate of expenditure from COGTA	Achieved	N/A	N/A	R 233,873,000.00	R 15,995,849.25		Certificate of expenditure from COGTA	√
		WS-24		Percentage expenditure on WSIG capital budget per	100%	100%	R 50,372,000.00	60	100%	Certificate of expenditure from UGU Treasury Department	60%	100%	Certificate of expenditure from UGU Treasury Department	Achieved	N/A	N/A	R 50,372,000.00	R 43,842,015 58		Certificate of expenditure from UGU Treasury Department	√
		WS-25	Vendor Management	Percentage compliance with Vendor Management Committee Resolution	100	100%	R 0.00	100	100	SCM compliance report	100%	100%	SCM compliance report	Achieved	N/A	N/A	R 0.00	R 0.00		SCM compliance report	√
		WS-26		Number of reports for Vendor Performance produced	12	9	R 0.00	3	3	Vendor Performance committee agenda	6	6	Vendor Performance committee agenda	Achieved	N/A	N/A	R 0.00	R 0.00		Vendor Performance committee agenda	√
		WS-27	OPMS quarterly reviews	Percentage compliance with submission of performance information	100	100%	R 0.00	100	100	Proof of submission to PMS	100%	100%	Proof of submisson to PMS	Not Achieved	Some POEs could not be obtained on time as some people were still on leave when the report was due	Timeous planning to ensure that all the POEs are obtained on time 30 March 2018	R 0.00	R 0.00		Proof of submission to PMS	no proof of submission for the 2nd quarter.
		WS-28	Adoption of annual report	Percentage compliance with submission of Annual Report compilation	100	100%	R 0.00	100	100	Proof of submission to PMS	100%	100%	Proof of submission to PMS	Achieved	N/A	N/A	R 0.00	R 0.00		Proof of submission to PMS	proof of submission is not referenced correctly. WS 26 Q2 instead of WS 28 Q2
		WS-29	Labour unrest	Number of management /union meetings held	4	3	R 0.00	1	1	Minutes and attendance register	2	2	Minutes and attendance register	Achieved	N/A	N/A	R 0.00	R 0.00		Minutes and attendance register	√
		WS-30		Number of general staff meetings held	2	1	R 0.00	Nil	N/A	N/A	1	1	Minutes and attendance register	Achieved	N/A	N/A	R 0.00	R 0.00		Minutes and attendance register	√
		WS-31		Number of departmental MANCO meetings held	4	4	R 0.00	1	2	Attendance register	2	2	Attendance register	Achieved	N/A	N/A	R 0.00	R 0.00		Minutes and attendance register	√
		WS-32		Percentage compliance to the 40 hour overtime requirement unless approved by the MM	100	100%	R 0.00	100	100	System report/ MM approval memo	100%	100%	System report/ MM approval memo	Achieved	N/A	N/A	R 0.00	R 0.00		System report/ MM approval memo	√
		WS-33		Percentage reduction of overtime costs as a percentage of prior year's expenditure on overtime	10	5%	R 0.00	2.5%	5%	Overtime report approved at MANCO	5%	5%	Overtime report approved at MANCO	Achieved	N/A	N/A	R 0.00	R 0.00		Overtime report approved at MANCO	√

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]						[illegible]			[illegible]		[illegible]	[illegible]	AUDITORS COMMENTS
								[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]			
		WS-34		Percentage of acting appointments complied with the 6 months acting period	100	100%	R 0.00	100	100	System Report	100%	100%	System Report	Achieved	N/A	N/A	R 0.00	R 0.00		System Report	√
		WS-35		Percentage compliance by WS on submission of IGR reports within the required timeframes	100	0%	R 0.00	100	100	Proof of submission to OMM	100%	0%	Proof of submission to OMM	Not achieved	The Technical Director's Forum did not sit due to poor attendance as a result there was no submission to the OMM	To submit a record of the schedule of the meeting even when meeting does not quorate 30 March 2018	R 0.00	0		Proof of submission to OMM	Not achieved
		WS-37		Number of back to basic reports submitted	4	4	R 0.00	1	3	Proof of submission to PMS	1	1	Proof of submission to PMS	Achieved	N/A	N/A	R 0.00	R 0.00		Proof of submission to PMS	√
	BSD 1	WS 38	Basic service Delivery	Percentage compliance to plan, subdivision, and rezoning approvals	90%	100%	R 0.00	90%	97%	Plan register	90%	100%	Plan register	Achieved	N/A	N/A	R 0.00	R 0.00		Plan register	√
	BSD 1	WS 39		Compliance Monitoring of registered private WWTW	100%	100%	R 0.00	100%	100%	Register	100%	100%	Register	Achieved	N/A	N/A	R 0.00	R 0.00		Register	√
	BSD 1	WS 40	Basic service Delivery	Percentage attendance to reported illegal connections from the Internal Audit	70%	100%	R 0.00	70%	78%	Register	70%	100%	Register	Achieved	N/A	N/A	R 0.00	R 0.00		Register	√
	GGPP 1.2	WS42	Full Council resolutions implemented	Percentage of APPLICABLE council resolutions implemented	100%	100%	R 0.00	100	100	Compliance Report	100%	100%		Achieved	N/A	N/A	R 0.00	R 0.00			√

END OF REPORT

ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES SDBIP 2017 / 2018

PERSON RESPONSIBLE: GENERAL MANAGER - [illegible]

NO.	Strategic Objective	IDP Ref	SDBIP Ref	Programme / Project	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Challenges	Corrective measures & Revised Time Frame	Financial Implication: Expenditure	Budget Spent to Date	Location (Ward)	POE	Auditor's Comment
IED 1	Improve job creation opportunities particularly to youth	LED 1.1	LED 1.1.1	Job Creation	Number of Job opportunities created	80	80	N/A	N/A	N/A	40	80	Extracts of Portfolio Committee Minutes Noting Job Opportunities	Not Achieved	80 Job opportunities created, Report not tabled at Portfolio	To table all job-opportunities to the 1st Portfolio Committee sitting of 2018	0	0	Distride-Wide	Extracts of Portfolio Committee Minutes Noting Job Opportunities	Not achieved
IED 2	Promote small businesses and SMME's	LED 2.1	LED 2.1.1	SMMEs, Cooperatives Development	Number SMMEs and Cooperatives Assessed & Trained	50 Coops & SMMEs Assessed and 30 Enrolled for Training	0	N/A	N/A	N/A	50 Cooperatives Assessed	0	Extract of Portfolio Noting Assessment Report & Extract of Portfolio noting Training Report	Not Achieved	Delay in Finalisation of Assessment	Assessment undertaken on the 4th & 5th January 2018 & Assessment Report to be complete by 30/01/2018	R 500,000.00	R 2,987.30	Distride-Wide	Extracts of Portfolio Noting Assessment Report & Extract of Portfolio noting Training Report	Not achieved
IED 3					Number of SMMEs and Cooperatives Provided with In-kind Support	20	6	5	1	Copies of Invoices & Ackowledgement Letters from Recipients	5	5	Copies of Invoices & Ackowledgement Letters from Recipients	Achieved	N/A	N/A	R 200,000.00	R 287,622.95	Distride-Wide	Copies of Invoices & Ackowledgement Letters from Recipients	√
IED 4			LED 2.1.2	Business opportunities provided to SMME's	Number of Emerging Local Artists Promoted in Local Events	20	37	5	7	Copies of Contracts	5	30	Copies of Contracts	Achieved	N/A	N/A	R 150,000.00	R 180,000.00	Distride-Wide	Copies of Contracts	√
IED 5	Promote small businesses and SMME's	LED 2.1	LED 2.1.3		Emerging local Artists Promoted in Public Participation Road-Shows	50	30	N/A	N/A	N/A	30	30	Copies of Artists Performance Contracts	Achieved	N/A	N/A	R 360,000.00	R 163,000.00	District-Wide	Copies of Artists Performance Contracts	√
IED 6		LED 2.1	LED 2.1.4	LED Portable Skills Programe	Number of beneficiaries enrolled in Portable Skills	20	22	N/A	N/A	N/A	10	22	Letter of Confirmation of Enrolment from Service Provider	Achieved	N/A	N/A	R 250,000.00	R 100,000.00	Distride-Wide	Letter of Confirmation of Enrolment from Service Provider	√
IED 7	Increase investment and development opportunities	LED 3.1	3.1.1	LED Sakeholders Coordination	Number of LED Forums Coordinated	4	2	N/A	1	N/A	1	2	Minutes of Meeting/ Attendance Register	Achieved	N/A	N/A	R 60,000.00	R 28,319.00	N/A	Minutes of Meeting/ Attendance Register	√
IED 8		LED 4.2	LED 4.2.1	LED Strategy Development	Reviewed LED Strategy Adopted 30/06/18	Date LED Strategy adopted	Draft LED Strategy	N/A	Draft LED Strategy	N/A	Draft LED Strategy	Draft Strategy presented to MANCO on 04/12/2017	Extract of Portfolio Adopting Draft Strategy, Proof of Adoption Process	Not Achieved	Delays in submission of Draft through Structures	To table LED Strategy to the 1st Portfolio Committee sitting of 2018	R 460,000.00	R 313,500.00	Districtwide	Resolution adopting the LED Strategy	Not achieved

NO	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Shortages & Challenges	Corrective Measures & Revised Time Frames	Financial Information: Annual Budget	Actual Spent to Date	Location (Ward / LM)	POE	Evidence Complete
LOCAL ECONOMIC DEVELOPMENT																					
IED 9	Promote sectoral development	LED 5.1	LED 5.1.1	Rural Medium Scale Farmers Support Program	Number of Rural Medium Scale Farmers Supportted	16 Projects Supported	8	4 Projects	0	Copies of Invoices & Acknowledgement Letters from Support Recipients	4 Projects	8	Copies of Invoices & Acknowledgement Letters from Support Recipients	Achieved	N/A	N/A	R 900,000.00	R 562 643 88		Copies of Invoices & Ackowledgement Letters from Support Recipients	√
IED 10		LED 5.1	LED 5.1.2	One-Home-One Garden Support Program	Number of Household Supplied with Seedlings	500	316	N/A	N/A	N/A	250	316	Beneficiary Register	Achieved	N/A	N/A	R 200,000.00	R 62,454.20		Beneficiary Register	√
IED 11	Promote sectoral development		LED 5.1.3	One-Home-One Garden Monitoring Pilot Support Program	Number of Unemployed Graduates Assigned to Monitor the Program	15	12	N/A	N/A	N/A	12	12	Copies of Contracts	Achieved	N/A	N/A	R 200,000.00	R 0.00	District-Wide	Copies of Contracts	√
IED 12	Promote sectoral development	LED 5.2	LED 5.2.1	Dysfunctional Projects Revival Program	Number of Dysfunctional LED Projects Revived	40	60	10	0	Copy of Invoices & Letters of Acknowledgement from Support Recipients	10	20	Copy of Invoices & Letters of Acknowledgement from Support Recipients	Achieved	N/A	N/A	R 650,000.00	R 222,407 00	District-Wide	Copy of Invoices & Letters of Acknowledgement from Support Recipients	√
IED 13		LED 7.3	LED 7.3.1	LED Interns Capacity Support Program to LMs	Number of Interns Deployed to LMS	8	8	8	7	Copies of Employment Agreements	8	8	Copies of Employment Agreements	Achieved	N/A	N/A	R 350,000.00	R 168,000.00	District-Wide	Copies of Employment Agreements	√
IED 14	Promote sectoral development	LED 5.2	LED 5.2.2	Emerging Bakeries Support Program	Number of Emerging Bakeries Provided with In-kind Support	10	2	3	0	Copies of Invoices and Letters of Acknowledgement from Support Recipients	2	2	Copies of Invoices and Letters of Acknowledgement from Support Recipients	Not Achieved	Activity POE finalised in the second week of January	Activity undertaken in the 2nd Quarter but finalised in the 3rd Quarter	R 150,000.00	R 44,000.00	District-Wide	Copies of Invoices and Letters of Acknowledgement from Support Recipients	Not Achieved
IED 15			LED 5.2.3	Emerging Clothing & Textile Support Program	Number of Emerginig Clothing & Textile Manufacurers Supported	10	0	3	0	Copies of Invoices of Letters Acknowledgement from Support Recieplents	2	0	Copies of Invoices of Letters Acknowledgement from Support Recieplents	Not Achieved	Affected by Capacity Challenges	Activity to be expidited in the 3rd Quarte.	R 150,000.00	R 146 194 00	District-Wide	Copies of Invoices of Letters Acknowledgement from Support Recieplents	Not achieved
IED 16	al development	LED 5.2	LED 5.2.4	Emerging Furniture Manufacturing Support Program	Number of Emerging Furniture Manufacturing Supported	10	0	2	0	Copies of Invoices and Letters of Acknowledgement from Support Recipients	2	0	Copies of Invoices and Letters of Acknowledgement from Support Recipients	Not Achieved	Target at advanced Order Stage	Activity to be expidited in the 3rd Quarter	R 200,000.00	R 0.00	District-Wide	Copies of Invoices and Letters of Acknowledgement from Support Recipients	Not achieved

NO	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised time frame	Financial Implication: Annual Budget	Budget Spent to date	Vote no	POE	Auditors Comments
IED 17	Promote secto[r]		LED 5.2.5	In-kind Support to Block Manufacturers Supported	Number of Block Manufacturers Provided with In-kind Support	10	1	2	0	Copies of Invoices and Letters of Acknowledgement from Support Recipients	2	1	Copies of Invoices and Letters of Acknowledgement from Support Recipients	Not Achieved	Balance of target at Order Stage	Activity to be expedited in the 3rd Quarter	R 500,000.00	R 69,500.00		Copies of Invoices and Letters of Acknowledgement from Support Recipients	Not achieved
IED 18	Promote a healthy, safe and sustainable environment		CCI 2.1.1		Number of Food Handlers /Event Caterers Awareness sessions held	48	27	12	14	Agenda/attendance register	12	13	Agenda/attendance register	Achieved	n/a	n/a	R 102,000.00	R29[illegible]69		Agenda/attendance register	√
IED 19		CCI 2.1	CCI 2.1.2		Number of Communicable Disease Sessions Held	600	311	150	84	Health & hygiene evaluation report	150	227	Health & hygiene evaluation report	Achieved	n/a	n/a	R -	0		Health & hygiene evaluation report	√
IED 20			CCI 2.1.3	Environmental Health Campaigns	Number of Chemical Safety Sessions held	180	135	45	41	Health & hygiene evaluation report	90	94	Health & hygiene evaluation report	achieved	n/a	n/a	R 15,000.00	0		Health & hygiene evaluation report	√
IED 21	Promote a healthy, safe and sustainable environment		CCI 2.1.4		Number of PHAST Sessions Held	120	68	30	27	Health & hygiene evaluation report	30	41	Health & hygiene evaluation report	Achieved	n/a	n/a	R 15,000.00	R 8,208.00		Health & hygiene evaluation report	√
IED 22		CCI 2.1	CCI 2.1.5		Number of Water & Sanitation sessions held	600	304	150	82	Health & hygiene evaluation report	150	222	Health & hygiene evaluation report	Achieved	n/a	n/a	R 15,000.00	0		Health & hygiene evaluation report	√
IED 23			CCI 2.1.6	Disposal of the Dead	Percentage of Paupers Buried	100%	100%	100%	100%	Invoice if requests received for Pauper burial	100%	100%	Invoice if requests received for Pauper burial	achieved	n/a	n/a	R 190,625.00	R13800		Invoice if requests received for Pauper burial	√
IED 24	Enhance measures to reduce community exposure to diseases and health risk	CCI 3.1	CCI 3.1.1	swabbing/food sampling	Number of food samples /swabbing for microbial detection taken	100	57	25	30	sampling reports	25	27	sampling reports	Achieved	n/a	n/a	R 110,825.00	15294.24		sampling reports	√
IED 25	Promote a healthy, safe and sustainable environment		CCI 2.1.7	Premises Surveillance	Percentage of Building Plans scrutinized	100%	100%	100%	100%	comments sheets with approved EH stamp	100%	100%	comments sheets with approved EH stamp	achieved	n/a	n/a	n/a	0		comments sheets with approved EH stamp	√
IED 26		CCI 2.1	CCI 2.1.9	Food Control	No of Inspections conducted on food establishments	1000	566	250	270	Inspections reports	250	296	Inspections reports	Achieved	n/a	n/a	R -			Inspections reports	√
IED 27	...y exposure to diseases and health risk		CCI 3.2.2		Number inspections conducted of non-food establishments	324	180	81	90	Inspection reports	81	90	inspection reports	Achieved	n/a	n/a	R -	0		inspection reports	√
IED 28			CCI 3.2.3	Environmental ...	Communicable Disease Control	100%	100%	100%	100%	Notifications/ reports	100%	100%	Notifications/ reports	n/a	n/a	n/a	R -	0		Notifications/ reports	n/a

NO	Strategic Objective	OP Ref	IDP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	Cumulative Actual Achieved to Date	Quarterly Target and Actual Achieved: Q1	Actual	POE	Q2	Actual	POE	Progress, Challenges & Remedies: Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Financial Implications: Annual Budget	Budget Spent to Date	Location	POE	Audit Trail (Checked)
IED 29	Enhance measures to reduce communit	CCI 3.2	CCI 3.2.3	Health Inspections	Number of Waste Water Treatment plants inspected	228	122	57	57	Inspection reports	57	65	Inspection reports	Achieved	n/a	n/a	R -	0		Inspection reports	√
IED 30			CCI 3.2.4		Percentage of effluent discharge investigated.	0	100%	100%	100%	Inspection reports	100%	100%	Inspection reports	Achieved	n/a	n/a	R -	0		Inspection reports	√
IED 31	Enhance measures to reduce community exposure to diseases and health risk		CCI 3.3.1	Samples taken from water sources.	Number of River Water Samples taken, and analysed	420	254	105	144	laboratory reports	105	110	laboratory reports	Achieved	n/a	n/a	R 31,000.00	R 14 500 00		laboratory reports	√
IED 32			CCI 3.3.2		Number of WWTW / final effluent Water Samples taken, and analysed	216	125	54	67	laboratory reports	54	58	laboratory reports	Achieved	n/a	n/a	R 13,500.00	P 8 200.00		laboratory reports	√
IED 33	Enhance measures to reduce community exposure to diseases and health risk	CCI 3.3	CCI 3.3.3		Number of Standpipe Water Samples taken, and analysed	260	190	65	115	laboratory reports	65	75	laboratory reports	Achieved	n/a	n/a	R 13,500.00	R 3 100 00		laboratory reports	√
IED 34			CCI 3.3.4		Number of Borehole Water Samples taken, and analysed	120	86	30	42	laboratory reports	30	44	laboratory reports	Achieved	n/a	n/a	R 13,500.00	R 9 270 00		laboratory reports	√
IED 35			CCI 3.3.5		Number of Water tankers / water tanks / Jojo tanks Samples taken, and analysed to check for contamination	240	203	60	143	laboratory reports	60	60	laboratory reports	Achieved	n/a	n/a	R 19,500.00	R 8 004.72		laboratory reports	√
IED 36	omote a healthy, safe and sustainable environment	CCI 2.1	CCI 2.1.8		Number of International Environmental calendar days celebrated	4	7 in total 3 Q1 - Arbor day, World Environmental Health Day and Nelson Mandela Day were celebrated 2 - coastal clean-up, weed buster, 1 public campaign	3	3- Arbor day, World Environmental Health Day and Nelson Mandela Day were celebrated 3- Arbor day, World Environmental Health Day and Nelson Mandela Day were celebrated 3- Arbor day, World Environmental Health Day and Nelson Mandela Day were celebrated	E-mail correspondences; Attendance register	7- environmental calendar days and campaigns	1 coastal clean-up, 1 weed buster, 1 campaign at Nkolobeni	E-mail correspondences; Attendance register	ACHIEVED	N/A	N/A	R50,000.00	R0.00	N/a	E-mail correspondences ; Attendance register	√

No	Strategic Objective	IDP Ref	SDBIP Ref	Municipal Objectives / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date	Location Ward / All	POE	Auditors Comments
IED 37			CCI 2.1.9		Number of Eco-/Green office Initiatives (Internal education) implemented	3	1 energy campaign at Oslo beach offices; 1 workshop with cleaning contractor	0	1 energy campaign at Oslo beach offices	Training material; Attendance Register	2	cleaning contractor workshop	Training material, Attendance Register	ACHIEVED	n/a	n/a	R0,00	n/a	Ugu	Training material; Attendance Register; Annual report on 4th quarter	√
IED 38	Promote a healthy, safe and sustainable environment	CCI 2.1	CCI 2.1.10		Number of Schools enrolled for (SEEPRO)	50	72 schools enrolled in the programme, assessments done; Prelim report	50 schools enrolled in the programme	72 schools enrolled	List of schools participating	N/A	Assessments and prelim report	List of schools participating	N/A	N/A	N/A	R0,00	R 0.00	Ugu	List of schools participating; annual report in 4th quarter; attendance register; Correspondences	N/A
IED 39	Promote a healthy, safe and sustainable environment	CCI 2.4	CCI 2.4.1	Biodiversity & Env Protection	No. of feral animal (bushpigs) management initiatives	2 projects	Project queried and challenges resolved	0	n/a	n/a	1 project	SCM process initiated, project query, delay	Extract of progress report	NOT ACHIEVED	Project queried and challenges resolved	Challenges resolved and project will be implemented in the 3rd quarter	R200,000.00	R0,00	Ugu	Extract of progress report	Not achieved
IED 40		CCI 2.2	CCI 2.2.1		Date of Draft report on Feral Animal (Bushpig) management strategy by 30 June 2018	Draft report on Feral Animal (Bushpig) management strategy by 30 June 2018	Re-submitted the spec to SCM for Bid Specification Committee	SCM processes	Inception report	SCM processes	Evaluation and Adjudication	Re-submitted the spec to SCM for Bid Specification Committee	E-mail correspondence & to SCM Trails	NOT ACHIEVED	Misunderstanding with SCM	Project re-submitted to SCM for Bid Spec, now out on advert to be adjudicated in 3rd Quarter	R300,000.00	R0,00	Ugu	Draft report	Not achieved
IED 41			CCI 2.2.2		Report on Invasive Species (Plants) Control project by 30 June 2018	1	Stakeholder engagement; Progress report	Award and Inception	Stakeholder workshop on Biodiversity and Climate Change	Award and Inception	Progress report by 30 December 2017	Progress report	Progress report	ACHIEVED	n/a	n/a	R200,000,00	R0,00	Ugu	Extract of progress report by 30 June 2018	√
IED 42	Promote a healthy, safe and sustainable environment	CCI 2.4	CCI 2.4.1		No. of Biodiversity multi-stakeholder engagements	3	1 multistakeholder engagements	1	1 multistakeholder engagement	register and proceedings of the workshop	0	1 multistakeholder engagement	Agenda; attendance register and minutes of te workshop	ACHIEVED	n/a	n/a	R0,00	R0,00	Ugu	Agenda; Attendance registers and Minutes of the workshops	Minutes provided are not signed
IED 43			CCI 2.3.1	Implementation of Climate Change Response Strategy	Date Climate Change local actions/projects undertaken - 30 June 2018	1 pilot project initiated by 30 June 2018	Project queried and challenges resolved	Project plan and SCM processes	Not achieved	Project plan and SCM process	Award and Inception	Project queried and challenges resolved	Award and Inception	NOT ACHIEVED	Project queried and challenges resolved	Challenges resolved and project will be implemented in the 3rd quarter	R150,000,00	n/a	Ugu	Extract of progress report on the pilot project	Not achieved
IED 44	Promote a healthy, safe and sustainable environment	CCI 2.3	CCI 2.3.2	Waste Management Planning	Date Draft Report of Integrated Waste Management Plan (IWMP) Review - 30 June 2018	Draft Integrated Waste Management Plan (IWMP) Review by 30 June 2018	Project queried and challenges resolved	Project plan, Online data capturing	Project plan	Project plan, Online Information capturing	Analysis and SCM process for stakeholder participation	Project queried and challenges resolved	Analysis and SCM process for stakeholder participation	NOT ACHIEVED	Project queried and challenges resolved	Challenges resolved and project will be implemented in the 3rd quarter	R100,000,00	R0,00	Ugu	Draft Report of Integrated Waste Management Plan (IWMP) Review by 30 June 2018	Not achieved
IED 45			CCI 2.3.3	Integrated Env Management (IEM)	No of projects/cases compliant/non-compliant dealt with & reported	16	12 cases of compliance attended to; 6 for Q2; reported urgent non-compliance to manco and portfolio	6 projects attended to for compliance	6 projects attended to for compliance	Report to Portfolio	8	12 projects attended to for compliance	Portfolio report	ACHIEVED	n/a	n/a	R0,00	R0,00	Ugu	Annual compliance report at end of 4th quarter	√

ID	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial Action			Financial Implications		Location (Ward / Ext)	POE	Auditors Comments
								Q3	Actual	POE	Q4	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised time frames	Annual Budget	Budget Spent to Date			
IED 46		CCI 2.2	CCI 2.2.3		No. of WWTWs audited for environmental compliance	Audit Report by 30 June 2018	Inhouse audited 3 plants - Umbango, Ramsgate and Margate	SCM processes	N/A	SCM processes	Award and Inception	Inhouse audited 3 plants - Umbango, Ramsgate and Margate	Environmental Audit report	ACHIEVED	Realisation of non-approval- therefore established inhouse pilot	n/a	R0,00	R0.00	Ugu	Environmental Audit report	√
IED 47	Promote a healthy, safe and sustainable environment	CCI 2.3	CCI 2.3.4		No of EMPr workshops held at WWTWs	2	3 workshops at WWTWs - Umbango, Margate and Uvongo	N/A	N/A	N/A	1	3 workshops at WWTWs - Umbango, Margate and Uvongo	Training material and attendance register	Achieved	n/a	n/a	R0,00	R0.00	Wards 18 and 6 in Ray Nkonyeni	Training material; Attendance Register; Annual report on 4th quarter	√
IED 48			CCI 2.3.5		Env. Management Framework (EMF) adopted in June 2018	Env. Management Framework (EMF) adopted in June 2018	Strategic Environmental Management Plan (SEMP), Monitoring and Evaluation(M&E) framework	Draft SEMP	Draft SEMP	Draft SEMP	Draft EMF	Draft EMF	SEMP + M&E framework= Draft EMF	Achieved	n/a	n/a	R350,000	R244,986.00	Ugu	Final EMF; Proof of adoption process	√
IED 49	Promote a healthy, safe and sustainable environment	CCI 2.3	CCI 2.3.6	Air Quality Mngt Plan Implementation	No. of Atmosperic Emissions Licences (AEL) issued	100% of applications received & considered	No new application received	100% of applications received & considered	0	Copy of AEL and Application if received and issued	100% of applications received & considered	0 application received	Copy of AEL and Application if received and issued	Not Achieved	No new applicants for AEL	KPI to be reviewed during adjustment	R0,00	R0.00	Ugu	Copy of AEL & application if received and issued	Not achieved
IED 50			CCI 2.3.7		No. of AELs monitored (Maintained)	10	10 AEL being monitored	10	10 AEL being monitored	Correspondence with AEL holders	10 AEL being monitored	10 AEL being monitored	Correspondence with AEL holders	Achieved	n/a	N/A	R0,00	R0.00	Ugu	Correspondences with AEL holders	√
IED 51	Promote a healthy, safe and sustainable environment	CCI 2.3	CCI 2.3.8		Date Draft Emissions Inventory is developed - 30 June 2018	Draft Emissions Inventory by 30 June 2018	SCM processes undertaken but no award could be made due to administrative non-compliance and overpricing	SCM processes	SCM processes	SCM processes	Award and inception	SCM processes undertaken but no award could be made due to administrative non-compliance and overpricing	Bid evaluation report	NOT ACHIEVED	Non-compliance with SCM requirements	Re-advertise, Reduce Scope of Work and phase the project and expidite in 3rd Quarter	R300,000	R0.00	ugu	Draft emissions Inventory	Not achieved
IED 52			CCI 2.3.9		No of Air Quality Multi Stakeholde Workshops	2	1 stakeholders workshop	N/A	N/A	N/A	1	1	Agenda and attendence register	Achieved	N/A	n/a	R 20,000	R1,200.00	Ugu	Agenda and attendance register	√
IED 53	Promote a healthy, safe and sustainable environment	CCI 2.4	CCI 2.4.1		No. of Coastal Management Multi-stakeholder workshops	4	2 stakeholder forum held	1	1 stakeholder forum held	Agenda, attendance register and minutes	2 stakeholder forum held	2	Agenda, attendance register and minutes	Achieved	N/A	N/A	R 10,000,00	R3,700.00	Ugu	Agenda; Attendance registers and Minutes of the workshops	√

NO.	Strategic Objective	IDP Ref	SDBIP Ref	Municipal Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date	Location (Ward / LM)	POE	AUDITORS COMMENTS
IED 54	Optimise expenditure and get better returns on investment	MFVM 2.8	MFVM 2.8.1	Municipal Financial Viability and Management	Supply Chain Management	Percentage compliance with Vendor Management Committee submissions	100		100%	Email Proof of Submission	100%	N/A	Email Proof of Submission	Not Achieved	Oversights in submission of report	Rigorously monitor submission	0.0			Email Proof of Submission	Revised Time Frame are not indicated.
IED 55		MFVM 2.3	MFVM 2.3.1		Expenditure Management	Percentage compliance to submission of invoices within 10 days of receipt of invoice	100	100% compliance iro submission of invoices	1.00	Invoice Register	100% compliance iro submission of invoices	100.00%	Invoice Register	Achieved	N?A	N/A	0.0			Invoice Register	√
IED 56	Increase performance, monitoring and evaluation	MTID 3.3	MTID 3.3.1		Organisational Performance Management System	Percentage Compliance with submission of performance information	100	N/A	100%	Achnowledgement Letter from PMS	100%	NA	Achnowledgement Letter from PMS	NOT ACHIEVED	Negatively Affected by In Season Activities	Activity to be expidited in the 3rd Quarter	0.0			Achnowledgement Letter from PMS	Corrective measures & Revised Time Frame are not indicated.
IED 57		MTID 3.4	MTID 3.4.1			Percentage Compliance with submission of Annual Report compilation	100	N/A	N/A	Report from PMS	N/A	100%	Achnowledgement Letter from PMS	Achieved	N/A	NA	NA			Report from PMS	√
IED 58	Strengthen Governance and Leadership	GGPP 1.1	GGPP 1.1.1	Municipal Transformation and Institutional Development	Labour Relations	Number of Management/ Union meetings by HOD	2	N/A	R 1.00	Attendance Register and Agenda	1	1	Attendance Register and Agenda	Achieved	N/A	N/A	N/A	N/A		Attendance Register and Agenda	√
IED 59			GGPP 1.1.2			Number General Staff meetings	1	N/A	N/A	N/A	R 1.00	1	Attendance Register and Agenda	Achieved	NA	1	N/A	N/A		Attendance Register and Agenda	√
IED 60			GGPP 1.1.3			Number of Departmental meetings	2	1	100%	Attendance Register and Agenda	1	1	Attendance Register and Agenda	Achieved	N/A	1	N/A	N/A		Attendance Register and Agenda	√
IED 61	Optimise systems and operations	MTID 2.9	MTID 2.9.1		Fleet Management	Percentage compliance with trip authorisation in respect of fleet utilisation	100	N/A	100%	Acknowledgement of Submission by Fleet	100%	100%	Acknowledgement of Submission by Fleet	Achieved	N/A	100%	N/A	N/A		Acknowledgement of Submission by Fleet	√
IED 62	Strengthen Governance and Leadership	GGPP 1.12	GGPP 1.12.1	Good Governance & Public Participation	District Wide Intergovernmental Relations	Percentage compliance by IED on submission of IGR reportst within the required time-frames	100	100	R 1.00	MM's Forum Agenda	100%	100	MM's Forum Agenda	Achieved	N/A	N/A	N/A	N/A		MM's Forum Agenda	√
IED 63		GGPP 1.3	GGPP 1.3.1		Internal Auditing	Percentage reduction AG queries	100	N/A	N/A	N/A	N/A	N/A	Acknowledgement /Proof of Submission	N/A	N/A	N/A	N/A	N/A		Acknowledgement /Proof of Submission	N/A

KPI	Strategic Objective	IDP Ref	SDBIP Ref	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implication		Location (Ward / LM)	POE	Auditors COMMENTS
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Progress & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget spent to Date			
LOCAL ECONOMIC DEVELOPMENT																					
IED 64		GGPP 1.2	GGPP 1.2.1	Full Council resolutions implemented	Percentage of APPLICABLE council resolutions implemented	100%	100%	100%	100%	Compliance Report	100%	100%	Compliance Report	Achieved	N/A	N/A	N/A	N/A	ALL	Compliance Report	v

END OF ECONOMIC DEVELOPMENT AND ENVIRONMENTAL SERVICES SDBIP

								YEAR UNDER REVIEW 2017/2018											
								Q1		Mid-Term Review						BUDGET			
												Progress, Challenges & Remedial							
S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	TARGET	ACTUAL	Mid Year Target	ACTUAL	Achieved / Not Achieved	Blockages/ Challenges	Measures to improve Performance	Revised timeframes to achieve	ANNUAL BUDGET	OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
Strategic Objective [illegible]: To ensure that the company obligations are compliant with all regulatory frameworks																			
S/O 1.1	KPA 2: Municipal Transformation & Institutional Development		Enterprise Risk Management & Compliance	Comprehensive Risk register	Completed Risk Register by deadline	31-Oct-17	24-Aug-17	YEAR UNDER REVIEW 2017/2018	24-Aug-17	31-Oct-17	24-Aug-17	ACHIEVED				Op. Task	GM: Fin & HR // CEO	Register adopted by Board by date	a
S/O 1.2			Risk Management Policy	Risk Policy review	Reviewed Risk Management Policy by deadline	31-Oct-17	05-Oct-17	NA	NA	31-Oct-17	05-Oct-17	ACHIEVED				Op. Task	GM: Fin & HR // CEO	Risk Policy reviewed by Board by date	a
S/O 1.3			Internal Audit & Auditor General queries	AG & Internal Audit queries resolution	Percentage of AG / Internal Audit queries resolved per quarter	100%	100%	100%	100%	100%	100%	ACHIEVED				R 127,454	CEO // GM: Fin & HR/ GM: M&E / GM: Dev	Corrective actions summation submissions to Audit Committee	a
S/O 1.4	KPA 5: Good Governance & Public Participation		In-year Annual Performance Plan Revision - 2018 - 2022 Tourism Strategy	Annual Performance Plan / Organisational Scorecard revision	Revised scorecard by deadline	31-Dec-17	-	NA	NA	31-Dec-17		NOT ACHIEVED	Unable to secure a suitable date for all stakeholders to attend	Review to be done in future in Q3	31-Mar-18	Op. Task	CEO // GM: Fin & HR/ GM: M&E / GM: Dev	Performance Plan approved by Board by date	Not Achieved
S/O 1.5			Performance Management System (IPMS)	Q1 & 3 verbal; Half-year and Annual performance appraisals	Percentage Individual Performance Management Systems implemented for S57 Managers	100%	100%	NA	NA	100%	100%	ACHIEVED				Op. Task	CEO // GM: Fin & HR/ GM: M&E / GM: Dev	Record of evaluations completed and proof of dates	a
S/O 1.6			Stakeholder and Area Committees Participation via CEOs Forum	Needs dissemination for 2017/2018 adjusted budget, 2018/2019 budget and annual PMS tools	Number of presentations to CEO Forums	2	1	NA	NA	1	1	ACHIEVED				Op. Task	CEO // GM: Fin & HR/ GM: M&E / GM: Dev	CEO Forum minutes and dates	a
S/O 1.7			Annual PMS Tools– Public Accessibility	Annual PMS tools migration to entity's website	Website appearance of in-year review of annual performance plan by deadline	31-Jul-17	17-Jul-17	31-Jul-17	17-Jul-17	31-Jul-17	17-Jul-17	ACHIEVED				Op. Task	GM: Fin & HR // CEO	Annual PMS tools submitted for uploading and proof of date	a
S/O 1.8			IT and Communication Policy	Policy review	Policy Review by deadline	31-Dec-17	05-Oct-17	NA	NA	31-Dec-17	05-Oct-17	ACHIEVED				Op. Task	GM: Fin & HR // CEO	IT Policy reviewed by Board by date	a
S/O 1.9			Municipal Entity Website	Legislated SCM notices publication	Percentage potential notifications actually uploaded to website	100%	100%	100%	100%	100%	100%	ACHIEVED				Op. Task	GM: Fin & HR // CEO	Instruction record to service provider & evidence of upload	a

P90

P91

S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	Q1 TARGET	Q1 ACTUAL	Mid Term Review: Mid Year Target	Mid Term Review: ACTUAL	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages / Challenges	Measures to Improve Performance	Revised timeframes to achieve	BUDGET: ANNUAL BUDGET	OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
S/O 1.10	KPA 4: Municipal Financial Viability & Management		587 Financial Reporting	Monthly financial report production	Number of Monthly reports by deadline	12	6	3	3	6	6	ACHIEVED				Op. Task	GM: Fin & HR // CEO	Reports and proof of submission dates to Parent and Treasury	a
S/O 1.11		LED 12	PMS Reporting	Quarterly performance report production	Quarterly reports by deadline	4	2	1	1	2	2	ACHIEVED				Op. Task	CEO // GM: Fin & HR/ GM: M&E / GM: Dev	Report submission to Parent and date	a
S/O 1.14			Annual Financial Statements	Annual Financial Statements production	AFS adoption by deadline	31-Dec-17	08-Dec-17	NA	NA	31-Dec-17	08-Dec-17	ACHIEVED				R 293,600	GM: Fin & HR // CEO	AFS adopted by Board by date	a
S/O 1.15			Annual Financial Statements	Draft Annual Financial Statements and Annual Performance Report availability to the Auditor General	AFS and Annual PMS report by deadline	31-Aug-17	31-Aug-17	31-Aug-17	31-Aug-17	31-Aug-17	31-Aug-17	ACHIEVED				Op. Task	CEO // GM: Fin & HR/ GM: M&E / GM: Dev	Submission and confirmation from the AG (SA)	a
S/O 1.16			Audit Compliance	A-G Report	Unqualified Audit Opinion	Unqualified Audit Opinion	Clean Audit	NA	NA	Unqualified Audit Opinion	Clean Audit	ACHIEVED				Op. Task	GM: Fin & HR // CEO	Audit report from the AG (SA)	a
S/O 1.17			MFMA Compliance	Fruitless and wasteful expenditure	Controlled Fruitless & Wasteful expenditure as a % of Total Expenditure reported to Board	< 1%	Nil	< 1%	0	< 1%	0	ACHIEVED				Op. Task	CEO // GM: Fin & HR/ GM: M&E / GM: Dev	Board reports, with Register if fruitless & wasteful expenditure with calculations	a
S/O 1.21			Treasury Compliance	MSCOA Implementation	MSCOA ready for implementation by deadline	01-Jul-17	NA	01-Jul-17	01-Jul-17	01-Jul-17	01-Jul-17	ACHIEVED				Op. Task	GM: Fin & HR // CEO	MSCOA live by date	a
S/O 1.22			Expenditure Management	Expenditure Management: Op. Task	Percentage of annual Op. Task expenditure spent	90%	35%	15%	15%	40%	35%	NOT ACHIEVED	Development Projects lagging, not owned by USCT.	Continued pressure to ensure projects prelued	Annual Budget to be spent by the end of the year	R 2,565,591	GM: Fin & HR // CEO	Quarterly calculation report	Not Achieved
S/O 1.23			Expenditure Management	Expenditure Management: Capital	Percentage of annual capital expenditure spent	90%	42%	15%	27%	40%	42%	ACHIEVED				R 165,329	GM: Fin & HR // CEO	Quarterly calculation report	a
S/O 1.24			Revenue Management	Revenue Management : Grant Income	Percentage of Grant Revenue received	100%	67%	25%	25%	50%	67%	ACHIEVED				R 20,410,723	GM: Fin & HR // CEO	Quarterly calculation report	a
S/O 1.25			Revenue Management	Revenue Management : Other revenue	Percentage of Other revenue received	95%	56%	25%	33%	50%	56%	ACHIEVED				R 1,122,917	GM: Fin & HR // CEO	Quarterly calculation report	a
S/O 1.26			Expenditure Management	Expenditure Management: Board fees paid	Board fees paid on 25th of each month	12 monthly payments	6 Monthly payments	3 monthly payments	3 monthly payments	6 Monthly Payment	6 Monthly payments	ACHIEVED				R 638,100	GM: Fin & HR // CEO	Salary reports	a

P92

								Q1		Mid Term Review						BUDGET			
												Progress, Challenges & Remedial							
S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	TARGET	ACTUAL	Mid Year Target	ACTUAL	Achieved / Not-Achieved	Blockages / Challenges	Measures to improve performance	Revised timeframes to achieve	ANNUAL BUDGET	OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
S/O 1.27			Expenditure Management	Expenditure Management: S57 Salaries paid	S57 Salaries paid on 25th of each month	12 monthly payments	6 Monthly payments	3 monthly payments	3 monthly payments	6 Monthly Payment	6 Monthly payments	ACHIEVED				R 3,510,657	GM: Fin & HR // CEO	Salary reports	a
S/O 1.28			Expenditure Management	Expenditure Management: Staff Salaries paid	Staff Salaries paid by 25th of each month	12 monthly payments	6 Monthly payments	3 monthly payments	3 monthly payments	6 Monthly Payment	6 Monthly payments	ACHIEVED				R 3,452,165	GM: Fin & HR // CEO	Salary reports	a
Strategic Objective #2 : To capacitate the Company in terms of personnel in accordance with the organisational organogram																			
S/O 2.0	KPA 2: Municipal Transformation & Institutional Development	LED 12	Recruitment	Appointments of personnel	Number of appointments made	1	0	1	0	1	0	NOT ACHIEVED	Due to High Season, Management elected not to appoint a new staff member in a new office	Interviews to be concluded 31.01.2018 for appointment	01.02.2018	Op. Task	GM: Fin & HR // CEO	Signed Contracts	Not Achieved
Strategic Objective #3: Sustain and develop operations of district wide Visitor Information Centres (VIC's)																			
S/O 3.1	KPA 2: Municipal Transformation & Institutional Development	LED 12	Visitor Information Centres	VICs Operations	Visitor Information Centres maintained (6)	6	2	1	1	2	2	ACHIEVED				Op. Task	CEO	Monthly VIC Office reports summarised and tabled to Board	a
S/O 3.2			Satellite VIC's	Satellite VIC's operations	Number of Satellite VIC's maintained as Op. Task	6	2	1	1	2	2	ACHIEVED				Op. Task	CEO	Monthly report summarised and tabled to Board	a
[illegible]																			
S/O 4.1	KPA 2: Municipal Transformation & Institutional Development	LED 12	Staff development	Short course attendance	Number of training courses	5	2	1	1	2	2	ACHIEVED				R 80,383	GM: Fin & HR // CEO	Training registration documents	a
Strategic Objective # 5: To contribute to the growth in the District tourism economy through visitor volume growth and the application of a Marketing Action Plan (MAP)																			
S/O 5.3			Brand application	Branded Collateral	~~Number of branded promotional tools~~ % Annual Budget spent	100%	55%	25%	15%	50%	55%	ACHIEVED				R 247,600	GM: Mkt & GM:Dev // CEO	Quarterly calculation report	a
S/O 5.5			Visual library	Image library development	Number of images	100	89	25	50	50	89	ACHIEVED				R 50,000	GM: Mkt // CEO	Annual image portfolio	a
S/O 5.6			Visual library	Video library development	Number of videos	15	8	0	1	5	8	ACHIEVED				R 50,000	GM: Mkt // CEO	Annual video portfolio	a
S/O 5.9			Free media editorial	Free media editorial	Free media exposure through channels	40	146	10	67	20	146	ACHIEVED				Op. Task	GM: Mkt // CEO	Evidence of exposure received	a

P93

S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	Q1 TARGET	Q1 ACTUAL	Mid Term Review: Mid-Year Target	ACTUAL	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages / Challenges	Measures to Improve Performance	Revised timeframes to achieve	BUDGET: ANNUAL BUDGET	OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
S/O5.10	KPA 3: Local Economic Development	LED 12	Free media editorial	Free media produced	Press releases produced internally for various channels	40	20	10	10	20	20	ACHIEVED	-	-	-	Op. Task	GM: Mkt // CEO	Copy of release with date / Emailed out to relevant database(s)	a
S/O 5.11			Free and paid TV / Video and or Live streaming exposure – generic and niche	TV and or Video livestreaming	Number of broadcasts	8	16	2	7	4	16	ACHIEVED	-	-	-	R 61,600	GM: Mkt // CEO	Confirmation / Notification schedule	a
S/O 5.12			Free and Paid Radio exposure – generic and niche	Radio coverage	Record of Broadcast	12	10	3	3	6	10	ACHIEVED	-	-	-		GM: Mkt // CEO	Confirmation-Email communication / Notification schedule	a
S/O 5.13			Local community radio – multi lingual	Community radio coverage	Local community radio broadcasts per year	24	18	6	6	12	18	ACHIEVED	-	-	-	R 66,150	GM: Dev // CEO	Confirmation / Notification schedule	a
S/O5.14			Domestic market : Application of a Strategic Advertising Campaign	Print and online media	Number of inserts or activations	24	39	6	15	12	39	ACHIEVED	-	-	-	R 369,600	GM: Mkt // CEO	Publication/ Electronic insert or activation	a
S/O 5.15			Overseas market & International media exposure	Print and online media	Number of inserts or activations	6	4	2	2	1	4	ACHIEVED	-	-	-	R 184,800	GM: Mkt // CEO	Publication/ Electronic insert	a
S/O 5.16			Billboard type or specific marketing tools	Use of bill boards and similar tools	Number of billboards utilised	3	5	1	4	2	5	ACHIEVED	-	-	-	R 70,000	GM: Mkt // CEO	Photograph and supplier confirmation of installation	a
S/O 5.17			Marketing Campaigns	Annual Strategic Seasonal Campaigns	Number of annual seasonal campaigns	2	1	1	1	2	2	ACHIEVED	-	-	-	Op. Task	GM: Mkt // CEO	Campaign report	a
S/O5.18			Marketing Campaigns	Niche Marketing Campaigns	Number of niche marketing campaigns	8	2	2	2	4	4	ACHIEVED	-	-	-	Op. Task	GM: Mkt // CEO	Campaign report	a
S/O5.19			Tourism Consumer, Trade, Niche Mass Participation Events	Participation at events	Number of events	17	14	4	4	8	14	ACHIEVED	-	-	-	R 405,993	GM: Mkt // CEO	Participation report	a
S/O5.20			Media Familiarisation Trips	Trips facilitation for Local & International Media	Number of trips	4	4	1	1	2	4	ACHIEVED	-	-	-		GM: Mkt // CEO	Participation report / Email correspondence	a
S/O5.21			Tour Operators / Wholesalers Familiarisation Trips	Trip facilitation	Number of trips	4	2	1	1	2	2	ACHIEVED	-	-	-	R 159,814	GM: Mkt // CEO	Participation report / Email correspondence	a

P94

S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	Q1 TARGET	Q1 ACTUAL	Mid Term Review: Mid Year Target	Mid Term Review: ACTUAL	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages / Challenges	Measures to improve Performance	Revised timeframes to achieve	BUDGET: ANNUAL BUDGET	BUDGET: OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
S/O5.22			Staff Familiarisation Trips	Destination awareness for tourism staff	Number of trips	4	7	1	3	2	7	ACHIEVED					GM: Mkt // CEO	Trip itinerary and participation register	a
S/O5.23			Newsletters	Members newsletters	Newsletters released with dates	4	2	1	1	2	2	ACHIEVED					GM: Mkt // CEO	Copy of Newsletter and Email Instruction	a
S/O5.24			Newsletters	Members & Industry News Flashes	Number of news flashes	20	13	5	6	10	13	ACHIEVED					GM: Mkt // CEO	Copy of News flash and Email Instruction	a
S/O5.25			Newsletters	CEO Report to members	Number of CEO reports released with dates	6	2	1	1	2	2	ACHIEVED				R 27,720	GM: Mkt // CEO	Copy of CEO Report & Email Instruction	a
S/O 5.26			Newsletters	Tourism trade newsletters distributed	Number of Trade Newsletters released with dates	4	2	1	1	2	2	ACHIEVED					GM: Mkt // CEO	Copy of Trade letter and Email Instruction	a
S/O 5.27			Distribution of Newsletters	Consumer Newsletters	Number of Consumer Newsletters	4	2	1	1	2	2	ACHIEVED					GM: Mkt // CEO	Copy of Newsletter and Email Instruction	a
S/O5.28			Sponsorships	Sponsorship Agreements & Other Marketing Sponsorships	Number of sponsorship agreements	2	0	1	0	2	0	NOT ACHIEVED	Difficult economic times for sponsors	Continued engagement with the Private Sector to initiate sponsorships.	To achieve by 30.06.2018	Op. Task	GM: Mkt // CEO	Physical document	Not Achieved
S/O5.30			Visitor Perception Study (Consumer Survey)	Research Report	Report by deadline	End Dec 2017 and End June 2018	08-Dec-17	NA	NA	31-Dec-17	08-Dec-17	ACHIEVED				R 60,000	GM: Mkt & GM:Dev // CEO	Report tabled at Board and submission date	a
S/O5.31			Seasonal Status Quo Snapshots	Snapshot Reports	Reports by deadlines	4	2	1	1	2	2	ACHIEVED				Op. Task	GM: Dev // CEO	Snapshot reports	a
S/O 5.35			Website	Website Content	New optimised content	200	68	0	0	68	68	ACHIEVED					GM: Mkt // CEO	Articles with dates	a
S/O 5.37			Social Media marketing	Social media content	Quarterly social media content calendar	4	2	1	1	2	2	ACHIEVED				R 400,000	GM: Mkt // CEO	Quarterly social media content calendars / reports with dates	a
S/O 5.38			Search Engine Optimisation	Search Engine Optimisation onsite & offsite	Number of primary keywords to optimise for (SEO)	100	117	100	117	100	117	ACHIEVED					GM: Mkt // CEO	Primary keyword list for optimisation	a

Strategic Objective 6: Utilise events as a conduit for profiling the South Coast and Contribution to Visitor Growth Volume

P95

								Q1		Mid Term Review						BUDGET			
												Progress, Challenges & Remedial							
S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	TARGET	ACTUAL	Mid Year Target	ACTUAL	Achieved / Not Achieved	Blockages / Challenges	Measures to improve Performance	Revised timeframes to achieve	ANNUAL BUDGET	OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
S/O6.1	KPA 3: Local Economic Development	LED12	In Season Events	Seasonal Beach Event support	Number of holiday beach activations	4	2	1	1	2	2	ACHIEVED	-	-	-	R 498,713	GM: Mkt // CEO	Co-ordinator Closeout report	a
S/O6.2			Internationally oriented events	Individual events support	Number of events	4	2	1	1	2	2	ACHIEVED	-	-	-	R 5,016,667	GM: Mkt // CEO	Closeout report	a
S/O6.3			South African oriented events	Individual events support	Number of events	14	6	3	3	7	6	NOT ACHIEVED	Planned Bowls event support, was cancelled	None	Reviewing to see if a new event can be supported during the year.	R 590,000	GM: Mkt & GM:Dev // CEO	Closeout report	Not Achieved
S/O6.4			Ugu District Tourism oriented events	Individual events support	Number of events	8	5	1	3	2	5	ACHIEVED	-	-	-	R 240,000	GM: Mkt & GM:Dev // CEO	Closeout report	a
S/O6.5			Developmental events support	Ad hoc support	Number of events supported	7	6	5	3	6	6	ACHIEVED	-	-	-	R 352,290	GM: Dev // CEO	Closeout report	a
S/O6.7			Event concept planning	Concept Descriptions Feasibility and Recommendation	Number of concepts by deadline	2 Concepts by 30 June 2017	1	NA	NA	1	1	ACHIEVED	-	-	-	Op. Task	CEO	Concept and proof of date	a
Strategic Objective # 7: Establish and Sustain Stakeholder Communications																			
S/O 7.1			Hosting of Board Meetings between DM and LM officials and the private sector	Board Meetings	Number of meetings	6	4	1	1	2	4	ACHIEVED	-	-	-	Op. Task	CEO	Minutes	a
S/O 7.3			CEO / Area Committee Chairs Forum	Forum meetings	Number of meetings	6	3	1	1	3	3	ACHIEVED	-	-	-	Op. Task	CEO	Minutes	a
S/O 7.5			Area Committee Cluster Functions	Member engagements	Number of functions	6	3	2	0	4	3	NOT ACHIEVED	Area Committees are wanting to host meetings in Q3 & Q4 after AGM's	Review of timeframes in Annual Plan	30-Jun-18	Op. Task	CEO	Function record	Not Achieved
S/O 7.6			Op. Task management meetings	In-year monitoring of operations through operational meetings with staff	Number of meetings	6	3	2	2	3	3	ACHIEVED	-	-	-	Op. Task	CEO	Operation notes and presentations / minutes	a

P96

								Q1		Mid Term Review						BUDGET			
												Progress, Challenges & Remedial							
S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	TARGET	ACTUAL	Mid Year Target	ACTUAL	Achieved / Not Achieved	Blockages / Challenges	Measures to Improve Performance	Revised timeframes to achieve	ANNUAL BUDGET	OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
S/O 7.7	KPA 3 : Local Economic Development	LED 12	CEO Tourism Presentations To DM and LM Councils	Cohesion with political principals	Number of meetings *(Increase to include PMS presentations to Ugu DM)*	5	4	3	2	5	4	NOT ACHIEVED	Presentation to Umzumbe LM was cancelled buy Council	Continued engagment for presentation date	31-Mar-18	Op. Task	CEO	DM & LM Agendas and presentations	Not Achieved
S/O 7.8			DM / LM / USCDA officials engagement	Inter institutional cohesion	Number of engagements	28	21	7	13	14	21	ACHIEVED				Op. Task	GM: Mkt & GM:Dev // CEO	Contact record	a
S/O 7.9			Provincial / DM / LM LED & IDP Forum meetings	Inter-sectoral cohesion	Number of meetings	25	18	6	12	12	18	ACHIEVED				Op. Task	GM: Mkt & GM:Dev // CEO	Attendance register / Contact record	a
S/O 7.10			VIC Visitation	Head office / VIC ops cohesion	Number of visits	175	109	44	58	88	109	ACHIEVED				Op. Task	GM: Dev // CEO	Contact record	a
S/O 7.11			New member prospects	Membership recruitment	Number of calls on prospective members	150	79	38	33	76	79	ACHIEVED				Op. Task	GM: Dev // CEO	Call log	a
S/O 7.12			Direct Calls to existing members	Member satisfaction and relations	Number of calls	175	89	44	68	88	89	ACHIEVED				Op. Task	GM: Dev // CEO	Call log	a
S/O 7.13			Recruitment of new members	Confirmation of New Paid Up Members	Number of new members *(To review number)*	100	25	30	10	60	25	NOT ACHIEVED	Fragile tourism economic times as well as difficulties with District water and sewege issues resulting in resistence of prospective businesses to become members of Tourism	Continued to work with the District municipality keeping businesses appraised of water and sewerage issues, trying to create a positive environment	Targets to be reviewed in Mid Term Review	Op. Task	GM: Dev // CEO	New members list	Not Achieved
Strategic Objective 8: Ensure Effective Awareness of Social Economic Conditions through Tourism																			
S/O 8.2	Economic Development	LED 12	District wide programmes	Schools Information Sessions	Number of school sessions in LMs	28	9	7	2	14	9	NOT ACHIEVED	Adequate forward planning	Advance communication to school to ensure sessions are met	Annual revision Alito be completed 30.06.2018	R 240,000	GM: Dev // CEO	Record of Presentations / Principal sign-off	Not Achieved
S/O 8.3			District wide programmes	School and/or tertiary tours within the South Coast	Number of tours	12	6	3	1	6	6	ACHIEVED						Record of tours / Attendance registers	a

S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	Q1 TARGET	Q1 ACTUAL	Mid Term Review: Mid Year Target	ACTUAL	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages / Challenges	Measures to Improve Performance	Revised timeframes to achieve	BUDGET: ANNUAL BUDGET	OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
S/O 8.4	KPA 3 : Local		District wide programmes	Updated presentations to prospective tourism practitioners	Number of presentations	10	6	2	4	5	6	ACHIEVED	-	-	-	R 100,000	GM: Dev // CEO	Record of Presentations / Attendance registers	a
[illegible]																			
S/O 9.1	KPA 3 : Local Economic Development	LED 12	Emergent tourism practitioners	Mentorship and skills development	Number of training events	16	6	4	2	8	6	NOT ACHIEVED	Focus was on identifying the GAPS in the emerging entrepreneurs skills development	A detailed Skills Audit has been undertaken and gaps identified for Training required for Crafters and Caterers	31-Mar-18	R 420,000	GM: Dev // CEO	Record of Engagement	Not Achieved
S/O 9.2			Emergent businesses	Emerging enterprise participation at events - facilitation	Number of events (*Need to increase due to Uvongo Flea Market*)	24	13	6	6	12	13	ACHIEVED	-	-	-		GM: Dev // CEO	Record of promotion	a
Strategic Objective #10: Ensure participation in tourism management and ownership of tourism products by local communities																			
S/O 10.2	KPA 5: Good Governance & Public Participation	LED 12	Emergent products and services (mainly hinterland) within each LM	Feasibility/ viability template utilisation	Number of templates completed	16	7	4	2	8	7	NOT ACHIEVED	identification of enterprises in need	Enhanced sourcing within SMME's	To catch up targets by 31 March 2018	Op. Task	GM: Dev // CEO	Hard copies of template completed	Not Achieved
S/O 10.4			Emerging product support	Mentorship of Emerging Tourism Businesses by membership	Number of Emerging Tourism Businesses in Mentorship	4	0	1	0	2	2	ACHIEVED	-	-	-	Op. Task	GM: Dev // CEO	Mentorship progress report to Board	a
Strategic Objective #11: Develop unique and sustainable tourism products and events																			
S/O 11.1	A 3 : Local Economic Development	LED 12	Product development	Umzumbe River Trails	Number of project progress reports to Board	4	2	1	1	2	2	ACHIEVED	-	-	-	R 500,000	GM: Dev // CEO	Project progress report to Board	a
S/O 11.2			Product development	KwaXolo Caves	Number of project progress reports to Board	4	2	1	1	2	2	ACHIEVED	-	-	-	R 50,000	GM: Dev // CEO	Project progress report to Board	a
S/O 11.3			Product development	Ntelezi Msani Heritage Project	Number of progress reports to Board	4	2	1	1	2	2	ACHIEVED	-	-	-	R 50,000	GM: Dev // CEO	Project progress report to Board	a
S/O 11.4			Product development	Area Tourism Development Plan: Kwa Nzimakwe	Completed plan by deadline	31-Oct-17	29-Dec-17	NA	NA	31-Oct-17	29-Dec-17	NOT ACHIEVED	Inadequate forward planning, due to the size of the project, to meet deadline date	Target was ACHIEVED by the end of the quarter	29-Dec-17	Op. Task	GM: Dev // CEO	Completed plan by date	Not Achieved

P97

S/O #	KPA #	Ugu DM IDP Ref	PROGRAMME	PROJECT	KPI	ANNUAL TARGET 30 June 2018	CUMULATIVE ACTUAL	Q1 TARGET	Q1 ACTUAL	Mid Term Review: Mid-Year Target	ACTUAL	Progress, Challenges & Remedial: Achieved / Not Achieved	Blockages / Challenges	Measures to Improve Performance	Revised timeframes to Achieve	BUDGET: ANNUAL BUDGET	OWNER	PORTFOLIO OF EVIDENCE	INTERNAL AUDIT COMMENTS
S/O 11.5	dx		Product Development	Area Tourism Development Plan: Nyandezulu	Completed plan by deadline	31-Oct-17	NA	NA	NA	31-Oct-17	43069	NOT ACHIEVED	Inadequate forward planning, due to the size of the project, to meet deadline date	Target was ACHIEVED by the end of the quarter	30-Nov-17	Op. Task	GM: Dev // CEO	Completed plan by date	Not Achieved
S/O 11.8			Product Audit	Product Audit Umuziwabantu	Product Audit by date	31-Dec-17	0	NA	NA	31-Dec-17	0	NOT ACHIEVED	Preliminary onsite done Report to be compiled	Inadequate forward planning	31-Jan-18	R 30,000	GM: Dev // CEO	Product report by date	Not Achieved
Strategic Objective #13 Create an enabling environment for tourism investment																			
S/O 13.1	KPA 5: Good Governance & Public Participation	LED 12	Institutional partnerships	Maintain & publicise portfolio of investment	Portfolio of prospective investment opportunities referred to relevant stakeholder	4	2	1	1	2	2	ACHIEVED				Op. Task	CEO	Record of portfolio of investment maintained and publicised	a
Strategic Objective #14: Ensure that tourism support infrastructure is adequately provided and/or maintained																			
S/O 14.1	KPA 3 : Local Economic Development	LED 12	Partnership with stakeholders	Tourism support infrastructure	Percentage of ad hoc requests for tourism support infrastructure that are taken to conclusion	80%	100%	80%	100%	80%	100%	ACHIEVED				Op. Task	CEO	Record of requests and facilitation assistance	a

END OF REPORT

P98

SO ID	NATIONAL KPA	UGU DM IDP REF	PROGRAMME	PROJECT	KPI	YR 2017 ANNUAL TARGET	Q2 TARGET	Q2 ACTUAL	ACHIEVED/NOT ACHIEVED	CHALLENGES	CORRECTIVE MEASURE	REVISED TIMEFRAME	Q3 TARGET	Q4 TARGET	ANNUAL BUDGET	OWNER	POE
SO 1			[illegible]														
SO 1.1	4	3.7	Risk Management	Comprehensive Risk Register	Complete risk register by 30 November	1	1	1	Achieved	None	None	None			Operational	M:Fin	Register & proof of compilation date
SO 1.2	4	3.7	Risk Management	Risk Policy Review	Review and approve Risk Management Policy by 31 December	1	1	1	Achieved	None	None	None			Operational	M:Fin	Copy of approved policy
SO 1.3	4	3.7	Internal Audit & AG Queries	AG & Internal Audit queries resolution	Percentage of AG/Internal Audit queries resolved per quarter	100%	100%	100%	Achieved	None	None	None	100%	100%	Operational	M:Fin	Quarterly Corrective Actions Summation
SO 1.4	4	3.7	Performance Management System (PMS)	Q1 & 3 verbal; Half-year and Annual performance appraisals	Quarterly performance appraisals of CEO	4	1	1	Achieved	None	None	None	1	1	Operational	Board/CEO	Record of evaluations completed
SO 1.5	4	3.7	Municipal Entity Website	Legislated SCM notices publication	Percentage potential notifications uploaded	100%	100%	100%	Achieved	None	None	None	100%	100%	Operational	M:Fin	Screen shot of updates
SO 1.6	4	3.7	Financial Reporting	Monthly management accounts production	Management reports, ledger and reconciliations by 5th working day of the following month	12	3	0	NOT ACHIEVED	Finance Manager position not been filled	The Agency will appoint the Finance Manager alternatively get someone to act on the position AND assist in producing finance KPIs	Q3	3	3	Operational	M:Fin	Reports & Proof of submission to CEO
SO 1.7	4	3.7	S87 Financial Reporting	Monthly financial report production	Monthly reports by the 7th working day of the following month	12	3	1	NOT ACHIEVED				3	3	Operational	M:Fin	Reports & Proof of submission to parent
SO 1.8	4	3.7	PMS Reporting	Quarterly performance report production	Quarterly reports	4	1	1	Achieved	None	None	None	1	1	Operational	M:Fin	Reports & Proof of submission to parent
SO 1.9	4	3.7	Financial Planning	Mid-year adjusted budget review	SBB report produced by 20 January	1	1	1	Achieved	None	None	Q3	1		Operational	M:Fin	Reports & Proof of submission to parent
SO 1.11	4	3.7	Annual Report	Annual Report	Annual Report Adoption by 31 December	1	1	1	Achieved	None	None	None			Operational	M:Fin	Annual Report Adoption & Proof of Date
SO 1.13	4	3.7	Audit Compliance	AG Report	Unqualified Audit Opinion	1	1	1	Achieved	None	None	None			Operational	M:Fin	AG Audit Report
SO 1.14	4	3.7	MFMA Compliance	Fruitless & Wasteful and Irregular Expenditure - Section 102 report	FWW exp <1% of total exp reported to Board	<1%	<1%	<1%	<1%	None	<1%		<1%	<1%	Operational	M:Fin	Board Reports
SO 1.16	4	3.7	MSCOA Implementation	Actively participate in MSCOA steering committee	Compliance with MSCOA targets	4	1	1	Achieved	None	None	None	1	1	Operational	M:Fin	Progress reports submitted to Corporate Services Committee.
SO 2			Capacity Building: To Capacitate USCDA to deliver and implement its core functions efficiently and effectively														
SO 2.1	1	3.7	Staff Development	Short course / conference attendance	Number of shortcourses attended as per the Training Plan	8	2	0	Not Achieved	USCDA finance status was not favourable to carry this project	Implemented from Q3 to Q4	Q3 & Q4	4	4	R 45 000	M:Fin/CEO	Proof of attendance
SO 2.2	1	3.7	Staff Development	MFMP	M: Finance to complete MFMP Course	1	1	0	Not Achieved	USCDA Finance Manager resigned	Obtain a resolution from the Board in withdrawing this target as it will never be achieved in this financial year	Q3	1		R 40 000	M:Fin	Course outcome/Certificate
SO 2.3	1	3.7	Recruitment	Fill Board approved posts on the organogram	Apoint a property development Manager	1	1	1	Achieved	None	None	None			R 70 000	Corp/CEO	Signed letter of appointment
SO 3			[illegible]														
SO 3.1		3.7.9	[illegible]														
SO 3.1.3	3	3.7.9	GDS	Identify, establish and convene GDS Focus Groups	Number of GDS Focus Groups identified and convened	30	10	10	Achieved	None	None		10	10	R 0	M:Dev/CEO	Attendance registers of focus groups convened
SO 3.2			Implement an Investment Promotion and Facilitation Strategy for the Ugu District														
SO 3.2.1	3	3.7.9	Investment promotion	Conduct research on investment incentives and submit a report to Projects Committee	Incentives document presented to Projects Committee	1	1	0	Not Achieved	No challenges	The research and information was done, awaiting for a resolution and approval by the Committee, will be presented in Q3	Q3	1		Operational	CEO/MIPM	Project Committee Resolution
SO 3.2.3	3	3.7.9	Investment promotion	Marketing Plan developed	Marketing Plan developed	1	1	1	Achieved	None	None	None			Operational	MIPM	Adopted Marketing Plan
SO 3.2.5	3	3.7.9	Investment promotion	Promoting Ugu at Investment Conferences	Number of investment conferences at which Ugu is promoted	2	1	1	Achieved	None	None	None		1	R 30 000	MIPM	Reports to Board on outcome of each conference
SO 3.3			Establish a business support desk for small and emerging businesses														
SO 3.3.1	3	3.7.4	Business Support	Identify well established businesses for match-making with small businesses	Number of businesses engaged for match-making	6	1	1	Achieved	None	None	None	5	2	Operational	M:Dev SP	Proof of engagement with established businesses
SO 3.3.4		3.7.4	Business Support	Establish good working relationship with departments/sectors that provide business support services	Number of business support sectors engaged	6	2	6	Achieved	None	None	None	2	2	Operational	M:Dev SP	Letter of intent / Proof of engagement
SO 3.3.5	3	3.7.4	Business Support	Assist big and small business to establish in the Ugu District	Number of businesses assisted	12	2	8	Achieved	None	None	None	3	3	Operational	M:Dev SP	Proof of Assistance/Report

P100

SO#	National KPA	Ugu IDP Ref	PROGRAMME	PROJECT	KPI	2017 ANNUAL TARGET	Q2 TARGET	Q2 ACTUAL	ACHIEVED/NOT ACHIEVED	CHALLENGES	CORRECTIVE MEASURE	REVISED TIMEFRAME	Q3 TARGET	Q4 TARGET	ANNUAL BUDGET	OWNER	POE
SO 4			[illegible]														
SO 4.1	3	3.7.5	Support the growth of local emerging farmers and encourage markets for their products													KZN	
SO 4.1.1	3	3.7.5	National School Nutritional Project (NSNP)	Support small growers and farmers to supply their produce for NSNP and RASET	Number of Schemes supported	3	1	1	Achieved	None	None	None	1	1	Operational	MDev Agric	MoA with the Schemes
SO 4.1.2	3	3.7.5	National School Nutritional Project (NSNP)	Obtain a written mandate for NSNP from Ugu District	Written mandate from the parent to implement NSNP	1	1	0	Not Achieved	No written mandate was received from the parent (Ugu district) on the	Follow up with the parent since the programme has financial implications	Q4	0	1	Operational	MDev Agric	Written mandate
SO 4.1.3	3	3.7.5	National School Nutritional Project (NSNP)	Secure and receive a seed funding (2M) for the implementation of NSNP	2 Million seed funding	1	1	0	Not Achieved	Seed funding is a challenge	Follow up with the parent in granting the Agency R2M as a start up for the programme	Q4		1	Operational	MDev Agric	Proof of seed funding
SO 4.1.4	3	3.7.5	National School Nutritional Project (NSNP)	Prepare an implementation plan and secure Board's approval	Board's approval	1	1	0	Not Achieved	Project cannot be implemented without seed funding	Await for the written mandate & grant funding from the parent	Q4		1	Operational	MDev Agric	Board minutes
SO 4.1.6	3	3.7.5	Agri-processing	Encourage establishment of Agri-Processing plants and upskill farmers to participate	Number of farmers trained	3	1	1	Achieved	None	None	None	1	1	Operational	MDev/CEO	Copy of attendance register and course agenda
SO 4.1.8	3	3.7.5	Agri-park	Participate in National & Provincial meeting and play a facilitation role in the implementation of Agri-Park	Attend PAPPOT & DAPPOT quarterly meetings	4	1	1	Achieved	None	None	None	1	1	Operational	MDev Agric	Attendance registers
SO 5			[illegible]														
SO 5.1	3	3.7.4	[illegible] of USCDA													USCDA	
SO 5.1.1	3	3.7.4	Skills development & training - Internships	Submit Application to source internship grants	Number of applications sent to source internship grants	2	1	1	Achieved	None	None	None	1	0	Operational	M:Dev SP	Proof of internship grants application
SO 5.1.2	3	3.7.4	Skills development & training - Internships	Monitor interns through the submision of the attendance registers and reports	Number of attendance registers submitted by interns	57	9	9	Achieved	None	None	None	9	9	R 200 000	M:Dev SP	attendance registers
SO 5.2	3	3.7.4	[illegible]													USCDA	
SO 5.2.1	4	3.7.5	Marketing the services of the Development Agency	attend quarterly programme with the local radio stations (UYR and RSS)	Number of quarterly programmes of 15 minutes	8	2	2	Achieved	None	None	None	2	2	R 50 000	MDev SP	attachment of discussed business issues
SO 5.2.2	4	3.7.5	Marketing the services of the Development Agency	Place USCDA weekly radio adverts to the local radio stations (UYR and RSS)	Number of weekly adverts	68	24	24	Achieved	None	None	None	24	24	R 50 000	M:Dev SP	Signed agreements with Community Radio Stations with adverts.
SO 6			[illegible]														
SO 6.1			Identify property development opportunities within the 4 local municipal jurisdictions that comprise the Ugu District													USCDA	
SO 6.1.2	3	3,7,9	Hinterland Property Development	Initiate the discussion with the property owners in the hinterland	discussion with the property owners	4	2	3	Achieved	None	None	None	2	0	Operational	MDev SP	Signed MoU / Progress Report /Attendance register
SO 6.2			Implement property development opportunities													USCDA	
SO 6.2.2	3	3,7,6	Transport & Tourism Hubs	Facilitate the engagement with property owners to secure transport and tourism hub site	Number of engagements with the property owners	1	1	0	NOT ACHIEVED	Feasibility Study disapproved this project as service provider produced an unacceptable report	Obtain resolution on discontinuation of the project from Project Development Committee	Q3	1	0	Operational	MDev PD	Proof of engagement or Attendance register. Minutes from PDC
SO 6.2.5	3	3,7,6	KwaXolo Caves	Advertise for the construction of KwaXolo Caves walkway	Advertisement for the construction of KwaXolo Caves walkway	1	1	1	Achieved	None	None	None	0	0	R5 000	M:Dev PD/CEO	Copy of the advert on newspaper /online
SO 6.2.12	3	3,7,6	Hibberdene Mixed Use	Conclude the agreement with the developer	Agreement with the developer	1	1	1	Not Achieved	The Agency has a vacant post for Finance Manager who is a Chairperson of the Adjudication Committee	Appointment of the Finance Manager	Q4	0	1		MDev PD/CEO	Signed MoU / Proof of engagement
SO 7			[illegible]														
SO 7.1	3		Implement [illegible] tourism projects													USCDA	
SO 7.1.1	3	3,7,6	Multi Trails Network	Social facilitation for URT	number of sessions for social facilitations	4	1	1	ACHIEVED	None	None		1	1	R 10 000	MDev SP	Attendance register
SO 7.1.3	3	3,7,6	Multi Trails Network	Engage public and private entities to secure funding for URT	number of engagements with the potential funders	3	1	2	Achieved	None	None	None	1	1	Operational	M:Dev SP	proof of engagement or Attendance register
SO 7.1.4	3	3.7.6	Multi Trails Network	Engage the cycling team to test URT route from Phungashe Dam to Indian Ocean	Number of epic cycling conducted	1	1	0	NOT ACHIEVED	Arial route scanning and photos proved this activity to be dangerous, as there areas that are prone to cliffs.	Further investigations will be conducted	Q4	0	0	R 10 000	MDev SP	Proof of engagement with the cycling team

P101

S/CG	National KPA	Ugu IDP Ref	PROGRAMME	PROJECT	KPI	YE 2017 ANNUAL TARGET	Q2 TARGET	Q2 ACTUAL	Q2 ACHIEVED/NOT ACHIEVED	Q2 CHALLENGES	Q2 CORRECTIVE MEASURE	Q2 REVISED TIMEFRAME	Q3 TARGET	Q4 TARGET	ANNUAL BUDGET	OWNER	POE
SO 7.1.5	3	3.7.6	Scottburgh beach front	Present the concept of Scottburgh beach front to the Development Committee	Concept of Scottburgh Beach Front presented	1	1	1	Achieved	None	None	None	0	0	Operational	M:Dev SP	Attendance register/ Development Committee Resolution
SO 7.1.7	3	3.7.6	Turton Beach Front	Present the concept of Turton beach front to the Development Committee	Concept of Turton Beach Front presented	1	1	1	Achieved	None	None	None	0	0	Operational	M:Dev SP	Attendance register/ Development Committee Resolution
SO 7.2	3		Establish an experimental terrestrial fish farm (Aquaculture & Aquaponics) within the Ugu District														
SO 7.2.1	3	3.7.5	Fish Farming	Consolidate available literature on fish farming and table it to the Board	Prepare item to present to the Board	1	1	1	Achieved	None	None	None			Operational	M:Dev Agric	Board minutes
SO 7.2.4	6	3.7.5	Fish Farming	Link DAFF aquaculture assessed sites with Provincial Aqua Related Programmes	Nummber sites linked	2	1	1	Achieved	None	None	None	1		Operational	M:Dev Agric	Feasibility report
SO 7.3	3		Participate in the production of the Ugu District Maritime Strategy														
SO 7.3.1	3	3.7.5	Maritime Strategy	Participate in Ugu South Coast Boat Manufacturing Cluster	Progress reports	4	1	1	Achieved	None	None		1	1	Operational	M:Dev Agric	Progress reports
SO 8			Facilitate catalytic projects within the Ugu District														
SO 8.1	3	3,7,6	Catalytic Project	Finalise the application for the Release of Agricultural land for Industrial Development(Ifafa)	Final Decision from DoA	1	1	0	Not Achieved	The National Department of Agriculture and Rural Development (DARD)process in issuing the release certificate takes longer than anticipated and the Agency does not have control of the process	Follow up with DARD on the status of the application for the release of agricultural land	Q4	0	1	Operational	M:Dev SP	Final decision from DoA/ Proof of Engagement/ Progress Report
SO 8.4	3	3,7,6	Catalytic Project	Update Polar on Ifafa Industrial Park progress (EIA and Rezoning)	Update Polar	4	1	1	Achieved	None	None	None	1	1	Operational	M:Dev SP	Progress report and Proof of communication
SO 8.6	3	3,7,6	Catalytic Project	Finalise the concept to expand the Regional Airport	Concept of the regional airport	1	1	0	Not Achieved	RNM withdrew the mandate from the Agency	Follow up with RNM on the written withdrawal letter	Q3	1	0	R 25 000	CEO	Proof of concept document
SO 8.7	3	3,7,6	Catalytic Project	Secure land suitable for the establishment of the South Coast Film Studio within Port Shepstone Techno Park	Secure land for South Coast Film Studio	1	1	1	Achieved	None	None	None	0	0	Operational	M:Dev SP	Letter of appointment to the Techno Park
SO 9	3		[illegible]														
SO 9.1	3	3,7,9	Renewable energy	To support and assist the proposed Bio Fuels initiative at Gunn's Drift	Quarterly progress reports	4	1	1	Achieved	None	None	None	1	1	Operational	M:Dev SP	Copy of quarterly report

	ANNUAL	Q2	Q3	Q4
ACHIEVED	0	0		
[redacted]				
% ACHIEVED	0.0%	0.0%	[illegible]	[illegible]