



MATATIELE

LOCAL MUNICIPALITY

2013/14 FIRST QUARTER PERFORMANCE REPORT

OFFICE OF THE MUNICIPAL MANAGER
21-Oct-13

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INTRODUCTION

1. PURPOSE

The purpose of this report is to give feedback regarding the performance of Matatiele Local Municipality as required by The Municipal Systems Act No 32 of 2000 and Municipal Finance Management Act No 52 of 2003. The information included in this report is based on the IDP and SDBIP as developed for the financial year 2013/2014. The scorecards were developed to reflect *quarterly performance*, therefore the status of indicators are a reflection of the overall performance level achieved quarterly.

This report is based on information received from each department for the first quarter assessment of performance ending 30 September 2013. This is a high-level report based on scores obtained through a process whereby actual information per Key Performance Area (KPA), strategic objective, programme and the aligned Key Performance Indicators and projects are compared to the budget and initial planning included in the 2013/14 Integrated Development Plan.

Overall performance for Matatiele Local Municipality is based on the Departmental Performance scorecard which is inclusive of all the IDP and SDBIP Indicators. This report serves as a summary of results.

2. EXECUTIVE SUMMARY

This report serves as the First Quarter Performance Report of Matatiele Local Municipality. It provides feedback on the performance level achieved to date against the targets as laid out in the IDP and SDBIP. Where under performance have been experienced the respective concerns or mitigating reasons are highlighted and detail pertaining to the relevant measures being implemented or those that need to be implemented are included thereto.

The overall performance for Matatiele Local Municipality is based on the Departmental Performance Scorecard as this contains all of the indicators as included in the IDP, SDBIP and Scorecards.

2.1 VISION & MISSION

The development strategy for Matatiele Local Municipality seeks to contribute to the attainment of the Provincial and National development imperatives as outlined in the relevant policy documents. The municipality’s development vision is as follows:

“Where nature, agriculture and tourism are investments of choice”

Matatiele Local Municipality’s mission is:

- “To create awareness on nature conservation;**
- To promote and support agricultural activities;**
- To promote and market Local Tourism organizations and Small, Medium and Micro Enterprises; and**
- To create an environment conducive for investment”**

2.2. LEGISLATIVE MANDATES

The Municipal Finance Management Act (MFMA) of 2003 requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their Integrated Development Plan.

Section 69(3) (a) of the Municipal Finance Management Act, Act 56 of 2003 (MFMA) requires the Accounting Officer to submit a draft Service Delivery and Budget Implementation Plan (SDBIP) to the Mayor:

- no later than 14 days after the approval of the Budget and
 - ✓ Drafts of the performance agreements as required in terms of Section 57 (1) (b) of the Municipal Systems Act, Act 32 of 2000.
 - ✓ The Mayor must subsequently approve the SDBIP no later than 28 days after the approval of the Budget in accordance with section 53(1)(c)(ii) of the MFMA.

Section 1 of the MFMA defines the SDBIP as:

- Projections for each month
- Revenue to be collected by source; and
- Operational and capital expenditure by vote

Service Delivery targets and performance indicators for each quarter

This Plan is therefore largely a one year detailed implementation plan which gives effect to the IDP and Budget of the Municipality.

Section 53 (1) (c) (iii) of the Municipal Financial Management Act, Act 56 of 2003, requires that the Municipality must approve a Service Delivery and Budget Implementation (SDBIP) within 28 days after the approval of the budget as a financial management and service delivery implementation plan for the current financial year. SDBIP serves as a monitoring tool that holds the management accountable for its performance and measure of service delivery.

SDBIP also serves as a contract between the administration, the Council and the Community by showing set objectives as quantifiable outcomes that can be implemented by the administration over a period of one year. Each month the Municipal Manager must present the Mayor with a report showing how income and spending is progressing against these projections. Every quarter the Mayor must report to Council on the progress of the budget. The components of the SDBIP are as outlined on circular 13 of the MFMA.

3. REPORT ON PERFORMANCE AGAINST SET TARGETS FOR THE 1ST QUARTER

3.1. BUDGET AND TREASURY OFFICE

UNIT: REVENUE, DEBT COLLECTION AND EXPENDITURE MANAGEMENT

IDP REF.	NATIONAL KPA	DEPTMTAL PROGRAMME	PROJEC T DESCRIP TION	MEANS OF VERIFIC ATION	BASELINE	KPI	UNIT OF MEASUR E	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET						
								ACTUAL BUDGET 2013/14	PROJECT TOTAL COST	VOTE	OPEX VOTE	CAPEX	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performanc e	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Municipal Financial Viability	4.2.1 Expenditure Management	Creditors Administration	Over 30 day’s payment Register & Audit Report.	Creditors Ageing done on monthly basis.	Number of days it takes to pay creditor	Number	R258 547 106	R258 547 106	N/A	N/A	Operating & Capital Budget (Excl. Depreciation & Salaries)	All payments for Creditors and Other Service Providers to be done within 30 Days as per MFMA requiremen ts.	Payments done within 30 days on receipt of invoice	Out of 558 invoices received 66 % have been paid within 30 days and 34% invoices were paid after 30 days	Some payments have been done beyond 30 days.	Late and None submission of invoices by departmen ts	Engage with the departmen ts and emphasize early submission of invoices and tighten finance controls in order to avoid late payments.	
								Quarterly Cash flow ➡						R667 163	27 904 950	-	-	-	
4.2.2 Page 171 - 180	Municipal Financial	1.2.4 Expenditu	Payroll Administra tion	Signed Bank Authoriz ations of	Payment of Salaries and Allowances is done on the	Number of days to make salary payments	Number	R93 111 905	R93 111 905	departme ntal	All	R0	Operating Budget	12 Salary Payments to be made	Salaries paid on the 25 th of the	Target Met. July Paid –	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	VOTE OPEX	VOTE CAPEX	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
				Salaries & Payroll Summary Report.	25 th of every month									month.	23 rd Aug Paid – 22 nd Sept Paid – 19th			
								Quarterly Cash flow →						23 277 976	20 799 588	-	-	-
4.2.2 Page 171 - 180	Municipal Financial Viability	4.2.2 Revenue Management	Debt Collection	Debt collection demands & Signed settlement arrangements.	Debtors Balance of R42 million.	Reduced debtors balance	Debtors balance	R100 000	R100 000	0520205190000	R0	Operating Budget	Reduce debtors from R42 million to R38 million by 30 June 2014.	R1 000 000 debt reduction.	Target not met. Opening Balance of R42m has been reduced to R41m in July August the debt is R46m September the debt is R44m	The Opening debt Balance was R42m and was meant to be decrease to R41m and the impact of the deviation is R3m which as the debt	It is the implementation of the new General Valuation Roll. The low collection rate of the arrear debt	Aggressive and non compromising implementation of the credit control policy .

IDP REF.	NATIONAL KPA	DEPRTMENTAL PROGRAMME	PROJEC T DESCRIP TION	MEANS OF VERIFIC ATION	BASELINE	KPI	UNIT OF MEASUR E	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performanc e	Deviation from the Target	Reason for the Deviation	Corrective Measure
																has increased to R44m		
								Quarterly Cash flow →					R25 000	-	-	-	-	
4.2.2 Page 171 - 180	Municipal Financial Viability	4.2.2 Revenue Management	Sourcing of Real-time Deposit System	On line deposit Machine equipme nt and daily deposit receipt.	Cash deposits transition to bank done by Security Company.	Date of machine sourced	Date	50 000	50 000	052010531 0000	R0	Operating Budget	To source a Machine to eliminate loss of cash in transit 30/06/14	N/A	N/A	N/A	N/A	N/A
								Quarterly Cash flow →						R0	-	-	-	-

IDP REF.	NATIONAL KPA	DEPTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Municipal Financial Viability	Revenue Management	Indigent administration	All	11 231 registered households. 6000 Benefit on the Non Grid, 2314 Benefit on Electricity from Eskom, 982 for Rates and Refuse and 515 Benefit on Municipal Electricity	Number of households receiving subsidy	Number	R11 061 905	R11 061 905	0530504975000 and 0540404970000	R0	Equitable Share	10 811 households to receive subsidy by 30 June 2014.	10 061 Beneficiaries	Target Met July 13 Rates Beneficiaries are 998 Refuse Benefiari es are 998 Electricity beneficiaries from Eskom 3453 Electricity beneficiaries from Municipality 575 Non Grid Beneficiaries are 6000 Total Beneficiaries 12,024	N/A	N/A	N/A
								Quarterly Cash flow →						2 765 476	2 230 984	-	-	-

IDP REF.	NATIONAL KPA	DEPTMTAL PROGRAMME	PROJEC T DESCRIP TION	MEANS OF VERIFIC ATION	BASELINE	KPI	UNIT OF MEASUR E	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Viability Municipal Financial	Revenue Management	Revenue Enhancement Strategy	Appoint ment letter of Service Provider	No developed strategy.	Approved Strategy by date	Date	R400 000	R400 000	0520305190	R0	Operating Budget	Develop and Approve Revenue Enhanceme nt Strategy at 30 June 2014	N/A	N/A	N/A	N/A	N/A
								Quarterly Cash flow →						-	-	-	-	-
4.2.2 Page 171 – 180	Viability Municipal Financial	Revenue Management	Supplementary Valuation Roll	Signed Supplem entary Roll.	Signed 2013/17 General Valuation Roll.	Date of signed Supplemen tary Valuation Roll	Date	100 000	100 000	0520104980042	R0	Operating Budget	Signed Supplement ary Valuation Roll by 30 June 2014	N/A	Target Met In advance	N/A	N/A	Final Supplemen tary Valuation Roll
								Quarterly Cash flow →						-	-	-	-	-

IDP REF.	NATIONAL KPA	DEPTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Municipal Financial Viability	Revenue Management	Sourcing of Remote Payment Services	Signed Agreement with Service Provider.	Payments done over the counter and through Bank deposits.	Date at which Easy Pay Remote Payment is accessed	Date	50 000	50 000	0520305190	R0	Operating Budget	Have access to Easy Pay Remote Payment Services by 31 December 2013.	Setting of deposit references for Customers & public notifications.	Target Met The agreement has been signed and the system is operational.	N/A	N/A	N/A
								Quarterly Cash flow →						12 500	Nil	-	-	-
4.2.2 Page 171 - 180	Municipal Financial Viability	Revenue Management	Revenue Management	Billing Report.	Billing done by 30 th of the month and Posting of 7500 Accounts by the 10 th of the month	Date of billing and posting	Date	6 021 143 Staff Salaries	6 021 143 Staff Salaries	0520204010000	R0	Operating Budget	Billing done end of each month and Posting of 7500 accounts delivered by the 10 th of the month	Billing done by end of the month and Posting of 7500 accounts by the 10 th of each month	Target Met July - Done on the 30th Aug-Done on the 30 th Sept Done on the 30th	N/A	N/A	N/A
								Quarterly Cash flow →						1 505 285	30 699	-	-	-

IDP REF.	NATIONAL KPA	DEPTMTAL PROGRAMME	PROJEC T DESCRIP TION	MEANS OF VERIFIC ATION	BASELINE	KPI	UNIT OF MEASUR E	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performanc e	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Municipal Institutional Transformation	Revenue Management and Expenditure Management	Capacity Building	Attenda nce register	5 Employees have been trained and 6 still to be trained on the Municipal Minimum Competency	Number of employees trained	Number	R250 00 0	R250 00 0	05/20/10/5000/000	N/A	FMG	Training of 6 revenue and Expenditure employees	N/A	N/A	N/A	N/A	N/A
								Quarterly Cash flow →						N/A	-	-	-	-

UNIT: BUDGET MANAGEMENT AND FINANCIAL REPORTING

IDP REF	NATIONAL KPA	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX	CAPEX	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
	Good Governance & Public Participation	4.2.3 Budget, Reporting and Compliance	Section 71 reports, National Treasury reports and Statutory Returns.	NT Submission proof.	Monthly, quarterly and bi-annual reports submitted to various organs of state on every month end	Date of submission	Date	R204 8693	R473 773	05/20/10/4010/000	N/A	Operating budget	Submission of monthly reports to National Treasury, Provincial Treasury and Mayor on the 10 th of every month	Submission of reports every 10 th of the Month	Done on monthly 15/08/13: 07/09/13: 07/10/13	N/A	N/A	N/A
								Quarterly Cash flow →						R118 443	-	-	-	-
	Good Governance & Public Participation	Budget, Reporting and Compliance.	Annual details of bank account (sec 9b)	Copy of acknowledgment of receipt	Form A for primary bank accounts details submitted to National Treasury every prior year	Date of submission	Date	R204 8693	R118443	05/20/10/4010/000	N/A	Operating budget	Submission of NT Form A as per MFMA requirements by 1 st July 2013	Submission of NT Form A 1 July 2013	Was sent 13/06/13	N/A	N/A	N/A
								Quarterly Cash flow →						R118 443	-	-	-	-

IDP REF .	NATIONAL	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET						
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX	CAPEX	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure	
	Good Governance& Public Participation	Budget, Reporting and Compliance	Quarterly reporting on withdrawals	National Treasury Confirmation receipt for submission.	Withdrawals report submission to relevant organs of state is done on quarterly basis	Date of submission of withdrawal report	Date	R204 8693	R1 592 999	05/20/10/4010/000	N/A	Operating budget	Submission of Withdrawal Report by 10 th day after the quarter end	Monthly report submission on the 10 th after the quarter	Was sent on the 07/10/13	N/A	N/A	N/A	
								Quarterly Cash flow →						R398 250	-	-	-	-	
	Financial Viability and Financial Management	Budget, Reporting and Compliance	Bank Accounts Management	Reconciled Bank Statements and ledger accounts.	12 month bank reconciliations for 3 bank accounts are done monthly	Number of bank reconciliations	Number	R204 8693	R804833	05/20/10/4010	N/A	Operating budget	12 Monthly Bank reconciliations agreed to general ledger to be done every month end	3 Month bank reconciliations agreed to general ledger every month end	3 monthly bank reconciliations done	N/A	N/A	N/A	
								Quarterly Cash flow →						R804833	R201 208	-	-	-	-

IDP REF .	NATIONAL	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX	CAPEX	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
	Financial Management	Viability and Financial	Budget, Reporting and Compliance	Investments Accounts Management	Reconciled investments register.	12 month of investments accounts statements and register maintained monthly for 12 short-term and 1 long-term cash investments	Number of investment registers	R204 8693	R804 832	05/20/10/4010/000	N/A	Operating budget	Invest surplus cash at high interest rate and Maintain the Investment Register on monthly basis	Monthly updated register report every 10 th of the Month	3 investment register updates done on a monthly basis	N/A	N/A	N/A
								Quarterly Cash flow →						R201 208	-	-	-	-
	Good Governance & Public Participation.	Budget, Reporting and Compliance	Budget related Policies Management	Reviewed & Approved policies.	2014/2015 policies reviewed by council and approved	Date of reviewed policies	Date	R204 8693	R1 785 671	05 20 10 4010 000	N/A	Operating budget	Development, Review and implementation of policies within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines	N/A	N/A	N/A	N/A	N/A

IDP REF .	NATIONAL	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX	CAPEX	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
													by 30/06/14					
								Quarterly Cash flow →						R0	-	-	-	-
	Public Participation.	Budget, Reporting and Compliance	Budget Time table schedule	Council Resolution for approve Budget time-table.	Budget Time Table for prior year prepared and approved by council within required time requirements of 31 August 2012	Date of tabling to council and submission	Date	R204 8693	R200 041	05/20/10/4010/000	N/A	Operating budget	2014/2015 Budget Time table tabling to council and submitted to National Treasury by 31 August 2013	Approved Budget Timetable for 2014/2015 By 31st August 2013	Was done on the 29 th July 2013	N/A	N/A	N/A
								Quarterly Cash flow →						R200 041	-	-	-	-

IDP REF .	NATIONAL	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX	CAPEX	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
	Financial Viability and Financial Management	Budget, Reporting and Compliance	Budget preparation and management	Minutes of meetings, council resolutions, copies of adverts	Approved budget for 2014/2015 Approved adjustment budget for 2013/2014 Approved IDP for 2013/2014 Approved Budget related policies for 2014/2015	Date of adjustment budget; Date of draft budget; Date of meeting; Date of approved budget	Date	R1 875 671	R1 875 671	05 20 10 5370 000 / 05/20/10/4010/000	N/A	Operating budget	2013/2014 Adjustment budget by 28/02/2014, 2014/2015 Draft Budget by 31/03/2014, Budget Consultative meeting by 31/04/2014 and approved final budget by 30 June 2014	N/A	N/A	N/A	N/A	N/A
								Quarterly Cash flow →						N/A	-	-	-	-

IDP REF .	NATIONAL	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET						
								ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX	CAPEX	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure	
	Municipal Financial Viability	Budget, Reporting and Compliance	Annual Financial Statements and Audit Reports	Signed Annual Financial Statements & Audit Report	Preparation and submission of annual financial statement with no material misstatements to auditor-general by 31 August 2013	Date of submission; Audit opinion	Date; Audit opinion	R1 885 671	R1 885 671	05/20/10/4010/000	05 20 10 5190 000 /	N/A	Provincial Treasury – FMG Internal	01 Working Paper File of the AFS submitted to AG by the 31 st August 2013 Unqualified Audit Opinion Report by 31 December 2013	Submitted Annual Financial Statements to AG 31 August 2013.	Was to AG on the 31 st August 2013	N/A	N/A	N/A
								Quarterly Cash flow →							R942 836	R942 836	-	-	-

UNIT: SUPPLY CHAIN MANAGEMENT

IDP REF .	NATIONAL KPA	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	WARD	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX	CAPEX	REV	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	BASIC SERVICE DELIVERY	Supply Chain Management	Annual Procurement Plan	n/a	Demand Management Plan Doc	Currently no Supply Chain Demand Management Plan	Integrated Demand Management Plan	Date Reports	R258 547 106		R114 754 606	R143 792 500	R0	Operating & Capital Budget.	Developing of Demand Management Plan for all Bids procurements and reports on Procedures	Integrated Plan by 30/09/13	The Demand Management Plan was developed and was submitted to Council for approval at the end of August 2013.	None	None	N/A
									Quarterly Cash flow →							-	-	-	-	-
4.2.2 Page 171 - 180	Municipal Financial Viability	Supply Chain Management	Supply Chain Management.		Bids & Quotations Reports	SCM Policy reviewed and functional Bid Committees appointed.	Bids awarded to be within a turn-around time of two months from the opening of bids.	Reporting 30 th of every Month.							Bids & other Procurements to be compliant with MFMA, SCM policy and other prescripts	Fully compliance with SCM policy on all procurements	All the bids were awarded within the turn - around time of 2 months from the opening .	None	None	N/A
									Quarterly Cash flow →						N/A	N/A	N/A	N/A	N/A	N/A

IDP REF .	NATIONAL KPA	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	WARD	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX	CAPEX	REV	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Municipal Transformation and Institutional Arrangements	Supply Chain Management	Maintenance of Service Providers contracts		Print out of online submission	Maintenance of contracts and service level agreements is being done.	Submission of report on Awarded Bids to NT by 15 th of Every Month	Date	N/A	N/A	N/A	N/A	N/A	N/A	Bids awarded contracts reported to NT by the 15 th of the month	Bids awarded contracts reported to NT by the 15 th of the month	None	Awaiting for NT to furnish the SCM Officials with the login details	Awaiting for NT to furnish the SCM Officials with the login details	Follow up will be done with the NT to fast track the registration process.
									Quarterly Cash flow →						N/A	N/A	N/A	N/A	N/A	N/A
4.2.2 Page 171 - 180	Local Economic Development	Supply Chain Management	Procurement of Supplier database software		Proof of payment	Supplier database is manually maintained on excel spread sheet	Date of procurement and implementation	Date	R890 000	R 100 000	052010 4980 000	N/A	N/A	Operating budget	Procure and implement Supplier Database Software by 30 November 2013	Procure Database software by 30 Sep 2013	Abakus System	There is no need to procure the system because the supplier database software will be included on the upgrade by Abakus.	There is no need to procure the system because the supplier database software will be included on the upgrade by Abakus.	Awaiting for Abakus to upgrade .
									Quarterly Cash flow →						R100 000	R70 000	N/A	N/A	N/A	N/A

IDP REF .	NATIONAL KPA	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	WARD	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX	CAPEX	REV	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Municipal Transformation and Institutional Arrangements	Supply Chain Management	Supplier Data Base cleansing		Report Current on Suppliers in the service of the state, CIPRO Verification, tax clearance certificate validity & BEE certificate Verification	Supplier database manually maintained	Reports of Database audit	Number of Reports	R890 000	R 30 000	0520104980 000				4 report on Data Base audit to identify and disqualify suppliers not complying with the MFMA SCM regulations requirements by 30 June 2014	1 report on Verification of registered supplies who are in the service of the state	This is presently done by the Payroll for all the officials employed by the municipality but the advert will also be done to source the Service Provider to verify the Suppliers which are employed by the departments and other municipalities	None	None	N/A
									Quarterly Cash flow →							R 20 000	-	-	-	-

IDP REF .	NATIONAL KPA	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	WARD	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX	CAPEX	REV	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Basic Service Delivery	Assets Management	Fixed Asset management		Report on Assets Verification	The Fixed Asset Register is updated on monthly basis	GRAP Compliant Updated Register Reconciled to General Ledger by 10 th of every Month	Number date		R 2 855 798	05 20 25 4010				12 Reports on Register reconciled to Ledger monthly by the 10 th	3 reports on Register Reconciled to General ledger. First Physical verification of movable and immovable assets	The Asset Physical Verification was done from the 27 th – 30 th September 2013.	None	None	N/A
									Quarterly Cash flow →							R 713 950	N/A	N/A	N/A	N/A
4.2.2 Page 171 - 180	Municipal Transformation and Institutional Arrangements	Assets Management	Short Term Insurance		Copy of insurance policy	Short Term Insurance Cover Exists	Number of report on insured assets	Number	R400 000	R 400 000	05 20 25 5310 000				12 Reports on Risk Cover for all Movable and Immovable Assets of the Municipality	Cover all movable and immovable assets of the municipality	The assets are insured when they are procured.	None	None	N/A
									Quarterly Cash flow →						R 400 000	R 100 000	-	-	-	-

IDP REF .	NATIONAL KPA	DEPARTMENTAL PROGRAMME	PROJE CT DESCR IPTIO N	WARD	MEANS OF VERIFICAT ION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX	CAPEX	REV	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Municipal Transformation and Institutional Arrangements	Fleet Management	Acquisition of Fleet Management System		Proof of payment & monthly reports on fleet management	No Fleet Management System	Procured Fleet management System and monthly reports on management of fleet	Number of report	R1 550 000	R 150 000	05 20 25 5000 000				Procure Fleet Management System by 30/09/13 12 Detailed Report on Fleet Management every 10 th of the month	Procuring of Fleet Management system 3 reports on fleet management	The system will be procured through deviation after failing to get consent to use Section 32 from 4 different municipalities	None	None	N/A
									Quarterly Cash flow →							R 150 000	-	-	-	-
4.2.2 Page 171 - 180	Municipal Financial Viability	Fleet Management	Procurement of Plant		Proof of payment Pictures	New project	Procured plant	Date	R6 000 000.00	R6 000 000		802010 5750 003		CRR	Plant units procured by 31 July 2013	Procured additional plant by 31 July 2013	The plant have been procured and delivered to the municipality – electricity yard	None	None	N/A
									Quarterly Cash flow →						R6 000 000	R 6 000 000	R 4 480 000	-	-	-

IDP REF .	NATIONAL KPA	DEPARTMENTAL PROGRAMME	PROJECT DESCRIPTION	WARD	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX	CAPEX	REV	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
4.2.2 Page 171 - 180	Municipal Transformation and Institutional Arrangements	Supply Chain Management	Training of SCM Bid Committee members		Proof of payment Attendance register to the training	Bid Committee Members Trained on Bids and not trained on CIDB regulations.	Date of training	Date			HR Budget				To have Trained SCM Bid Committee Members by 31 December 2013.	Procure Training Services	The training has been scheduled for the 11 October 2013	None	None	N/A
									Quarterly Cash flow →								N/A	N/A	N/A	N/A

3.2. COMMUNITY SERVICES DEPARTMENT

UNIT: ENVIRONMENT AND WASTE MANAGEMENT

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG 186 No. 5.2.2		Job Creation	19 & 26	Job creation through EPWP initiatives (ANDM Funding)	Monthly report Employment contract	80 Beneficiaries	Number of EPWP beneficiaries appointed	Number	R 1 1295992	R 1 121 400.00				ANDM	52 EPWP staff appointed and monitored by 30 June 2014	Appointment of 52 EPWP staff by 31 August 2013	Previous financial year's employees are still employed	New Appointments was not done	The ANDM Mayoral Council decision to keep current employees employed	N/A
									Quarterly Cash flow →						R 1 121 400.00	R280 350.00	R280 350.00	-	-	-
???	Local economic development		All Wards	Operation Rea Hloekisa	Training certificates. Reports. Employment contract.	312 Beneficiaries	Number of appointed and trained Beneficiaries	Number	R 1 1295992	R 1 237 200.00	05 35 36 4980 059				Appoint, train and monitor 130 EPWP staff by 30 June 2014	Appoint and train 130 beneficiaries in : grass cutting, painting, plumbing, carpentry by 30/09/13	Expression of interest forms were distributed to all 26 Wards for the beneficiaries to apply	The appointment of beneficiaries are not yet done	The first trench of the Incentive grant received mid-August and Ward Cllrs demanding the increase on EPWP beneficiaries	Appointments will be made in the second quarter

														R 1 237 200,00	R309 300.00	Nil	-	-	-
			All wards	MLM Food for Waste	Attendance registers for Training. Employment contract.	100 Beneficiaries	Number of appointed and trained Beneficiaries	Number	R 1 1295992	R 907 200.00	05 35 36 4980 059		EPWP INCENTIVE GRANT	90 Food for Waste beneficiaries appointed, trained and monitored by 30 June 2014	Appointment and training of 90 Food for Waste beneficiaries by 30/09/13	Expression of interest forms were distributed to all 26 Wards for the beneficiaries to apply	The appointment of beneficiaries are not yet done	The first trench of the Incentive grant received mid-August and Ward Cllrs demanding the increase on EPWP beneficiaries	Appointments will be made in the second quarter
									Quarterly Cash flow →					R 907 200.00	R226 800.00	R226 800.00	-	-	-
			2,3,6,8,10,20, 25,24	Food for waste (NDPW)	Training certificates. Reports. Employment contract.	100 beneficiaries	Number of appointed beneficiaries	Number	R 1 500 000.00				NDPW GRANT	100 Food for Waste beneficiaries appointed, trained by 30/09/13 and monitored quarterly.	Appointment and training of 100 Food for Waste beneficiaries by 30/09/13	Expression of interest forms were distributed to all 26 Wards for the beneficiaries to apply	The appointment of beneficiaries are not yet done	The first trench of the Incentive grant received mid-August and Ward Cllrs demanding the increase on EPWP beneficiaries	Appointments will be made in the second quarter
									Cash Flow →					R1 500 000.00	R 375 000.00	R 375 000.00	-	-	-

		EPWP (Job creation)	Ward 19	Parks establish ment and Maintena nce	Attendance Registers of Training Reports. Employment contract.	0 beneficiari es	Number of appointed and trained beneficiaries	Number	R 1 1295992	R 244 800.00	05 35 36 4980 059				20 beneficiaries appointed, trained and monitored by 31 March 2014	Appointme nt and training of 20 beneficiarie s by 30/09/13	Expression of interest forms were distributed to all 26 Wards for the beneficiaries to apply	The appointmen t of beneficiaries are not yet done	The first trench of the Incentive grant received mid-August and Ward Cllrs demanding the increase on EPWP beneficiaries	Appointment s will be made in the second quarter
										CASH FLOW →					R 244 800	-	-	-	-	-
				Ward 13	Ongeluksn ek gateway maintena nce (6 months duration)	Attendance Register of Training. Employment contract	0 benefici aries	Number of appointed beneficiaries	Number	R 1 1295992	R59 400	05 35 36 4980 059				10 beneficiaries appointed, trained and monitored by 31 March 2014	Appointmen t and training of 10 beneficiaries by 30/09/13	Working on fire and ERS already on site	No appointmen ts as yet	EPWP unit to visit the gateway as per the findings from ERS working on the site
									Cash flow					R 59 400	9 400	Nil	-	-	-	
			ALL	Nkhoesa Mofekeng	Number of beneficiaries employed. Employment contract	780 beneficiari es	Number of appointed beneficiaries	Number	R7 000 006.00	R6 177 600.00	05 40 10 4690 001-026				520 beneficiaries appointed and monitored by 30 June 2014	Monitoring work in: municipal access road maintenanc e by 30/09/13	Expression of interest forms were distributed to all 26 Wards for the beneficiaries to apply	The appointmen t of beneficiaries are not yet done	The first trench of the Incentive grant received mid-August and Ward Cllrs demanding the increase on EPWP beneficiaries	Appointment s will be made in the second quarter

									Cash Flow						R6 177 600.00	R1, 544 400.00	Nil	-	-	-
			ALL	Procurement of Protective Clothing and cleaning material for EPWP beneficiaries	Specification Advert & Delivery note	EPWP Beneficiaries	Procured PC and cleaning material by set date	Date	R 1 1295992	R617 020.00	05 35 36 4980 059				Procure PC and Cleaning material for EPWP beneficiaries by 30 Sept 2013	Appointment and providing of supply to beneficiaries	The tender was advertised on the 24 th and 25 th of September 2013	The appointment and provision for supply were not achieved by set date	SCM delays	Appointment of service provider will be before the end of 31 January 2014
									Cash flow						R617 020.00	R617 020.00	Nil	-	-	-
			ALL	Equipment, tools and sign boards	Specification Advert & Delivery note	Nil	Procured equipment by set date	Date	R 1 1295992	R 241 200.00	05 35 36 4980 059				Procure Equipment, Tools and sign boards	Tender Advertised, Equipments and Signboards purchased by 30 Sept 2013	The tender was advertised on the 24 th and 25 th of September 2013	Equipments and Signboards not purchased	SCM delays	Equipments and Signboards will be purchased before the end of 31 January 2014
									Cash flow						R 241 200.00	R 200 000.00	Nil	-	-	-
PG 186 No. 5.2.2	Spatial Rationale	Nature Reserve Population	20	Game Translocation	List of animals translocated	Existing mammal species	Number of animals translocated	Number	N/A	N/A	N/A	N/A	N/A	MDTP	30 Red Hartebeest and 15 Mountain Reedbuck translocated and monitored till 30 June 2014	Translocation of animals (30 Hartebeest) by 30 Sep 2013	Translocation of animals 30 Red Hartebeest and 13 Mountain Reedbuck translocated	N/A	N/A	N/A
									Quarterly Cash flow →											

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ON PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG186 No. 5.2.2	Basic Service Delivery & Infrastructure	Environment and Waste Management	19	Construction of fence at the Commonage	Proof of Payment Pictures	3 existing Chalets	Kilometers of commonage fenced	Number	R200 000.00	R200,000.00		803005 5770 000		CRR	Construction of 4 KM Fence at the Commonage	Procurement of Material	Material was advertised and waiting for awarding of bid	Procurement not done	SCM delays	Procurement will be done before end of the second quarter
									Quarterly Cash flow →						R 2000 000	R160 000				
PG 187 No. 5.2.2	Basic Service Delivery & Infrastructure	Environment and Waste Management	15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26	Planting of indigenous trees in community halls	Photos of trees planted, copy of purchased order	Nil	Number of trees supplied to schools and halls	Number	R50 000	R50,000		803035 5790 000		CRR	Supply 1000 trees to schools and halls. Ensure supplied trees are maintained till 30 June 2014	Appoint service provider	Awaiting from Supply Chain management to appoint the service provider to supply trees	Service Provider not appointed	Bid was re-advertised	Appointment will be done before end of second quarter
PG 187 No. 5.2.2	Good Governance & Public Participation	Environment and Waste Management		Awareness campaigns Climate change at schools	Photos of event, monthly report, attendance register	Nil	Number of awareness campaign on Climate Change conducted	Number							3 awareness campaigns conducted	1 x awareness campaign	No campaign conducted	No campaign conducted	Awaiting from Supply Chain management to appoint the service provider to supply trees	Will conduct the event in Quarter 2 (subject to availability of respective items being procured)

									Quarterly Cash flow →	R50 000	R50 000				
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IDP REF.	N ATIONALKPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTI ON	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASU RE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performanc e	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG 188 No. 5.2.2	Basic Service Delivery & Infrastructure	Environment and Waste Management	20	Water Supply Pipeline constructi on in Wilfried Baur NR	Completion certificate, letter of appointment of service provider	Nil	Date of completion	Date	R20 000	R20,000		803035 5780 000		CRR	To construct and complete a pipeline by 31 December 2013	n/a	n/a	n/a	n/a	n/a
									Quarterly Cash flow →						R20 000	-	-	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG 186 No. 5.2.2	Basic Service Delivery & Infrastructure	Environment and Waste Management	19	Mountain Lake NR Donga Rehabilitation	Monthly report	Nil	Date of rehabilitation	Date	R200 000	R200 000				ANDM	Complete Rehabilitation of Donga erosion in the Town Dam water catchment by 30 June 2014	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →						R200 000	N/A	N/A	N/A	N/A	N/A
PG 186 No. 5.2.2	Basic Service Delivery & Infrastructure	Environment and Waste Management	20	Construction of Wilfried Baur Environmental Education Centre (EE) (Lapa, pathway to Rock Art	Monthly report	Nil	Date of completion	Date	R300 000	R300 000				ANDM	Complete Construction of EE Centre by 30 June 2014	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →						R300 000	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure

PG191 No. 5.2.2	Good Governance & Public Participation	Environment and Waste Management	20	Landfill Audit	Appointment letter of service provider, audit report	Audit report by May 2013	Date of the Landfill Audit Report	Date	R215 000	R60,000.00	05 30 50 5180 000				Conduct a Landfill Audit Report by 31 March 2014	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →						R60 000	N/A	N/A	N/A	N/A	N/A
PG192 No. 5.2.2	Good Governance & Public Participation	Environment and Waste Management	19	Awareness campaigns on waste management	Post event report	2 campaigns	Number of campaigns held	Number	R215 000	R80,000.00	05 30 50 5180 000				2 awareness campaigns on waste management held by 31 March 2014	Procurement of promotional material	Promotional material purchased	N/A	N/A	N/A
									Quarterly Cash flow →						R80 000	R40 000	R40 000			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure

PG191 No. 5.2.2	Basic Service Delivery & Infrastructure	Environment and Waste Management	2, 6, 10 & 17	Feasibility study on waste removal in rural areas	Data or feasibility report	Nil	Number of areas conducting feasibility study	Number	N/A	N/A	N/A	N/A	N/A	N/A	Feasibility study on waste removal in rural areas	Ward 2, 06, 10, 17, 20	Questionnaires sheets sent out to relevant wards for completion by households (10 per village & 3 villages per ward)	N/A	N/A	N/A
									Quarterly Cash flow →					N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Environment and Waste Management	19,20,26	Eliminate illegal dumping sites	Reduced illegal dumping		Number of sites eliminated	Number							3 Illegal dumping sites eliminated by march 2014	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →					N/A	N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG191 No. 5.2.2	Spatial Rationale	Environment and Waste Management	20	Purchase of weighbridge	Copy of advert and specification, appointment letter of service provider, pictures of installed bridge	Nil	Purchased equipment	Available equipment	R800 000.00	R800,000.00		803050 5750 009		CRR	Purchase and installation of web based weighbridge by 31 December 2013	Appoint service provider	Specification sent to Budget & Treasury department	Appointment of service provider not done	Encountering problems with sourcing relevant useful item specification	Will procure in the quarter 2
									Quarterly Cash flow →						R800 000	N/A	N/A	N/A	N/A	N/A

		UNIT: PUBLIC AMENITIES																		
IDP REF.	NATIONALKPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG 188 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Amenities	26, 10, 17	Renovation of: 1.Bultfontein Community Hall. 2.Mzingisi Community Hall 3.Dengwane Community Hall 4. Sigoga Community Hall. Maphokong Preschool 2.Malubalube Preschool	Copy of specification and advert, letter of appointment of service provider, photos	Existing halls	Number of halls renovated	Number	R650,000.00	R650,000.00	053005 4610 000			CRR	To renovate four (4) community halls by 31 March 2014	Contracting of EPWP beneficiaries to conduct repairs	N/A	The appointment of beneficiaries are not yet done	Awaiting for EPWP unit to appoint beneficiaries	None
									Quarterly Cash flow →						R650 000.00	N/A	-	-	-	-
PG 188 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Amenities	19	Renovations and maintenance of Coffee pots and Bus Rank	Copy of specification and advert, letter of appointment of service provider, photo	Existing Public toilets	Renovated coffee pots and toilets at set date	Date	R600 000.00	R600,000.00		803005 5750 059		CRR	To renovate and maintain of Coffee pot and Bus Rank toilets by 31 December 2013	Appoint service provider	The advert is out, awaiting for SCM to appoint service provider	N/A	N/A	N/A

				toilets, and acquisition of four (4) mobile toilets						Quarterly Cash flow →				R600 000.00	R4 160.00	N/A	N/A	N/A	N/A
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PG 189 No. 5.2.2		Public Amenities	19	Cleaning and maintenance of Matatiele Swimming pool	Monthly report	Existing swimming pool	Adequately maintained Pool	Maintained pool	R50 000	R50 000	053005 5170 000			CRR	Daily cleaning and maintenance of the swimming pool	Daily cleaning and maintenance of the swimming pool	ongoing	N/A	N/A	N/A
									Quarterly Cash flow →				R50 000	R 38622.06	R 38622.06	-	-	-		
PG 189 No. 5.2.2		Public Amenities	19	Renovation of tennis court (surfacing, marking and fencing)	Specification, advert and report	Existing structure	Date of completion of renovations	Date	R150 000	R150 000		803005 5730 000		CRR	Renovation of tennis court by 31 December 2013	N/A	Specification submitted to the Supply Chain for the Specification Committee Meeting	Service Provider not appointed yet	Late submission of the project specification to Supply Chain Management	N/A
									Quarterly Cash flow →				R150 000	N/A	-	-	-	-	-	-
PG 189 No. 5.2.2	Financial Viability	Revenue collection	1, 19, 20 & 26	Revenue collection for sport fields and hall hire	Bookings and receipts	Bookings	Generated income	Amount generated					R193 323		Hire Municipal Sport fields and halls	Hire Municipal Sport fields and halls	Halls and sport fields leased	N/A	N/A	N/A
										Quarterly Cash flow →				R193 323	R48330.75	R67 000.00	-	-	-.	

UNIT: PUBLIC SAFETY

UNIT: PUBLIC SAFETY																				
IDP REF.	NATIONALKPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTI ON	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASU RE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					Corrective Measure
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Actual Performanc e	Deviation from the Target	Reason for the Deviation	
PG 189 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	19	Surfacing of Grade A testing ground	Certificate of completion, photos of testing ground	Grade B testing	Tarred/pave d and Marked testing surface	Tarred testing surface	R2 600 000	R1,500,000		R1, 500,000.			Complete surfacing of Grade A testing ground by 31/12/2013.	Appoint service provider	Tender advertised closing date 30/08/2013	N/A	N/A	N/A
									Quarterly Cash flow →						R1 500 000					
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	Purchase of new traffic vehicles	Updated fixed asset register	3 traffic vehicles to be replaced	Date of acquired traffic vehicles	Date Number	R2 600 000	R1, 000		R1, 000 ,000			Purchase of 3 new traffic vehicles by 31/09/2013	Appoint service provider	Tender advertised closing date 30/08/2013	N/A	N/A	N/A
									Quarterly Cash flow →						R1 000 000					
PG 190 No. 5.2.2	basic Service Delivery & Infrastructure	Public Safety	All	Purchase rescue equipment	Updated fixed asset register	Amkus Rescue cutter and spreader	Date of acquisition of rescue equipment	Date	R2 600 000	R100 000		R100 000			Purchase a rescue equipment by 31/09/2013	Appoint service provider	Equipment Received and operational	N/A	N/A	N/A

									Quarterly Cash flow →	R100 000	R100 000	R98 225-00			
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PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	Disaster, Fire & Rescue	Incident Reports	Providing services to community – awareness campaigns	Number of awareness campaigns	Number							8	2	2 awareness campaign was conducted with school children in area C and Itsokolele	N/A	N/A	N/A
									Quarterly Cash flow →		N/A									
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>Testing Station</u> Driver/learner licenses - M/vehicle testing	E-natis reports	4000	Number of persons/vehicles tested	Number							4500	1125	3381	N/A	N/A	N/A
									Quarterly Cash flow →			R582460-00								
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>Testing Station</u> - Licensing	E- natis reports	3000	Number of vehicles licensed	Number							3200	800	2638	N/A	N/A	N/A
									Quarterly Cash flow →											

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					Corrective Measure
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Actual Performance	Deviation from the Target	Reason for the Deviation	
PG 190 No. 5.2.2	basic Service Delivery & Infrastructure	Public Safety	All	<u>NREP/NDOT</u>	Provincial reports	8600 vehicles stopped	Number of vehicles stopped	Number							8600	2150	2415 Vehicles	N/A	N/A	N/A
									Quarterly Cash flow											
PG 190 No. 5.2.2	Revenue Collection & Budget Management	Public Safety	All	<u>Revenue Collection</u> <u>Driver/learner License</u> Motor Licensing <u>Fines-</u> Stock pound- Vehicle pound-	BTO finance report/ Court Control documents	<u>1800 000</u> 800 000 <u>400 000</u> 120 000 40 000	Amount of Revenue received	amount	R3 154 000				<u>R450 000R2704000</u>		R1 872 000 R832 000 R450 000 R120 000 R40 000	R468 000 R208 000 R112500 R30 000 R10 000	R593706-00 R353131-08 R363000-00 R50442-98 R20630-00	N/A	N/A	N/A
									Quarterly Cash flow →							R1380910-06				

PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>Pounds</u>	Vehicle and Stock Registers	120 125	Number of vehicles/stock impounded	Number						120 125	30 31	55 177	N/A	N/A	N/A
				Vehicle- Stock-					Quarterly Cash flow →							R71072-98			
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>Fines</u>	Court Control Documents	3600	Number of sect 56 & 341 issued	Number						4000	1000	1089 sect 56 and 341 were issued	N/A	N/A	N/A
				Sect 56/341-					Quarterly Cash flow →							R363000-00			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	Disaster, Fire & Rescue	Incident Reports	Providing services to community – awareness campaigns	Number of awareness campaigns	Number	N/A	N/A	N/A	N/A	N/A	N/A	8 Fire and rescue campaigns by 30 June 2014	2 awareness campaigns	2 Awareness campaigns were conducted with school children, 1 in area C & 1 Itsokolele	N/A	N/A	N/A
									Quarterly Cash flow →						N/A	N/A	N/A	N/A	N/A	N/A
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>Testing Station</u> Driver/learner licenses - M/vehicle testing	E-natis reports	4000	Number of persons/vehicles tested	Number	N/A	N/A	N/A	N/A	R1 872 000		To test 4500 people and vehicles for licenses	1125 people and vehicles tested	3381	N/A	N/A	N/A
									Quarterly Cash flow →						R1 872 000	R468 000	R582 460	-	-	-
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>Testing Station</u> - Licensing	E- natis reports	3000	Number of vehicles licensed	Number	N/A	N/A	N/A	N/A	R832 000		To have 3200 vehicles licensed by 30 June 2014	800 vehicles licensed	800 Vehicles licensed	N/A	N/A	N/A
									Quarterly Cash flow →											

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>NREP/ NDOT</u>	Provincial reports	8600 vehicles stopped	Number of vehicles stopped	Number	N/A	N/A	N/A	N/A	N/A	N/A	To stop 8600 cars by 30 June 2014	2150 cars stopped	2415 Vehicles	N/A	N/A	N/A
									Quarterly Cash flow						N/A	N/A				
PG 190 No. 5.2.2	Revenue Collection & Budget Management	Public Safety	All	<u>Revenue Collection</u> <u>Fines-</u> Stock pound- Vehicle pound	BTO finance report/ Court Control documents	120 000 40 000	Amount of Revenue received	amount					R160 000		R120 000 R40 000	R30 000 R10 000	R50442-98 R20630-00	N/A	N/A	N/A
									Quarterly Cash flow →						N/A	N/A	N/A	N/A	N/A	N/A
PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>Pounds</u> Vehicle- Stock-	Vehicle and Stock Registers	120 125	Number of vehicles/ stock impounded	Number	N/A	N/A	N/A	N/A	R160 000		To impound 120 vehicles and 125 stock	30 vehicles impounded 31 stock impounded	55 177	N/A	N/A	N/A
									Quarterly Cash flow →						N/A	N/A	N/A	N/A	N/A	N/A

PG 190 No. 5.2.2	Basic Service Delivery & Infrastructure	Public Safety	All	<u>Fines</u>	Court Control Documents	3600	Number of sect 56 & 341 issued	Number	N/A	N/A	N/A	N/A			To issue 4000 sect 56 and 341 fines by 30 June 2014	1000 fines issued	1089 sect 56 and 341 were issued	N/A	N/A	N/A
				Quarterly Cash flow →						N/A	N/A	N/A	N/A	N/A	N/A					

3.3. CORPORATE SERVICES DEPARTMENT

GOVERNANCE

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
		Corporate Governance Resources	N/A	Development of the OHS Plan and policy	Regular progress reports, OHS plan and policy	The OHS reps elected and trained	Date of Completion	Date	R1 100 000	R1 1 00 00	05 25 45 5190 000	N/A	N/A	Operating Budget	To have a completed and approved OHS Plan and policy by 31 Dec 2013	Consolidation of the draft OHS Plan	A draft health and safety policy has been produced	N/A	N/A	N/A
									Quarterly Cash flow →						R1 1 00 00	R550 000	R106 982.41	-	-	-
	Municipal Transformation and Institutional development	Corporate Governance	N/A	ICT Turnaround Programme	ICT Audit report, Terms of reference and Letter of appointment for the ICT contractor	Audit of the ICT hardware and software is underway	Date	Date	R600 000	R600 000		80 25 30 5750 004		Operating Budget	By 30 June 2014 to have appointed an ICT Contractor for installation of the ICT Infrastructure	Preparation of terms of reference and advertisement	Procurement of the VPN supreme from Telkom has commenced	N/A	N/A	N/A

									Quarterly Cash flow →					R600 000	R10 000	R418 721.37	-	-	-
		Corporate Governance		Document management system (DMS)	Letter of appointed for service provider and MOU with metro file	Electronic document management system installed by November 2011	Operational DMS by set date	Date	R350 000	R350 000	80 25 45 5750 005	N/A	CRR	To have a fully ledged both manual and electronic document management system operational by 30 June 2014	Preparation of terms of reference and advertisement by 30 Sept 2013	A meeting for discussion of the accelerated document management system is being arranged.	N/A	N/A	N/A
									Quarterly Cash flow →					R350 000	N/A	N/A	N/A	N/A	N/A

PG196 No. 5.2.3		Corporate Governance	N/A	Preparation of HR Policies	Draft and adopted policies	There are policies	Number of policies to be developed and completed	Number	N/A	N/A	N/A	N/A	N/A	N/A	To have 26 HR policies completed and adopted by 30 June 2014	Drafting of 26 policies	Two urgent Draft HR policies have been produced thus far	N/A	N/A	N/A
									Quarterly Cash flow →					N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Corporate Governance		Municipal Governance framework	Copies of delegation framework and term of reference for committees.	Delegation framework in place	Number of terms of reference; Number of copies of framework	Number	N/A	N/A	N/A	N/A	N/A	N/A	To have 1 copy of the delegation framework and a set of 10 terms of reference of committees by Dec 2013	Review of delegation framework and drafting of terms and reference for various committees	Draft Terms of terms of reference for the section 80 committees and draft review of the delegation of powers are in place	N/A	N/A	Mini workshops to be arranged for stakeholders during quarter 2 of 2013/14 financial year.

UNIT: HUMAN RESOURCES

IDP REF.	NATIONAL KPA DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIP TION	MEANS OF VERIFICATIO N	BASELINE	KPI	UNIT OF MEASU RE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
								ACTUA L	PROJEC	OPEX	CAPEX	REV.	SOURC	ANNUAL TARGET	Q1 Targets	Actual Performanc e	Deviation from the Target	Reason for the Deviation	Corrective Measure
PG194 No. 5.2.3	Municipal Transformation and Human Resources	N/A	Develop ment, training	Attendance register, training certificates	Work Skills Plan is currently developed	Number of Training Courses to be offered	Numbe r	R645,000	R645,000	05 25 35 5470 000			OPERATING BUDGET	To roll out 20 training courses for both councilors and employees by 30 June 2014	5 training Courses	5 training Courses have been done	N/A	N/A	N/A
								Quarterly Cash flow →						R645 000	R161 250	R153 963.34	-	-	-
PG194 No. 5.2.3	Municipal Transformation and Institutional Human Resources	N/A	Safety Day	Invitation to other stakeholders, attendance register and presentation s	OHS Consultan t is currently on Site	Number of Safety Days held	Numbe r	R250 000.00	R50 000	05253551900			Operating	Host two (2) Safety Days by 30 June 2014	N/A	N/A	N/A	N/A	N/A
								Quarterly Cash flow →							N/A	N/A	N/A	N/A	N/A
PG194 No. 5.2.3	Municipal Transformation Human Resources	N/A	Compilatio n of Human Resource Plan	Minutes of meetings, council resolution,	Guide from Local Governme nt	Date Human Resource Plan is adopted	Date	R250 000.00	R50 000.00	052535 5400 000			Operating Budget	To have compiled a Human Resource Plan by 31 December 2013	Prepare the final draft for submission to the Council	Draft developed	The draft was not submitted to council	Departme nt of Local Governme nt not respondin g on time in order	Draft to be submitted on the second quarter

																			for us to finalize the draft	
								Quarterly Cash flow →						N/A	-	-	-	-		
PG195 No. 5.2.3		Human Resources	N/A	Annual Employment Equity Plan (EEP) review	Invitation letter, Attendance register and the Plan	Current EE Plan to be reviewed	Date of review	Date	R250 000.00	R 50,000.00	0525355190000			Operating Budget	To have an annual EE Plan reviewed by 31 Dec 2013	Preparation n of the draft EE Plan	Preparation s have started	Preparations are done internally	Service provider not yet appointed	Due to un availability of service provider it will be done internal
									Quarterly Cash flow →						R25 000	Nil	Did not spend as per the target plan			
									Quarterly Cash flow →						R50 000	Nil				
PG195 No. 5.2.3	Municipal Transformation and Institutional	Human Resources	N/A	Wellness Day	Attendance register and invitation Letter	Proposal made to council	Number of Wellness Days held	Numbe r	R250 000.00	R200,000.00	052535 5410			Operating	Conduct two (2) Wellness Days by 30 June 2014	Appointme nt of the service provider	Target not meet	Service provider not appointed	Advert was not done early	It will be done in quarter two (2)
									Quarterly Cash flow →						R20 000					
PG195 No. 5.2.3	Municipal Transformation and Institutional	Human Resources	N/A	Organogr amm review and Work Study	Reviewed Organogram me and work study report	Organogr amme in place	Reviewed Organogra mme and work study at set date	Date	R250 000.00	R50,000.00	0525355190000				Organogram m review and work study completed by 30 June 2014	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →						N/A	N/A	N/A	N/A	N/A	

PG195 No. 5.2.3		Human Resources	N/A	Development and workshop of Funeral Policy	Minutes of meetings, Attendance register, council resolution	Draft Funeral Policy available	Developed policy at set date	Date	R250 000.00	R100 000	0525355190000				Develop an in house funeral policy by 30 September 2013 and bereavement arrangement by 30 June 2014	Policy approved and Bereavement arrangements by 30 September 2013	Target not meet	N/A	Draft policy not circulated	Policy to be done next Quarter
									Quarterly Cash flow →						R25 000	Nil	-	-	-	

PG196 No. 5.2.3	Basic Service Delivery and infrastructure			Staff recognition awards	Employees identified for receiving awards	Long Service awards in place	Number of employees receiving awards	Number	R300 000	R300 000	05 25 35 5410 000				To have recognition awards ceremony in Nov 2013	Preparation for the awards ceremony	Preparation s are done for the awards	N/A	N/A	N/A
									Quarterly Cash flow →						R100 000	NIL	-	-	-	

		COUNCIL SUPPORT UNIT																		
IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
		Council Support		Purchasing of cars	Purchase Invoices or Proof of payment and asset register	Cars available but not in line with upper limits	Number of cars Purchased	Number	R1 210 000.00	R1 210 000.00	052025 5120 000	801005 5710 000 & 801005 5720 000			To purchase cars for the Mayor and the Speaker by 31 December 2013	Preparation of speciation and advertisement	Both Mayor’s and Speaker’s Cars purchased.	N/A	N/A	N/A
									Quarterly Cash flow →						R1 210 000.00	R10 000	R1 210 000.00	-	-	-
		Council Support		Office furniture	Purchase Invoices or Proof of payment and asset register	Dilapidated furniture available	Purchased furniture by the said date	Date	R100 000	R100 000		80 25 41 5750 013			To Purchase furniture for the Mayor and Speaker by 30 June 2014	N/A	N/A	N/a	N/A	N/A
									Quarterly Cash flow →							N/A	N/A	N/A	N/A	N/A
		Council Support		Preparation of Council Support Services Policies	Draft and adopted policies	2 Draft policies	Number of policies to be developed and	Number	N/A	N/A	N/A	N/A	N/A	N/A	To have 5 Council support policies completed and adopted	Drafting of 5 policies	Work in progress	N/A	N/A	N/A

						completed								by 30 June 2014					
	Council Support			Institution` building for the Ward participatory system	Capacity building, attendance Registers and information Packs	Ward Committees were trained	Number of ward Committees and ward clerks taken through institution building	Number		R1 550 000	R350 000	05 20 10 4980 000		To Capacitate and empower ward committees and ward Clerks on governance and management of the municipality by 30 March 2014	Preparation of the terms of reference and advertisem ent. Appointme nt of the service Provider	Work in progress and attempting to fast	N/A	N/A	N/A
									Quarterly Cash flow →						R10 000	Nil	-	-	-
				Extension of the Public Participation program.	Ward Meetings Attendance registers and minutes. A list of members of the ward participation forum.	Municipal Public participation Forum is in place. Ward Committees are in place.	Established Public participation n Fora by set date	Number Date		R1 500 000 00	R200 000	051005 5306 000		Ward Public Participation For a established in all 26 wards by 30 June 2014	Preparation of terms of Reference and processing thereof until adoption by Council.	Work in progress and attempting to fast	N/A	N/A	N/A
	Council Support								LEGAL SERVICES										
									Quarterly Cash flow →						N/A	-	-	-	-

LEGAL SERVICES UNIT

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION							QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET						
									ACTUAL BUDGET	PROJECT	OPEX	CAPEX	VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure	
		LEGAL SERVICES		Review and Formulation of By- Laws	Minutes and resolution of Council	Outdated and Non-existent by-law	Number of by- laws formulated and reviewed	Number	N/A	N/A	N/A	N/A		N/A	10 By- laws reviewed and formulated by 30 June 2014	Approval of review and formulation of 20 by- laws by Council	15 by laws are currently being drafted	none	none	none		
									Quarterly Cash flow →													
		LEGAL SERVICES		Contract Drafting	Copies of service level agreements and contracts	Backlog on service level agreements (SLA) / Contracts	Number of SLAs contracts done by set date	Number Date	N/A	N/A	N/A	N/A		N/A	20 SLA's / contracts done by 30 June 2014	5 SLA's / Contracts done	SLA's are being rectified and correctly implemented	The exact number of SLA's is uncertain as they come in when and if needed	As need be	none		
									Quarterly Cash flow →													
		LEGAL SERVICES		Municipal Property registration and Ownership Verification	Copies of title deeds and other forms of proof of ownership	Title deeds available for urban but not for rural areas – offices	Number of Municipal properties registered and verified.	Number		R150 000	Land Audit				100 Municipal properties to have their ownership and registration confirmed.	Preparation of terms of Reference for a service provider and advertisement thereof. Appointment of a service provider.	No Service provider has been appointed and no properties brought to legal services for transfer	No properties brought to Legal Services for Transfer	No Service provider has been appointed and no properties brought to legal services for transfer	Properties that need transfer need to be identified and a service provider appointed		
									Quarterly Cash flow →								R40 000					
		LEGAL SERVICE		Preparation of Legal Services	Draft and adopted policies	There is legislation governing	Number of policies to be	Number	N/A	N/A	N/A	N/A	N/A	N/A	To have 3 Legal Services	Drafting of 3 policies	Promotion of access to Information	No request for further policies to be	No request for further policies to	N/A		

				Policies		legal services	developed and completed							policies completed and adopted by 30 March 2014		Act (PAIA) policy is being developed.	drafted	be drafted	
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		Administration Support Programme Number 05																		
IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Number 5.2.3. Pg 224-234	Institutional Development &	Administration Support	1,19,26	Improve security at the Municipal buildings	Security System Appointment of service provider	Inadequate alarm system and no metal detectors	Installed security and functioning devices by set date	Date	R200,000.00	R200,000.00		80 25 30 5730 000			Install security and functioning devices by 30/06/14	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →						200 000.00	N/A	N/A	N/A	N/A	N/A
Number 5.2.3. Pg 224-234	Institutional Development &	Administration Support	1,19,26	Centralize Telephone System	Invoice and order	Control of the telephone system is not centralized	Centralized Telephone System by 30/06/14	Date	R150,000.00	R150,000.00		80 25 30 5740 000			Centralize Telephone System by 30/06/14	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →						150 000.00	N/A	N/A	N/A	N/A	N/A
Number 5.2.3. Pg 224-234	Institutional Development	Administration Support	1,19,26	Upgrade the IT Infrastructure	Order issued and Invoice	Outdated IT Infrastructure	Installed updated IT infrastructure by 30/06/14	Date	R600,000.00	R600,000.00		80 25 30 5750 004			New IT infrastructure installed by 30/06/13	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →							N/A	N/A	N/A	N/A	N/A

Number 5.2.3. Pg 224-234	Institutional Development & Registry and archiving	n/a	Creation of a Dual System of records Management	Attendance register/program/invitation memos	Approved Information Management Policy and Records Handbook	Number of Workshops held by set dates	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	4 Quarterly Workshops on Records and Information management System	1 workshop before end 30/09/13	No workshop was held	1 workshop not held	EC Provincial Archives are reviewing our policies as per the meeting held with them on 26 August 2013	3 workshops to be held in the third (3) quarter
								Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A	N/A
Number 5.2.3. Pg 224-234	Institutional Development & Good governance	n/a	Ensuring regular and effective communication	Attendance registers/program/minutes of meetings	12 meetings	Number of Departmental Meetings by set dates	Number Dates	N/A	N/A	N/A	N/A	N/A	N/A	4 quarterly departmental meetings	1 meeting before end 30/09/13	No meeting was held	1 meeting not held	Work commitments did not allow time for a meeting in the first quarter	Three (3) meetings to be held in quarter 3
								Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A	N/A
Number 5.2.3. Pg 224-234	Institutional Development & Transformation Administration	n/a	To keep the Municipal buildings in a serviceable condition	12 inspection sheets, 4 Reports on inspections of conditions, Photo	Existing buildings	Number of Inspections and number of reports by set date	Number and Date	550 000.00	550 000.00	0525304610000	N/A	N/A	OWN	12 Inspections on municipal buildings condition and 4 Quarterly reports on their condition by 30/06/14	3 inspections and 1 report 30/09/13	3 inspections and 1 report 30/09/13	N/A	N/A	N/A
								Quarterly Cash flow						550 000.00	137 500.00	R36,012.00 used	R101,488.00	Delay in sourcing of quotations from service providers	R238,988.00 to be used in the second quarter

Number 5.2.3. Pg 224-234	Institutional Development & Administration	n/a	Cleaning of Offices And Messenger Services	12 Reports	Office space and General assistance, Municipal Messenger drivers	Number of Cleanings and Messenger services report	Number	N/A	N/A	N/A	N/A	N/A	N/A	12 Monthly report on Cleaning and Messenger services	3 reports	3 reports	N/A	N/A	N/A
								Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A	N/A
Number 5.2.3. Pg 224-234	Institutional Development & Administration	n/a	Training of sign language	Attendance Register	Municipal Staff members with no sign language skill	Number of staff members trained on sign language	Number and Date	645 000.00	20 000.00	0525355470000			own	Train 5 employees in sign language by 30/06/14	N/A	N/A	N/A	N/A	N/A
								Quarterly Cash flow							N/A	N/A	N/A	N/A	N/A
Number 5.2.3. Pg 224-234	Institutional Development & Transformation	n/a	Ensuring that telecommunication of the Municipality is controlled from on central place	12 report on telecommunication, Attendance register	Telecommunication Policy	Number of Reports on Telecommunication by municipal staff and a Training on Telecommunication Policy	Number of report /Works attendance register	N/A	N/A	N/A	N/A	N/A	N/A	12 Monthly reports on Telecommunication by municipal staff. 1 workshop on telecommunication policy	3 reports	Telecommunication of the Municipality is not yet controlled from on central place	Reports not done	Telkom has not provided the relevant quotation for the centralization of the telecommunication system	This will be deferred to the 4 th quarter
								Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A	N/A
Number 5.2.3. Pg 224-234	Institutional Development & Administration	n/a	Review policies	Council Resolution	Current Dress Code Policy; and Records And Information management Policy	Reviewed policies by 30/06/2013	Reviewed policies and Date	N/A	N/A	N/A	N/A	N/A	N/A	Review the Dress Code; and Record and Information management Policies by 30/06/14	N/A	N/A	N/A	N/A	N/A

									Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A	N/A
Number 5.2.3. Pg 224-234	Institutional Development & Transformation	Administration	n/a	Ensuring efficient functioning of the Council and Committees	Minutes, attendance registers, Council Resolution list, advertisements/Public Notices, calendar of Council and Committee Meetings	Standing rules of orders	Number of Public Notices of Council Meeting; Minutes of all council and committee meetings; resolutions; schedule of setting of meetings	Reports on schedules, date and Minutes	N/A	N/A	N/A	N/A	N/A	N/A	Publicizing of all Council Meetings	all council meeting	The Council meeting of 31 July 2013 was advertised on 25 July 2013 in the Fever Newspaep r.	The Special meetins of Council of 9,13 and 25 September 2013 were not advertised	Too short notice was given to advertise the Council meetings timeously	All Council meetings will be advertised
															Recording of Minutes available within 1 week of the Meeting	1 week after each meeting	Target met	N/A	N/A	N/A
															Resolution Captured after every council meeting	1 week after each meeting	Target met	N/A	N/A	N/A
															Schedule of Sitting of meetings	1 report on setting of meetings	Target met – reported monthly to MTM	N/A	N/A	N/A
															Quarterly Cash flow					
									Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A	N/A

3.4. ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT

UNIT: LOCAL ECONOMIC DEVELOPMENT

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ACTUAL BUDGET 2013/14 FY PROJECT TOTAL COST ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 203	Local Economic Development	LED - TOURISM	all	Destination Marketing - Music Festival (ECPTB & MDTP)	Minutes/Close out report	1 Music Festival held in Dec 2013	Date of the music festival hosted	Date	R1 500 000	850 000	0535205306000	N/A	N/A	CRR	Music Festival hosted by 31 December 2013	Service provider appointed	Service provider appointed	N/A	N/A	N/A
									Quarterly Cash flow →						850 000 00	300 000	389 150 00	N/A	N/A	N/A
Page 20	Local Economic Development	LED - TOURISM	all	Destination Marketing - Support to Matatiele Fees	Close out Report	Matatiele Fees held in Oct 2013	Date Fees is hosted	Date	R1 500 000	300 000	0535205306000	N/A	N/A	N/A	N/A	Preparatory meeting for hosting the Fees held	Preparatory meeting for hosting Matatiele Fees held	N/A	N/A	N/A
									Quarterly Cash flow →						300 000 00	200 000 00	200 000 00	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ACTUAL BUDGET 2013/14 FY PROJECT TOTAL COST ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 203	Local Economic Development	LED- TOURISM	all	Tourism Development - awareness campaigns	Report / minutes	Awareness campaign held in 2012/13 financial year	Number of campaigns held	Date	R80 000	R8000	0535205190000	N/A	N/A	CRR	Two Tourism awareness campaigns held by 30 June 2014	Preparation of awareness campaign material	Awareness campaign material prepared, we co-hosted the event with Mehlooding Community Tourism Trust, showcasing Horse riding, Traditional dancing and Tourism Awareness	N/A	N/A	N/A
									Quarterly Cash flow →						80 000	2 000	4 000	N/A	N/A	N/A

Page 203	Local Economic Development	LED - SMME SUPPORT	all	Processing of Business licenses within 21 days	Signed application forms, payment receipts	Existing data for operating businesses	Turnaround time for processing business licenses	Turnaround time	N/A	N/A	N/A	N/A	N/A	N/A	Issuing of Business licenses within 21 days	Issuing of Business licenses within 21 days	Letters were issued to Businesses, Concept plan in place and Forms and Tariffs for Business Licenses are ready Target not met	Issuing of Business licenses within 21 days	Processing systems were being developed.	Licenses to be issued in Q2.
									Quarterly Cash flow →						N/A	N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 203	Good Governance	LED – stakeholder relations		Functional LED Forum /LAT	Minutes/ Attendance register	Local Action Team meetings held in 2013	Number of LAT meetings held	Number	R250 000	R10 000.00	0535355190000			Operational Budget	4 LAT meetings to be held by 30 June 2014	1 Meeting held	1 LAT Meeting held	N/A	N/A	N/A
									Quarterly Cash flow →						10 000	2 500	600 00	N/A	N/A	N/A
Page 204	Local Economic Development	LED - SMME support agriculture		To establish a regional Milling plant and grain storage facility	Minutes of meetings/Attendance register	Milling Machinery bought for local cooperatives	Date fund is located for milling facility	Date	R1 345 000	R50 000.00	0535205306000			Operational Budget	Funding for Milling facility by 30 June 2014	Land identified for Milling Facility by 30/09/13	Land Identified for Milling Facility	N/A	N/A	N/A
									Quarterly Cash flow →						50 000	N/A	N/A	N/A	N/A	N/A
Page 204	Local Economic Development	LED SMME SUPPORT		SMME Support /Skills development	Report/ Attendance register	Two cooperatives trained in financial management and bookkeeping	Number of Cooperatives trained by Set Date	Number	1500 000	100 000	0535205306000			Operational Budget	28 Cooperatives trained in Financial Management , Marketing and Bookkeeping	7 cooperative trained in basic Financial Management, Marketing and bookkeeping	7 Cooperatives trained in basic Business, Financial and Marketing management	N/A	N/A	N/A

Page 244	Local economic development	Led - destination marketing		LED Summit	Final report /minutes	Initiative of anchor projects in place	Date Led summit is held	Date	1500 000		0535205306000				Operational Budget	LED Summit held by 31 December 2013	Preparator y meeting held: 30 Sept 2013	Preparator y meeting was held, Draft concept document and a process plan developed	N/A	N/A	N/A
									Quarterly Cash flow →						250 000 00	R10 000 00	N/A	N/A	N/A	N/A	
	Local Economic Development	LED – Tourism		Tourism Master Plan	Final Report /Minutes	Tourism amenitie s in place	Date at which Tourism sector plan is develop e d	Date	R250 000	R230 000	0535355190000			Operational Budget	Tourism sector plan in place by 30 June 2014	Advert issued by 30 Sept 2013	Advert issued for Tourism sector plan	N/A	N/A	N/A	
									Quarterly Cash flow						230 000	R6000 00	N/A	N/A	N/A	N/A	
Page 204	Local Economic Development	LED – SMME Support Agriculture	Ward 22	Epiphany Piggery project	Reports/Min utes on meetings	Piggery Infrastru cture in place	Date which business plan and cooperat ive training is undertak en	Date	R80 000	R72 000.00	0535205190000				Business Plan Prepared and Cooperative Training undertaken by 30 June 2014	Advert issued for both Business plan and Cooperativ e Training by 30 Sept 2013	Draft MOu with SEDA target no met	MOU with SEDA not completed	Delays in the finalization by SEDA	Business Plan and training to be undertake n in Q2 .	
									Quarterly Cash flow						50 000	2000	N/A	N/A	N/A	N/A	

DEVELOPMENT PLANNING UNIT:

SDBIP 2013/14 FINANCIAL YEAR (PERFORMANCE REPORT FOR QUARTER 1)

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 204	Spatial Rationale	SDF-FUTURE SPATIAL PLANNING	All	SDF Reviewal	Minutes of Exco / Council Meeting when adoption occurred	2010 SDF	Reviewed SDF by at set date	Date	450 000	450 000	05 35 36 5530 000			CRR	Reviewed SDF by 30 June 2014	Advertise and appoint service provider by 30 Sept 2013	TOR prepared. Supply chain processes commenced for advertisement and appointment of SP	Advertise and service provider appointed	Supply Chain processes not yet completed.	Tender advertisement will be placed by the 10 rd of October 2013.
									Quarterly Cash flow →						450 000.00	15 000.00	NIL			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASE LINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 246	Spatial Rationale	LAND USE MANAGEMENT	All	Assessing of rezoning and Special Consent Applications	Register of approved applications	90 Days	Turnaround time for approval	Turnaround time			Operational				Approved rezoning, and special consents applications within 60 days	Approved rezoning, and special consents applications within 60 days	One (1) Special consent application received on 27-09-2013 and being processed	None	None	None
									Quarterly Cash flow →						Operational	Operational	N/A			
Page 246	Spatial Rationale	LAND USE MANAGEMENT	All	Assessing of Subdivision Applications	Register of approved applications	90 Days	Turnaround time for approval	Turnaround time			operational				Approved subdivision applications within 60 days	Approved subdivision applications within 60 days	Two applications received and processed	None	None	None
									Quarterly Cash flow →						Operational	Operational	N/A			

Page 246	Spatial Rationale	LAND USE MANAGEMENT		Town Planning Scheme Review	Minutes of Council Meetings /Council Resolutions; Attendance Registers of Community Meetings	2004 Town planning Scheme	Reviewed Town Planning Scheme by set Date	Date	R167 000.00	R58 995.00	053510 4980 061			Grant	Review Town planning Scheme by 31 Dec 2013	Public Participation/ Community Meetings on Town Planning Scheme	Draft Town Planning Scheme and Regulations submitted by the Service	Public Participation/ Community Meetings on Town Planning Scheme	Non Performance by service provider	Enforcement of SLA and Public participation to be undertaken in Q2
									Quarterly Cash flow →						R58 995.00	R58 995.00	NIL			
Page 246	Spatial Rationale	LAND USE MANGEMENT	All	Formulation of Church Policy	Approved Church Policy	Nil	Church Policy adopted by 30/06/14	Date			Operational				Approved Church Policy by 30/06/2014	Consulted relevant stakeholders	1 st consultation with Churches on Draft held on 25-09-2013	None	None	None
									Quarterly Cash flow →						Operational	Operational	NIL			

Page 246	Spatial Rationale	LAND USE MANGEMENT	All	Control of illegal land uses	Register of compliance notices served	10 Days	Compliance notices served within one week of identification	Turnaround times for issuing of notices			Operational				Compliance notices served within one week of identification	Compliance notices served within one week of identification	12 compliance notices served within one week of identification	None	None	None
									Quarterly Cash flow →						Operational	Operational	N/A			
Page 246	Spatial Rationale	LAND ADMINISTRATION	All	Disposal of identified municipal sites	Signed offers to purchase	Nil	Disposed sites by date	Number	100 200.00	100200.00	0535105530000				Disposal of 60 identified municipal sites by June 2014	Determine market valuation for identifies sites	Municipal Valuer being appointed.	Determine market valuation for identifies sites	Valuation of sites still in progress	Valuation to be completed in Q2.
									Quarterly Cash flow →						R100 200.00	R40 000				

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPT ION	MEANS OF VERIFICAT ION	BASELINE	KPI	UNIT OF MEAS URE	ACTUAL BUDGET 2013/14 FY						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									PROJECT TOTAL COST						ANNUAL TARGET	Q1 Targets	Actual Performa nce	Deviati on from the Target	Reason for the Deviati on	Correct ive Measu re
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE						
Page 205	Good Governance	LAND USE MANAGEMENT	All	Source Computer Aided Drafting	Invoice	No aided drafting	Purchase d Compute r Aided Drafting	Date	330 000	80 000		8035205750020		CRR	Compute r Aided Drafting System sourced, installed and users trained by June 2014	Source Compute r Aided Drafting Systems	Trial version installed	Source Compu ter Aided Draftin g System s	Trial version being tested for efficien cy.	Full system to be procur ed by Q2
									Quarterly Cash flow →							30 000	NIL			

Page 206	Good Governance	LAND USE MANAGEMENT	All	Source Development Application System	Invoice	No development Application System	Purchased Development Application System	Date	330 000.00	200 000.00		8035205550020		CRR	Sourced Development Application System by June 2014	Source Development application System	Service Provider appointed	Source Computer Aided Drafting Systems	System being sourced through Service Provider	System to be installed by Q2
Quarterly Cash flow →																150 000	NIL			

3.5. INFRASTRUCTURE SERVICES DEPARTMENT

UNIT/PROGRAMME: ELECTRICITY

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REVENUE	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 252	Basic Service Delivery	Electricity	20 & 24	Electrification of houses in Harry Gwala and Ramafole	Appointment Letter of the Service provider Close out Report by Consultants	No electrification	Number of Households connected to electricity	Number	10,000,000			8040405751006		DOE	Electrify 183 households Harry Gwala 400 for Ramafole by 30 June 2014	Appointment of consultants	Consultant appointed (MDS Consulting) 183 connections in Harry Gwala completed	N/A	N/A	N/A
									Quarterly Cash flow →							1 830 000	1 417 459	412 541		

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 252	Basic Service Delivery	Electricity	19	Replace distribution system in Taylor and Williams streets	Pictures of a new distribution system	Existing distribution system obsolete	Date at which Electricity distribution system is replaced	Date	500,000,			80 40405751002		Equitable Share	Distribution System replaced by 30 June 2014	Designs completed	Design not complete	Design stage	Inadequate human resource	Appoint electrical coordinator
									Quarterly Cash flow →							0.00	-	-	-	-
Page 252	Basic Service Delivery	Electricity	1	Expansion of Electricity License to Maluti	Application copy	Maluti licensed by Eskom	Approved license by set date	Date	2,000						License approved by 30 June 2014	Submission of application	Nersa referred municipality to Eskom	Application rejected by Nersa	N/A	N/A
									Quarterly Cash flow →							500	Nil	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS AND PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REVENUE	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 252	Basic Service Delivery	Electricity	20	Replace town 2 feeder cable	Pictures of the new feeder cable	Feeder cable defective	Date feeder cable is installed	Date	1 000 000	1 000 000		8040405751001		CRR	New feeder cable installed by 30 June 2014	Bid committees seated by 30 September 2013	Funds used on other projects(Transformers, Cable fault locator)	Bid Committee did not seat.	Projects outstanding from 12/13	Defer to 14/15
									Quarterly Cash flow →							0.00	-	-	-	-
Page 252	Basic Service Delivery	Electricity	19	Tools and equipment	Payment certificates	Insufficient tools and equipment	Date Tools and equipment are procured	Date	200 000	200 000		8040405750096		Equitable Share	Tools and equipment procured by 30 June 2014	Drafting of specifications by 30 September 2013	Compiling descriptions for SCM for quotations	Specifications not completed	Inadequate human resource	Appoint electrical coordinator
									Quarterly Cash flow →							0.00	-	-	-	-

	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 252	Basic Service Delivery	Electricity	19	Procurement of a cherry picker truck	Pictures of a new cherry picker truck and payment certificates	Existing cherry picker truck obsolete	Date cherry picker truck is purchased	Date	600,000,	600 000		8040405751004		Equitable Share	New cherry picker truck procured by 30 June 2014	Bid committees seated by 30 September 2013	Awaiting adjudication	Bid committee did not seat	Closing date for tenders changed	On target for completion
									Quarterly Cash flow →							0.00	-	-	-	-
Page 252	Basic Service Delivery	Electricity	19	Replace Ring Main Unit in Green Street	Pictures of ring main unit in Green Street and payment certificates	Ring main unit in a bad condition and unsafe	New Ring main unit in place by set date	Date	250 000	250 000		8040405751005		Equitable share	New ring main unit installed by 30 June 2014	Bid committees seated by 30 September 2013	Scheduled for spec meeting in October 2013	Bid committee did not seat	Inadequate human resource	Appoint electrical coordinator
									Quarterly Cash flow →							0.00	-	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REVENUE	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 252	Basic Service Delivery	Electricity	19	Mountain View Ring feed	Pictures of the ring feed and payment certificates	Mountain View on radial feed	Installed ring feed by set date	Date	750 000	750 000		8040405751007		CRR	New ring feed installed by 30 June 2014	Application to DRPW (Roads) for crossing R56	Advised that written application is required by regional offices	Application to DRPW not submitted.	Inadequate human resource	Appoint electrical coordinator
									Quarterly Cash flow →							0.00	-	-	-	-
Page 234	Basic Service Delivery	Electricity	20	Itsokolele Ring feed	Pictures of the ring feed and payment certificates	Itsokolele on radial feed	Installed ring feed by set date	Date	850 000	850 000		8040405751008		Equitable Share	New ring feed installed by 30 June 2014	Bid committees seated by 30 September 2013	Scheduled for spec meeting in October 2013	Bid committee did not seat	Inadequate human resource	Appoint electrical coordinator
									Quarterly Cash flow →							0.00	-	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ACTUAL BUDGET 2013/14 FY PROJECT TOTAL COST ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT	OPEX VOTE	CAPEX	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 252	Basic Service Delivery	Electricity	19 & 20	Maintenance of distribution system	Monthly reports	Continuous maintenance	Maintained distribution system by set date	Date	400 000	400 000	0540404660000			Equitable Share	Distribution system maintained by 30 June 2014	Continuous maintenance meters, transformers, cables and substations	15 new connections, 20 tampered meters removed, 60 electrical faults repaired	N/A	N/A	N/A
									Quarterly Cash flow →							125 000	42 624	Cable shortage; Oil sampling and substation maintenance later	-	-
Page 252	Basic Service Delivery	Electricity	19 & 20	Maintenance of streetlights	Monthly reports	Continuous maintenance	Maintained streetlights by set date	Date	60 000	60 000	0540404700000				Streetlights maintained by 30 June 2014	Continuous maintenance of streetlights	75 streetlights repaired	Other street light have not been maintained	Awaiting delivery of street light fittings	Stock up in stores
									Quarterly Cash flow →							20 000	1 242	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
		OPERATIONS & MAINTENANCE																		
Page 252	Basic Service Delivery	Operations and Maintenance	01,26,19,20	Maluti, Cedarville & Matatiele internal roads, pothole and repairs.	Project reports and photos.	Damaged road	Number of m ² maintained	Number of m ²	R550 000	R550 000	0540105450000			Equitable Share	Road maintenance of up to 5000m ² by 30 June 2014.	1000m ²	2215.26m ²	+1215.26m ²	Shortage of kerbing material and used kerbing teams to assist with tarring.	Ahead of Target.
									Quarterly Cash flow →					R 950,000	R 190,000	R 265,831.20	+R 75,831.20	-	-	
Page 252	Basic Service Delivery	Operations and Maintenance	01,26,19,20	New installation/upgrading of storm water systems drain in all 3 towns including portal culverts.	Minutes of meetings. Completion report .Photos	Insufficient storm water drainage	Meters of storm waters installed and maintained	Meters	R 2 780 000	R350 000.00	8040105750021			Eq. Share/CRR	200m of new storm water culverts installed by 30 June 2014	Bid committees seated	30m	+ 30m	Used pipes from the last financial year because we are still awaiting SCM procedures to be completed	Specification on Committee and adverts done, awaiting other committees to finalise procedure

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 252	Basic Service Delivery	Operations and Maintenance	Ward 18	Sidakeni AR (18)	Minutes of meetings. Completion Cert. Project photos and Reports.	Damaged road	Kilometers of access road maintained	Km	R 2000 000	R500 000	0540104690000			Equitable Share	8 Km access road in Sidakeni maintained by 31 December 2014.	8km rip and re-compact completed	Operations not yet started	(8Km)	Still awaiting appointment of Plant Management Team	SCM procedure on adjudication to be completed
									Quarterly Cash flow →						R 500,000.00	R250 000	No expenditure as yet	(R 250,000.00)	-	-
Page 252	Basic Service Delivery	Operations and Maintenance	Ward 08	T69-Tshita AR(08)	Minutes of meetings. Completion Cert.	Damaged road	Kilometers of access road maintained	Km	R 2000 000	R500 000	0540104690000				8 Km access road in Tshita maintained by 31 March 2014.	N/A	N/A	N/A	N/A	N/A

					Project photos and Reports.				Quarterly Cash flow →					R 500,000.00	N/A	N/A	N/A	N/A	N/A
Page 252	Basic Service Delivery	Operations and Maintenance	Ward 13	Thaba-bosiu AR(13)	Minutes of meetings. Completion Cert. Project photos and Reports.	Damaged road	8 Km in Thaba-bosiu AR(13)	Km Date	R 2 000 000	R 500 000	054010469 0000			8 Km by 30 June 2014.	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →					R 500,000.00	N/A	N/A	N/A	N/A	N/A
Page 252	Basic Service Delivery	Operations and Maintenance	Ward 09	New Resh(09)	Minutes of meetings. Completion Cert. Project photos and Reports.	Damaged road	Kilometers of access road maintained	Km	R2000 000		0540104690000			6 Km of access road in New Resh Maintained by 30 June 2014.	N/A	N/A	N/A	N/A	N/A
									R 500,000						N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 252	Basic Service Delivery	Operations and Maintenance	01,26,19,20	Matatiele, Maluti and Cedarville Road Widening and new kerb installation.	Reports and photos.	No kerbing	meters of kerbing installed	Meters	R2 780 000	R 1 000 000		8040105750021		Eq. Share/CRR	3000m of kerbing installed by 30 June 2014.	900m	850m	(50m)	Kerbing and associated material awarded but still awaiting appointment of cement supplier, staff assisted in tarring/pothole filling operations	Speed up SCM procedures in awarding cement
									Quarterly Cash flow →						1 Million	R 299,700.00	R 245,400.00	(R 54,300.00)	-	-

Page 252	Basic Service Delivery	Operations and Maintenance	01,26,19,20	Matatiele,M aluti and Cedarville storm water facilities (cut off drains)	Reports and photos.	Ingress of storm water in our roads	Meters of storm water facilities maintained	Meters	R 2000 000	200 000	0540104690000			Equitable Share	4000m of storm water facilities maintaine d by 30 June 2014	1000m	2017m	+ 1017 m	Own staff used on grassed water channels especially in Cedarville and a TLB also assisted in Matatiele and Cedarville.	Contract staff to start with drainage excavations on the 1st of October 2013 for a period of 3 months
									Quarterly Cash flow →					R 200,000.00	R 50,000.00	R 73,140.00	+ R 23,140.00	-	-	

Page 252	Basic Service Delivery	Operations and maintenance	All Wards	Equipment (concrete breaker, tar cutter and concrete pipe cutter)	Assets Register, invoice and payment certificat e.	No equipment	Purchased equipment by set date	Date	R 2 780 000	R180 000		8040105750021		Equitable Share	Concrete breaker, tar cutter and concrete pipe cutter purchased by 31 Dec 2014.	Bid committe e seated	SCM procedures to be completed in Q1 and purchased early in Q2	(SCM procedure s not yet completed)	Still awaiting SCM procedures to be completed.	Specification Committee sat and should be advertised as soon as possible
									Quarterly Cash flow →					R 180,000.00	R 10,000.00	Nil	No expenditur e as yet	-	-	

UNIT/PROGRAMME: PROJECT MANAGEMENT

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST		OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation
Page 235	Basic Service Delivery	PMU	ALL	Consolidated Infrastructure Plan	Copy of CIP. Council resolution	No CIP	Developed CIP by set date	Date	R2 000 000	R2000 000		8040455791020		MIG	CIP developed by 30 September 2013	Adoption of Draft CIP in place	Not adopted	Draft CIP not adopted and not in place	Awaiting Alfred Nzo District Municipality to finalise their ITP for alignment with ours	Finalise & align our CIP with ANDM. The draft will be consolidated before end of the second quarter (31 Dec 2013)
									Quarterly Cash flow →						2 000 000	2 000 000	960 001.75			
Page 235	Basic Service Delivery	PMU	5	Dalibhunga Community Facility	Appointment of Service providers Minutes of meetings. Completion Cert.	Project under construction	Square meters completed	Square meters	R419 007.85	R419 007.85		8040455790055			282 m2 community facility completed by 30 September 2013	Project completion	Project completed	N/A	N/A	N/A
									Quarterly Cash flow →						R419 007.85	R419 007.85	Nil – Payments will be done			

					Project photos							on the second quarter			
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IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ON PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 235	Basic Service Delivery	PMU	7	Pamlaville Community Facility	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	Project under construction	Square meters of community facility completed	Square meters	R542 069.58	R542 069.58		8040455790056		MIG	282 m2 completed by 30 September 2013	Project completion	Project completed	N/A	N/A	N/A
									Quarterly Cash flow →						R542 069.58	R542 069.58	Nil – Payment to be done on the Second Quarter			
Page 235	Basic Service Delivery	PMU	16	Moaeneng Community Facility	Appointment of Service providers Completion Cert. Project photos	Project under construction	282m2 community facility completed	Number of square meters Date	R320 000	R320 000		8040455790059		MIG	282 m2 completed by 30 September 2013	Project completion	Project completed	N/A	N/A	N/A
									Quarterly Cash flow →						R320 000	R320 000	Nil – Payment will be done on Second Quarter			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 235	Basic Service Delivery	Project Management Unit	09	Luvuyo Siyabonga Novuka Community Facility	Appointment of Service providers Minutes of meetings.	Project under construction	Number of square meters of community facility completed	Number	R489 380.70	R489 380.70		8040455790057		MIG	282 m2 of community facility completed by 30 September 2013	Project completion	Project completed	N/A	N/A	N/A
					Completion Cert. Project photos				Quarterly Cash flow →						R489 380.70	R489 380.70	Nil – Payment will be done on second quarter			
Page 235	Basic Service Delivery	Project Management Unit	24	Moriting Community Facility	Appointment of Service providers Minutes of meetings.	Project under construction	Number of square meters of community facility completed	Number	R580 722.63	R580 722.63		804045579006		MIG	282 m2 completed by 30 September 2013	Project completion	Project completed	N/A	N/A	N/A
					Completion Cert. Project photos				Quarterly Cash flow →						R580 722.63	R580 722.63	Nil – Payment will be made on the second quarter			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 235	Basic Service Delivery	PMU	19	LED offices	Appointment of Service providers Minutes of meetings.	No enough office space	Number of square meters completed	Number	R3 000 000	R3000 000		80 35 20 5750 074		CRR	500M2 of offices completed by 30 December 2013	Brickwork ,roofing, plastering completed	Brickwork ,roofing completed	Plastering not complete	Poor financial capacity of the service provider	Financial assistance through signing of cession
					Completion Cert. Project photos				Quarterly Cash flow →						3 000 000	1 500 000	1 215 512			
Page 208	Basic Service Delivery	PMU	19	Finance offices	Appointment of Service providers Minutes of meetings.	No enough office space	Number of square meters completed	Number	R13 368 999.45	R8 511 404		80 20 10 5750 025		CRR	1120 M2 of Finance Offices completed by 30 December 2013	Brickwork, roofing, plastering completed	Target not met	Not complete	Poor financial capacity of the service provider	Financial assistance through signing of cession
					Completion Cert. Project photos				Quarterly Cash flow →						8 511 404	5 957 983	1 133 042.09			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 208	Basic Service Delivery	PMU	11	Thotaneng Access Road	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	Road inaccessible	Kilometers of access road completed	Kilometers	Own plant					CRR	4km access road completed by 30 June 2014	Designs completed	Target not met	Designs not complete	Service provider has to be appointed to do the designs	The Service provider will be appointed on the third quarter of the financial year (by 31 March 2014)
									Quarterly Cash flow →											
Page 235	Basic Service Delivery	PMU	02	Nkululekweni Access Road	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	Road inaccessible	Kilometers of access road completed	Kilometers	Own plant						4km access road completed by 30 June 2014	Designs completed	Target not met	Designs not complete	Service provider has to be appointed to do the designs	The Service provider will be appointed on the third quarter of the financial year (by 31 March 2014)
									Quarterly Cash flow →											

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE TARGET & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 235	Basic Service Delivery	PMU	7	Manzi Access Road	Minutes of meetings. Completion Cert. Project photos	Road is inaccessible	Kilometers of access roads completed	Kilometers	R1 500 000	1500 000		8040455790098		MIG	3km of access road completed by 30 June 2014	Designs completed	Target not met	Not done	This will be done using our own plant, Awaiting appointment of plant manager	Speed up appointment of Plant manager
									Quarterly Cash flow →						1 500 000	375 000	Nil	-	-	-
Page 235	Basic Service Delivery	PMU	05	Mnqayi Access Road	Minutes of meetings. Completion Cert. Project photos	Road is inaccessible	Kilometers of access roads completed	Kilometers	1500 000	1500 000		8040455790097		MIG	3km of access road completed by 30 June 2014	Designs completed	Target not met	Not done	This will be done using our own plant, Awaiting appointment of plant manager	Speed up appointment of Plant manager
									Quarterly Cash flow →						1 500 000	625 000	Nil	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 235	Basic Service Delivery	Project Management Unit	05	Bethel Community Facility	Appointment of Service providers Minutes of meetings.	No community facility in place	Square meters of community facility completed	Square meters	1500 000	1500 000		8040455790099		MIG	282m ² community facility completed by 30 June 2014	Contractor appointed	Contractor appointed	N/A	N/A	N/A
					Completion Cert. Project photos				Quarterly Cash flow →						1 500 000	375 000	Nil – Payment will be made on the second quarter	-	-	-
Page 235	Basic Service Delivery	Project Management Unit	25	Khaue Community Facility	Appointment of Service providers Minutes of meetings.	No community facility in place	Square meters of community facility completed	Square meters	1 500 000			8040455790100			282m ² community facility completed by 30 June 2014	Contractor appointed	Contractor appointed	N/A	N/A	N/A
					Completion Cert. Project photos				Quarterly Cash flow →						1 500 000	375 000	Nil – Payment will be made on the second quarter	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 235	Basic Service Delivery	PMU	19	Council Chambers	Appointment of Service providers Minutes of meetings. Project photos	No enough office space	Design and implementation of 3230m2 council chambers	Number of square meters Date	R15 000 000.00	R15 000 000.00		8040455791022		CRR	3230 m2 offices completed by 30 June 2014	Designs completed	Designs completed	N/A	N/A	N/A
									Quarterly Cash flow →						15 000 000	1 500 000	1 796 516.47	-	-	-
Page 235	Basic Service Delivery	PMU	26	Co-operatives Training Centre	Appointment of Service providers. Minutes of meetings. Project photos.	No Centre for co-operatives	Date of completion	Date	3 000 000	3000 000		80 35 20 5750 075		CRR	Training centre completed by 30 June 2014	Designs completed	Target not met	Designs not completed	Funding not secured	Follow up funding
									Quarterly Cash flow →						3 000 000	350 000	-	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 208	Basic Service Delivery	PMU	13	Masopha Access Road	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	Road inaccessible	Kilometers of access road completed	Kilometers	2 932 500.00	2 932 500.00		8040455791013		MIG	4km access road completed by 30 June 2014	Designs completed	Designs completed	N/A	N/A	N/A
									Quarterly Cash flow →						2 932 500	146 625	189 594.94	-	-	-
Page 208	Basic Service Delivery	PMU	15	Paballong Access Road	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	Road inaccessible	Kilometers of access road completed	Kilometers	R4 500 000	R4 500 000		8040455791012		MIG	4km access road completed by 30 June 2014	Designs completed	Designs completed	N/A	N/A	N/A
									Quarterly Cash flow →						4 500 000	225 000	415 675.83	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 208	Basic Service Delivery	PMU	19	Cedarville Internal Streets	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	Road is a gravel	Kilometers of internal streets completed	Kilometers	R5 000 000.00	5 000 000		8040455791011		MIG	3km of Cedarville internal streets completed by 30 June 2014	Designs in place	Designs in place	N/A	N/A	N/A
									Quarterly Cash flow →						5 000 000	250 000	671 157.33			
Page 208	Basic Service Delivery	PMU	19	Matatiele Internal Streets(CBD)	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	Road is a gravel	Kilometers of internal streets completed	Kilometers	3 000 000	3 000 000		80 40 45 5790 048		MIG	3km Matatiele CBD internal streets completed by 30 June 2014	Designs in place	Target not met	Designs not in place	Delays in surveying	Designs will be complete before the end of the second quarter
									Quarterly Cash flow →						3 000 000	250 000	Nil	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 209	Basic Service Delivery	Project Management Unit	20	Matatiele Internal Streets Phase 2 (Area C)	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	Road is a gravel	Kilometers of internal streets completed	Kilometers	3 400 000	3 400 000		8040455791010		MIG	3km of Matatiele internal streets completed by 30 June 2014	Designs in place	Designs in place	N/A	N/A	N/A
									Quarterly Cash flow →						3 400 000	250 000	Nil – Payments will be made on the second quarter	-	-	-
Page 209	Basic Service Delivery	Project Management Unit	06	Mahangwe Sportsfield	Appointment of Service providers Minutes of meetings. Project photos	No sports field in place	Design and construction started by 30 June 2014	Square meters	1 000 000	1 000 000		8040455791014		MIG	Construct Mahangwe Sportsfield by 30 June 2014	Designs in place	Designs in place	N/A	N/A	N/A
									Quarterly Cash flow →						1 000 000	80 000	Nil – Payments will be made on the second quarter	-	-	-

-	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGET & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 209	Basic Service Delivery	Project Management Unit	14	Mahasheng bridge	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	No bridge in place	Completed bridge by set date	Date	1 500 000	1 500 000		8040455791021		Equitable Share	Mahasheng bridge completed by 30 June 2014	Designs in place	Designs in place	N/A	N/A	N/A
									Quarterly Cash flow →						1 500 000	75 000	Nil – Payments will be made on the second quarter	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 210	Basic Service Delivery	Project Management	12	Nkau Sportsfield	Appointment of Service providers Minutes of meetings. Project photos	No sports field in place	Design and implementation	Square meters	1,000,000	1 000 000		8040455791016		MIG	Construct Nkau Sportsfield by 30 June 2014	Designs in place	Designs in place	N/A	N/A	N/A
									Quarterly Cash flow →						1 000 000	80 000	Nil – Payments will be made on the second quarter	-	-	-
Page 210	Basic Service Delivery	Project Management	09	Afsondering Sportstfield	Appointment of Service providers Minutes of meetings. Completion Cert. Project photos	No sportsfield in place	Design and implementation	Square metres	1,000 000	1 000 000		8040455791015		MIG	Construct Afsondering Sportsfield by 30 June 2014	Designs in place	Designs in place	N/A	N/A	N/A
									Quarterly Cash flow →						1 000 000	80 000	Nil – Payments will be made on the second quarter	-	-	-

Page 210	Basic Service Delivery	Project Management	14	Nicefield Sports field	Appointm ent of Service providers Minutes of meetings. Project photos	No sports field in place	Design and impleme ntation	Square meters	1,000 000	1 000 000		804045579017		MIG	Construct Nicefield Sportsfield by 30 June 2014	Designs in place	Designs in place	N/A	N/A	N/A
									Quarterly Cash flow →						1 000 000	80 000	Nil – Payments will be made on the second quarter	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 210	Basic Service Delivery	Project Management	16	Majoro Sportsfield	Appointm ent of Service providers Minutes of meetings. Project photos	No sports field in place	Design and impleme ntation	Square meters	1 000 000	1 000 000		8040455791018		MIG	Construct Majoro Sportsfield by 30 June 2014	Designs in place	Designs in place	N/A	N/A	N/A
									Quarterly Cash flow →						1 000 000	80 000	- Nil – Payments will be made on the second quarter	-	-	-

Page 210	Basic Service Delivery	Project Management	22	Epiphany Sports field	Appointment of Service providers Minutes of meetings.	No sports field in place	Design and implementation	Square meters	1 000 000	1 000 000		8040455791019		MIG	Construct Ephiphany Sportsfield by 30 June 2014	Designs in place	Target not met	Design not in place	Delays with appointment of PSP	Speed up appointment and ensure appointment before end of second quarter
					Project photos				Quarterly Cash flow →					1 000 000	80 000	-	-	-	-	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	ANNUAL BUDGET INFORMATION				PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
											OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 TARGET	Q1 ACTUAL	REASONS FOR DEVIATION	CORRECTIVE MEASURES
	Basic Service Delivery	Registration of beneficiaries	16	Registration of beneficiaries (989) in Mohloloane village	List of registered beneficiaries	NIL	Number of registration forms submitted	Number	None						989 beneficiaries registered by 30 June 2014	250 beneficiaries registered	638 beneficiaries registered	N/A	N/A

			07	Registration of beneficiaries (40) Pote village	List of registered beneficiaries	NIL	Number of registration forms submitted	Number							40 beneficiaries registered by 30 June 2014	25 beneficiaries registered	30 beneficiaries registered	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ACTUAL BUDGET 2013/14 FY PROJECT TOTAL COST ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 TARGET	Q1 ACTUAL	REASONS FOR DEVIATION	CORRECTIVE MEASURES
Page 202	Good Governance	Human Settlements - Housing Sector Plan	n/a	Reviewal of the Municipal Housing Sector Plan	Council Resolution	2012 Municipal Housing Sector Plan	Reviewed Policy by date	Date							Reviewed Housing Sector Plan by 30 June 2014	Situational analysis assessment	Situational assessment assessed	N/A	N/A
									Quarterly Cash flow →						operational	operational			

Page 202	Good Governance	Human Settlements - Stakeholder Relations	ALL	Housing Forum	Meetings	Operational forum	Number of meetings attended	Number							Four meetings	1 Meeting	No meeting seated	There is a need for restructuring of the Housing Forum	Forum will be established on the second quarter and meetings will start sitting on the third quarter
									Quarterly Cash flow →										

Page 202	Good Governance	Human settlements' - Policy	ALL	Housing Policy Development	Policy developed	N/A	Developed Policy by date	Date							Developed Housing Policy by 30 June 2014	Benchmarking with other municipalities	Not done		
									Quarterly Cash flow →										

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ACTUAL BUDGET 2013/14 FY PROJECT TOTAL COST ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2013/14 FY	PROJECT	OPEX VOTE	CAPEX	REV.	SOURCE	ANNUAL TARGET	Q1 TARGET	Q1 ACTUAL	REASONS FOR DEVIATION	CORRECTIVE MEASURES
Page 205	Basic Service Delivery	PMU	n/a	Source the Housing Subsidy System	Resolution and invoice		Purchased Housing Subsidy System	Date	100,000					CRR	Housing Subsidy System by June 2014	Quotations received	Not received	System will be donated by Human Settlements Department	N/A
									Quarterly Cash flow →							40 000	0.00		

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ACTUAL BUDGET 2013/14 FY PROJECT TOTAL COST ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 TARGET	Q1 ACTUAL	REASONS FOR DEVIATION	CORRECTIVE MEASURES
Page 206	Basic Service Delivery	Infrastructure Services	n/a	Foundation Tester	Invoice	No Foundation Tester	Purchased Foundation Tester	Date	5,000					MLM	Foundation Tester By 30 June 2014	Source Quotations	Quotations sourced	N/A	N/A
									Quarterly Cash flow →										

3.6. OFFICE OF THE MUNICIPAL MANAGER

UNIT/PROGRAMME: COMMUNICATIONS IGR & PROTOCOL UNIT																				
IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAM	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDG	PROJECTED	OPEX	CAPEX	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 213	Good Governance and Public Participation	Communications IGR and protocol	All	Communication strategy reviewal and marketing and branding strategy development	Communication Strategy and action plan with council resolution	Strategy Adopted	Number of strategies adopted by council with council resolution	Number	50 000	50 000	05 10 20 5180 000	N/A	N/A	Own	2 strategy documents adopted by September 2013 and by June 2014	Communication strategy reviewed	Communication strategy reviewed Marketing strategy still a first draft	Marketing strategy not adopted	Still conducting research and awaiting documents	The strategy will be ready for adoption in quarter3
					Marketing and branding strategy				Quarterly Cash flow →							25 000	R17 455.20			
Page 212	Good Governance and Public Participation	Communications IGR and protocol	N/A	Stakeholder Engagement	Attendance registers and Minutes	Local Communicator'' Forum	Number of stakeholder meetings held	Number	190 000	10 000	05 10 20 5390 000	N/A	N/A	Own	4 Meetings per year	1	Meeting was held on the 12 August 2013	N/A	N/A	N/A
					Quarterly Cash flow →							2500	Nil							
						IGR ToR adopted by Council	IGR forum	Date of adoption	Date	190 000	40 000	05 10 205390 000	N/A	N/A	Own	ToR adopted and launched by 30 September 2013	Adoption and Launch of ToR	ToR were adopted by council on the 31 st of July 2013	N/A	N/A
									Quarterly Cash flow →							40 000	R33 487			

					Reviewal of ICF	Internal Communicators Forum	Revived ICF	ICF	190 000	10 000	05 10 20	N/A	N/A	OWN	Review ICF by 30/09/13	Reviewal of ICF	ICF is functional	N/A	N/A	N/A
									Quarterly Cash flow →							-	-			
Page 213		Communications IGR and protocol	N/A	Oversee service delivery plans	Reports	Sub unit's SDBIP's	Number of reports	Number	nil						4 Quarterly Reports	1	One quarterly report	N/A	N/A	N/A
									Quarterly Cash flow →							nil	-			
Page 213		Communications IGR and Protocol	All wards	Reports	Reports	STANCO MTM	Number of reports	Number	nil						22 Reports	5	5 monthly reports	N/A	N/A	N/A
									Quarterly Cash flow →							nil	-			
		Communication IGR and Protol		Training & Development of Staff and Councillors	Training Attended	Communication workshop	Number of training workshops	Number	Nil						3 workshop training	Communication workshop	The workshop was held on the 16 th of July 2013	N/A	N/A	N/A
									Quarterly Cash flow →							-	-			

COMMUNICATIONS SUB - UNIT: COMMUNICATIONS & RESEARCH

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER															
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure										
Page 213	Good Governance and Public Participation	Communications & research	N/A	Coordination of IGR meetings	Minutes	IGR FORUM	Number of meetings	Number	190 000	10 000	5306000				4 IGR Meetings	1	Meeting was held on the 12 August 2013	N/A	N/A	N/A										
Attendance register																														
Quarterly Cash flow →																						2500	1 950							
Page 213	Good Governance and Public Participation	Communications & research	N/A	Coordination of Local Communicators Forum	Attendance registers	Local Communicators Forum	Number of meetings	Number	190 000	10 000	05 10 20 53060000				4 LCF Meetings	1	One meeting	N/A	N/A	N/A										
Quarterly Cash flow →																						2500	Nil							
Page 212					Good Governance and Public Participation																Communications and Research	ALL	Municipal Publications	Attendance registers	Newsletters	Number of publications produced	Number	370 000	200 000	05 10 20 5400 000
	12000 leaflet copies	3000 copies	Target not met	Leaflets not available		Still waiting for information from internal department	Leaflets will be available before the end of October 2013																							

COMMUNICATION SUB UNIT: PUBLIC PARTICIPATION, EVENTS AND MARKETING																				
IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET 2022/23	PROJECT	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 213	Good Governance and Public Participation	Public Participation , Events and Marketing	All	Coordinate internal and external Stakeholder Engagement platforms	Minutes	2 Stakeholder meetings	Number of meetings	Number	370 000	50 000	05 10 20 5400 000				16 external and 2 internal stakeholder meetings	4 meetings	One meeting attended	Target not met	Unavailability of Municipal Leaders	Meetings will be rescheduled for quarter two
Attendance register																				
Quarterly Cash flow →																				
Page 212	Good Governance and Public Participation	Public Participation , Events and Marketing	N/A	Coordinate Public Participation Programmes	Attendance registers	1 mayoral outreach and 1 project visit	Number of projects visited and mayoral outreaches visits	Number	190 000	10 000	05 10 20 5306 000				4 outreaches and 4 projects visited	1 outreach and 1 project visit	4 outreach and project visits	N/A	N/A	N/A
Pictures																				
Quarterly Cash flow →																				
Page 213	Good Governance and Public Participation	Public Participation , Events and Marketing	N/A	Coordinate the development of Marketing material	Booklets and leaflets	1 tourism booklet	Number of booklets and leaflets published		370 000	50 000	05 10 20 5400 000				10 000 booklet publication and 12000 leaflets	Nil	Compiling information	Booklet not complete	Still waiting for information from other departments	The booklet will be ready in quarter 2
Quarterly Cash flow →																				

Page 213		Public Participation , Events and Marketing	All wards	Manage Municipal Branding	Branding material		Number of branding material	Number	370 000	70 000	05 10 20 5400 000	N/A	N/A	Own	200 diaries ,2000 wall calendar and 1000 desk calendars delivered by 31 Dec 2013	Call for tender	Nil	N/A	N/A	N/A
									Quarterly Cash flow →							-	-	-	-	-
Page 213		Public Participation , events and marketing	All wards	Municipal events Management	Coordinate municipal events		Number of events coordinated	Number	Nil						Host 4 municipal events	1 EVENTS	2 event, women's month in ward 13, and in Cedarville	N/A	N/A	N/A
									Quarterly Cash flow →						Nil	Nil	-	-	-	-

UNIT: IDP/M&E

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					Corrective Measure
									ACTUAL BUDGET 2013/14 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Planned Target	Actual Performance	Deviation	Reason for Deviation	
Page 218	Good Governance and Public Participation	IDP/M&E	N/A	Annual review and implementation of Performance Management Framework	Council resolution, Minutes	PMS Framework	Reviewed PMS Framework	Reviews	1800,000	150'000	0510155190000	n/a	n/a	own	2013/14 PMS Framework To Be Reviewed By June 2014	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →						150 000	N/A	N/A	N/A	N/A	N/A
Page 218	Municipal Transformation and Institutional Development	IDP/M&E	N/A	Cascading of PMS	Signed performance plans	PMS policy and Framework	Cascaded PMS	Cascaded PMS	310,000	50'000	0510155180000	n/a	n/a	own	PMS Cascaded to supervisors and officers by June 2014 Performance plans and agreements developed	Training and Development of SDBIP's for supervisors and officers	Training module for supervisors developed	No training and SDBIP's for supervisors	Funding for DLGTA	Training to be done by the end of Quarter 2
									Quarterly Cash flow →						50 000	30 000	-	-	-	-

Page 218		IDP/M&E N/A						1800,000	150'000	0510155190000	n/a	n/a	own		4 th Quarter Performanc e Report	4 th Quarter Performance Report adopted by Council on 31 July 2013	N/A	N/A	N/A
								Quarterly Cash flow →						R250, 000	50 000	50 000.00	-	-	-
			Midyear report compilation	Council resolution, Minutes		Adopted report	Adopted report	1800,000	300'000	0510155190000	n/a	n/a	own	To have a Midyear assessment report by 25 Jan each year	Collection of information for the Midyear Assessment report	N/A	N/A	N/A	N/A
								Quarterly Cash flow →						300 000	100 000	-	-	-	-

Page 219	Good Governance and Public Participation	IDP/M&E	N/A	Annual report compilation	Council resolution, Minutes, Credible report		Approved Report	Approved report	1800,000	350'000	0510155190000	n/a	n/a	own	Timeous compilation and submission of the Annual report by end March each year	N/A	N/A	N/A	
									Quarterly Cash flow →						300 000	-	-	-	-
Page 219		IDP/M&E	IDP/M&E	Development of IDP and reviewal	IDP Process plan, Minutes of IDP steering committee meetings, council resolutions	IDP Document	Reviewed IDP	Reviewed IDP	1800,000	900,000	0510155190000	n/a	n/a	own	To have a credible 2014/15 IDP	Adoption of the Process Plan	Process Plan Adopted by Council on 31 July 2013	N/A	N/A
									200,000	200'000	0510154980000	n/a	n/a	grant		IDP Community Outreach (Needs Analysis)	IDP Community Outreach held from 11-13 September 2013	N/A	
									310 000	100,000	0510155180000	n/a	n/a	own		1 st IDP Steering Committee & Rep Forum	1 st IDP Steering Committee & Rep Forum held on 20 August 2013	N/A	
								Quarterly Cash flow →											

-	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 219	Good Governance and Public Participation	MRAS	N/A	AG's Action Plan	Action plan document	Management letter from Auditor General	Action plan	1	Nil						1	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →						0	0	-	-	-	-
				Execution of the audit plan	Number of reports required in approved plan	Internal Audit plan	Number of reports	Number of reports as per plan	R1.2m	R1.2m	0510305190000				9 reports	No. of quarterly Audit reports as per approved Internal audit Plan	Draft reports waiting to be reviewed by the Audit Committee	No quarterly audit report done	Awaiting the Audit committee to be appointed	The Audit committee will review the Audit Plan by 31 Dec 2013
									Quarterly Cash flow →											
Page 220	MRAS	N/A		4 monthly Spot checks performed randomly	Reports		Number of spot checks	48	Nil						48 annual spot checks	12	12 Spot check reports	N/A	N/A	N/A
									Quarterly Cash flow →						0	0				

Page 220		MRAS	N/A	Monthly / 4 Risk Committee Meetings / MTM	Minutes, Attendance register	MLM Risk Policy	Number of meetings	4							4 quarterly Risk committee meetings by 30 June 2014	1	0	The risk committee could not meet but when they have their GMT they discuss issues relating to risk and its management	Due to the many deadlines that need to be met before end of the first quarter.	In the second quarter the risk committee will have two meetings.
									Quarterly Cash flow →						0	0				
Page 220		MRAS	N/A	Annual risk register and Reviewal of Risk Policy	Attendance register for risk assessment	MLM Risk Policy	Adopted Risk Policy and Risk register noted by council	Date							1 Risk Policy Municipal Risk Management Register by 30 June 2014	N/A	N/A	N/A	N/A	N/A
										Quarterly Cash flow →						0	0			
				Quarterly risk reports	Risk reports	MLM Risk Policy	To have 4 quarterly risk reports	4							To have 4 quarterly risk reports	1	1	N/A	N/A	N/A
									Quarterly Cash flow						0	0				

SPECIAL PROGRAMMES UNIT

UNIT/PROGRAMME: SPECIAL PROGRAMMES UNIT																				
IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 213	Good Governance and Public Participation	Special Programs Unit	All	Policy /strategy Development	Policy/strategy Document	Adopted policy	4 Adopted policy/strategies	1 strategy per Q	1 002 000	20 000.00	5306 000	n/a	n/a	own	4 strategy documents	Youth Dev Strategy	1 Youth Dev Strategy & 1 HIV/AIDS Strategy	HIV/AIDS Strategy	Urgency for HIV/AIDS Strategy	N/A
Quarterly Cash flow →										nil	-	-	-	-						
Page 214	Good Governance and Public Participation	Special Programs Unit	N/A	Stakeholder Engagement	Attendance registers and Minutes	LCF	4 stakeholder meetings	1 meeting per Q	1 002 000	10 000	5306			own	4 meetings	1	Meeting attended	N/A	N/A	N/A
Quarterly Cash flow →										2 500	2 500	-	-	-						
Page 214		Special Programm	All Wards	Oversee service delivery plans	Reports	Sub unit's SDBIP's	4 Reports	1 Reports per Q		nil					4 Reports	1	1	N/A	N/A	N/A
Quarterly Cash flow →										nil	-	-	-	-						
Page 214		Special Programmes Unit	N/A	Reports	Reports	STANC O MTM	22 Reports	Reports per Q		nil					22 Reports	5 Reports	6 reports	Talent Search Report	Detailed Report on the Talent Search	N/A
									Quarterly Cash flow →							nil	-	-	-	-

		SPU	N /A	Training & Developme nt of Staff	Training Attended		3 Coordina tors Trained	3 Trainin g W/sho ps			SDP Vote				3 Coordinat ors trained	Train the Trainer	None trained	Training cancelled	Cancelled due to minimal number of attendees	Training to be undertake n in Oct 2013
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SPU SUB - UNIT: CHILDREN AND YOUTH DEVELOPMET																				
IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT	OPEX	CAPEX	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 213	Good Governance and Public Participation	Children and Youth development	All	Functioning of youth structures	Minutes	Youth Council	30 of meetings	Number of Youth	1 002 000	10 000.00	5306 000			own	4 youth council meetings and 1 meeting per Q at ward level d	2 Youth council meetings	1 youth council meeting	1 youth forum meeting	The Youth council is still in the process of selecting a Ward youth forum	All youth fora to be elected by end of quarter and the Youth forum meeting will start on the Third quarter (January 2014 – March 2014)
					Attendance register															
					Quarterly Cash flow →										2 500.00	R2 300	-	-	-	
Page 214	Good Governance and Public Participation	Children and youth development	N/A	Sport development	Attendance registers	Sports council	Number of people trained	3 activities per Quarter	1 002 000	30 000	5306 000			own	12 activities	3 activities	Youth indigenous games, youth camp and local SALGA Games.	N/A	N/A	N/A
					Pictures															
					Quarterly Cash flow →										2 500.00	R6 500	-	-	-	

Page 214		Children and youth development	N/A	Skills development	Attendance registers Pictures	Youth	Number of skills development activities conducted	1 per Q	1002 000	550 000.00	5306 000			own	To conduct and facilitate 5 skills development activities	talent search	In progress	N/A	N/A	N/A
									Quarterly Cash flow →						450 000	263 000	-	-	-	
Page 214		Special Programmes	All wards	Support for ECDC's	Reports and Pictures	Informal crèches	4 Reports		1 002 000	80 000	05 10				4 ECDC's assisted	1 ECDC's assisted	1 ECDC's assisted	N/A	N/A	N/A
									Quarterly Cash flow →						20 000	R16 200	-	-	-	
				Awareness campaigns	Attendance Registers	Relations with Departments	Number of people Reached								24 awareness campaigns	6 awareness campaigns	3 awareness campaigns	3 campaigns not done	The Mayor ordered that Miss Matatiele be done on the second quarter and the staff capacity was focused on the preparation thereof.	The campaigned will be done on the Third quarter (January 2014 – March 2014)
														Nil	Nil	Nil	-	-	-	

SPU SUB UNIT: WOMEN AND ELDERLY PARTICIPATION

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT	OPEX	CAPEX	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 213	Good Governance and Public Participation	Women and elderly participation	All	Functioning of women structures	Minutes	Women's Caucus	Number of meetings	Number	1 002 000	10 000	5306 00			OWN	women's forum, 4 women's caucus meetings, 4 women's Forum meeting, 2 Women's Council meeting	1 forum established, 1 Women's Caucus; 1 Forum meeting; 1 Council Meeting	1 forum established, 1 Women's Caucus; 1 Forum meeting; 1 Council Meeting	N/A	N/A	N/A
					Attendance register											2 500.00	15 000.00	-	-	-
Page 214	Good Governance and Public Participation	Children and youth development	N/A	Facilitate assistance on women led projects	Attendance registers	LED data base	Number of projects visited and assisted	8		nil					08 activities	2 visits and 1 assisted project	2 visits and 2 assisted	N/A	N/A	N/A
					Pictures											nil	-	-	-	-
Page 214	Good Governance and Public Participation	Children and youth	N/A	Facilitate establishment of ABET centre's	Attendance registersPictures	District DoE	Number of t centre's revived and established	8		nil					8 ABET centers	2 ABET Centres revived	Non revived	ABET centre visits were postponed	ABET facilitator was on a training and on leave	To be conducted on the second quarter

									Quarterly Cash flow →							nil	-	-	-	-
Page 214			All wards	Awareness Campaigns GBV	Attendance registers Pictures		Number of campaigns held	8	1 002 000	10	5306			own	8	2 campaigns	2 campaigns	N/A	N/A	N/A
									Quarterly Cash flow →							2 500	5 000.00	-	-	-
Page 214		Special Programmes	All wards	Workshops	Attendance registers and pictures		Number of workshops held		1 002 000	20	5306			own	2 workshops	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →							N/A	N/A	N/A	N/A	N/A
				Awareness Campaigns	Attendance registers and pictures		Number of campaign held								4 campaigns	1	1	N/A	N/A	N/A
				Elderly Council	Attendance registers and pictures		Number of meetings held		1 002 000	20 000	5306			Own	4 meetings	1	1	N/A	N/A	N/A
									Quarterly Cash flow							5 000	2 500	-	-	-

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						QUARTER ONE PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET					
									ACTUAL BUDGET	PROJECT	OPEX	CAPEX	REV.	SOURCE	ANNUAL TARGET	Q1 Targets	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Page 213	Good Governance and Public Participation	HIV/AIDS AND DISABILITY	All	LAC	Minutes	LAC	4 LAC meetings	4 meetings held	1 002 000	20 000	5306 000			own	4meeting and 3 trainings	1 Meeting &Basic HIV Training	3 LAC Meeting Held, 3 trainings conducted	All the training conducted in one workshop held over 3 days	To use resources efficiently	N/A
					Attendance register															
					Quarterly Cash flow →															
Page 214	Good Governance and Public Participation	HIV/AIDSAND DISABILITY	N/A	Prevention, education and awareness	Attendan ce registers pictures	LAC	Number of awareness campaigns		1 002 000	80 000	5306 000			own	08 activities	2 HCT campaigns	2 HCT campaigns conducted.	N/A	N/A	N/A
					Quarterly Cash flow →															
Page 214	Good Governance and Public Participation	HIV/AIDS AND DISABILITY	N/A	Treatment, Care & support	Attendanc e registers Pictures	LAC	4 established SG and 4 trainings	Numbe r	1 002 000	40 000	5306 000			own	8 activities	1 training and 1 establishm ent of SG	1 network structure for support group was established.	1 training not done	The facilitator for IACT was not available to do the training	The training will be done on the second quarter (October 2013 – December 2013)
					Quarterly Cash flow →															

				Impact mitigation	Attendance registers	LAC									4 activities	1 management workshop	Target not met	Workshop not conducted.	we could not get an appropriate facilitator for the period	Management workshop to be held on second.
					Pictures											nil	-	-	-	-
Page 214		HIV/AIDS AND DISABILITY	All wards	Functioning of disability forum	Attendance registers minutes	Disability Forum	Number of meetings		1 002 000	10 000	5306 000			own	4 meeting	1	Two (2) meeting held.	1 extra meeting held	Preparation for the election and induction of the forum	N/A
									Quarterly Cash flow →							2 500.00	5 000	-	-	-
Page 214		HIV/AIDS AND DISABILITY	All wards	Awareness workshops	Attendance registers and pictures	Disability Forum	Number of workshops held		1 002 000	40					2 workshops	N/A	N/A	N/A	N/A	N/A
									Quarterly Cash flow →							-	-	-	-	-
				Awareness Campaigns	Attendance registers and pictures	Disability Forum	Number of campaign held		1 002 000	40 000	5306 000			own	4	1 awareness campaign	No awareness campaign held	Awareness campaigns not done	The awareness campaign was exchanged for a Disability Device Handover	The Second Quarter Awareness campaign will be held as planned.
									Quarterly Cash flow							10 000	-	-	-	-

4. CONCLUSION

The Department of Local Government and Traditional Affairs has given support to Matatiele Local Municipality towards a clean audit for 2013/14 financial year. There is a performance improvement for the past year that is shown on 2012/2013 performance reports. Organizational Performance Management System that Matatiele is implementing determines the performance agreements for the Municipal Manager, General Managers, Middle Managers and Coordinators/Supervisors whose performance can then be monitored through section 71 reports, and evaluated through quarterly, mid-year and the annual report process.

There has been an improvement in performance within each department; this is measured by the achievement of targets set for this quarter against those which were not met. The IDP/M&E Unit has also taken measures to cascade performance Management System to the Supervisors level, and also to capacitate Councillors on Performance Management System.