

## **2014/15 MID-YEAR SDBIP PERFORMANCE REPORT:**



**01 JULY TO 30 DECEMBER 2014**

## 1. PURPOSE

This is the Mid-year Organisational Performance Report. It is aimed at providing an overview of how the municipality performed in the first two quarters of the financial year 2014/ 2015. The report will, amongst other things, outline the progress made in the implementation of projects entailed in our strategic plans (IDP and SDBIP).

The reporting is based on the Five KPA of the Five Year Local Government Strategic Agenda.

## 2. LEGISLATIVE REQUIREMENTS (Extracts from the MFMA)

### Section 72: Mid-Year Budget and Performance Assessment

1. The Accounting Officer of a municipality must by 25 January of each year –
  - a) Assess the performance of the municipality during the first half of the financial year, taking into account –
    - The monthly statements referred to in section 71 for the first half of the financial year
    - The municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the Service Delivery and Budget Implementation Plan
    - The past year's Annual Report, and progress on resolving problems identified in the annual report
  - b) The Accounting Officer of a municipality must further submit a report of such assessment to –
    - The Mayor of the municipality
    - The National Treasury and
    - The relevant Provincial Treasury

#### **Section 54: Budgetary control and early identification of financial problems**

1. On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the Mayor must :-
  - a) Consider the statement or report
  - b) Check whether the municipality's approved budget is implemented in accordance with the Service Delivery and Budget Implementation Plan
  - c) Consider and, if necessary, **make any revision to the Service Delivery and Budget Implementation Plan provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of Council following approval of an adjusted budget.**
  - d) Issue any appropriate instructions to the Accounting Officer to ensure that the budget is implemented in accordance with the Service Delivery and Budget Implementation Plan.
  - e) In the case of a section 72 report (Mid-Year Budget and Performance Assessment), submit the report to council by 31 January of each year.

### 3. SUMMARY

The first two quarters of the financial 2014 / 2015 indicates progress in the implementation of projects planned for this current financial year. There is a considerable progress in our expenditure pattern especially in the Infrastructure Services Department.

The monitoring and evaluation unit has also pointed to some considerable improvement in the quality of the projects under implementation. Progress was tracked from the first quarter to ensure that there is proper accountability on all indicators.

**1. WATER SERVICES DEPARTMENT**

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
<b>KPA 1: Service delivery and Infrastructure Development</b>										
<b>Priority/Focus Area: 1.1 Water</b>										
To improve access to water services through provision, operation and maintenance of socio-economic and environmental infrastructure	Installation of water meters	R 28 500 000	R17 610 285	No. of water meters installed	<b>10 000</b>	3 000	3 666	+666	There has been improved supply of materials and the section has increased monitoring of the project	Job cards
	Reduce water loss and Unaccounted water	R66 178 376 (Repairs and Maintenance + Vehicle leasing)	R20,219,506 .13	% of water loss reduced	<b>50%</b>	20%	0%	0%	Although water production report is available, there has not been any billing happening in the District municipality	Water loss report
	Maintain drinking water quality standard	R1 087 557	R218 505.00	% score of drinking water quality standard	<b>85%</b>	85%	99.9%	+14.9%	Improved monitoring of the water treatment plants operations by the Water Quality section	Blue drop status report
<b>Priority/Focus Area: 1.2. Sanitation</b>										
To improve access to sanitation services through provision, operation and maintenance of socio-economic and environmental infrastructure	Maintain waste water standard	R612 443	R388 517.92	% score of waste water standard	<b>50%</b>	30%	19.61%	0.39%	A Separate team to manage Green Drop monitoring programme has been established	Green drop status report

## 2. INFRASTRUCTURE SERVICES DEPARTMENT

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
<b>KPA 1: Service delivery and Infrastructure Development</b>										
<b>Priority/Focus Area: 1.1 Water</b>										
To improve access to water services through provision, operation and maintenance of socio-economic and environmental infrastructure	Installation of communal stand pipes	<b>R556,659,99 9.00</b>	R00 00	No. of stand pipes installed less than 200m from the dwelling/House hold	<b>517</b>	250	299	+49	None	Completion certificates & completion reports
<b>Priority/Focus Area: 1.2. Sanitation</b>										
To improve access to sanitation services through provision, operation and maintenance of socio-economic and environmental infrastructure	Construction of VIP toilets	R45 000 000	R 40,800,000.00	Number of VIP toilets constructed	<b>5000</b>	-	4 708	+4 708	Target set for the 4 <sup>th</sup> Quarter (however there are units from previous financial year, which completed in the first half of the financial year)	Completion certificates
<b>Priority/Focus Area: 1.3 Electricity and Energy ;</b>										
To improve access to electricity services through provision, operation and maintenance of socio-economic and environmental infrastructure	Facilitate connection of electricity to households	OpEx	OpEx	No. of electricity facilitation meetings attended	<b>4</b>	2	0	-2	Non-attendance by the local municipality. Coghta requested to intervene on the non-attendance by the local municipality	Report and attendance register
<b>Priority/Focus Area: 1.4 EPWP</b>										
To create enabling local economic environment through infrastructure led growth and development that attract investment, generate economic growth and job	Creation of Jobs through EPWP programmes	R 3 696 000	R 2 545 045.00	No. of EPWP jobs created	<b>3 106</b>	1552	3 407	+1 855	The sanitation project which was rolled over from 2013/14 financial year contributed to the improved performance	Report

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
creation										
<b>Priority/focus Area : 1.5 Governance</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Resolve internal audit findings	OpEx	OpEx	% internal audit findings resolved	100%	100%	100%	0%	None	Report

#### CAPTITAL PROJECTS

Project name	Planned start date	Planned end date	Budget 2014/15	Expenditure	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE	Responsible Project manager
<b>Community services</b>										
Construction of Vuwani training centre and fire station	1-Jul-14	31-Dec-14	R 3,600,000.00	R 3 069 827.06	Testing and commissioning	Testing and commissioning	None	None	Practical Completion certificate	Maseda
<b>Water Projects</b>										
Malamulele West: Nhombelani Water Reticulation	17-Feb-14	17-Aug-14	3,000,000.00	R 1 732 695.14	Liability period	Testing and commissioning	Slow progress by the Contractor	Arrange a practical completion meeting on the 21/01/2015	Completion certificate	Maseda
Malamulele West: Dakari Water Reticulation	17-Jan-14	17-Oct-14	7,000,000.00	R 3 862 637.92	Testing and commissioning	Testing and commissioning	Slow progress by the Contractor	Arrange a practical completion meeting on the 21/01/2015	Completion certificate	Maseda

Project name	Planned start date	Planned end date	Budget 2014/15	Expenditure	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE	Responsible Project manager
Construction of Bulk Pipeline from NN20B to Malavuwe (Contract 2)	1-Jul-14	2-Feb-16	10,000,000.00	R4,269,863.90	Implementation	Implementation	None	None	Progress report	Sandani
Construction of Bulk Pipeline from NN20B to Malavuwe (Contract 3)	1-Jul-14	2-Feb-16	10,000,000.00	R2,892,572.45	Implementation	Implementation	None	None	Progress report	Sandani
Malamulele west RWS Phase 2: Dovheni water reticulation	10-Feb-14	10-Aug-14	4,000,000.00	R2,726,961.65	Liability period	Implementation	Slow progress by Contractor	Letter of concern written to the Contractor	Completion certificate	Sandani
Malamulele west RWS Phase 2: Khakhanwa water reticulation	10-Feb-14	10-Nov-14	7,000,000.00	R3,897,184.74	Testing and commissioning	Testing commissioning	None	None	Completion certificate	Sandani
Damani RWS:Upgrading of Water Treatment Works	15-Aug-11	29-Aug-14	2,800,000.00	R 2 678 871.25	Liability period	Implementation	Poor coordination of the sub-contractors	Meeting held on the 13 <sup>th</sup> January 2015	Completion report	Sandani
Malamulele west RWS Phase 2: Xihosana water reticulation	1-Jul-14	1-Jul-15	12,900,000.00	R0,00	Tender Award	Project on hold	Unavailability of funds	Applying for additional funding from MIG	Completion report	Sandani
Malamulele west RWS Phase 2: Mukhomi water reticulation	1-Jul-14	1-Jul-15	10,100,000.00	R0,00	Tender Award	Project on hold	Unavailability of funds	Applying for additional funding from MIG	Completion report	Sandani
Construction of Bulk Pipeline from NN20B to Malavuwe (Contract 1)	1-Jul-14	2-Feb-16	10,000,000.00	R7,242,019.61	Implementation	Implementation	None	None	Progress report	Sandani
Malamulele East Jerome-Xigalo Water Reticulation	4-Feb-14	12-Sep-14	5,000,000.00	R456 287.90	Liability period	Testing and Commissioning	The project is experiencing a shortage of water supply	A meeting was held with the Engineering Company and they are tasked to look into the matter and propose solutions thereof	Completion certificate	Mashale
Malamulele East Jerome-	4-Feb-14	10-Oct-14	5,000,000.00	R1 642 275.16	Testing and	Testing and	The project is	A meeting was	Completion	Mashale



Project name	Planned start date	Planned end date	Budget 2014/15	Expenditure	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE	Responsible Project manager
Nyavhani Water Reticulation					Commissioning	Commissioning	experiencing a shortage of water supply	held with the Engineering Company and they are tasked to look into the matter and propose solutions thereof	certificate	
Tohoyandou Block K Ext and Block R Water reticulation	13-Jan-14	11-Jul-14	3,000,000.00	R1 582 773.93	Liability period	Testing and Commissioning	The prepaid meters' LED screens became damaged.	The damaged meters have been replaced by the supplier. The Supplier has been engaged for a lifelong solution to the problem.	Completion certificate	Mashale
Mavhode/Madatshitshi/Tshamulungwi/Mafhohoni Water Supply	2-Oct-12	31-Jul-14	1,000,000.00	R 801 489.45	Liability period	Liability period	None	None	Completion certificate	Mabonyane
Upgrading of Makhado Sewerage Treatment Plant-Mechanical & electrical	1-Aug-12	31-Jul-14	16,000,000.00	R2,089,634.94	Liability period	Practical completion	Pre-testing of units	Testing program	completion certificate	Mabonyane
Musina Upgrading of Oxidation Ponds Phase 2	10-Sep-13	30-Sep-14	2,500,000.00	R0,00	Testing and Commissioning	Construction	Cash flow problems	Funds allocation	completion certificate	Mabonyane
Tshagwa,Baimore,Tshiungani Water Reticulation	26-Sep-12	30-Sep-14	100,000.00	R323,222.24	Liability period	Construction	Connections to bulk water pipeline	Notice of termination issued to Consultant	completion certificate	Mabonyane
Malamulele East Jerome-Road House Water Reticulation	4-Feb-14	12-Sep-14	4,000,000.00	R0,00	Liability period	Testing and Commissioning	Awaiting other projects phases to be completed	Engineers were instructed to determine the root problem.	Completion certificate	Budeli
Reticulation at Phiphidi, Tshiwelo, Dovhoni and	6-Feb-14	19-Dec-14	19,800,000.00	R7,350,961.66	Testing and Commissioning	Testing and Commissioning	There is request for	There was additional work	Completion certificate	Budeli

Project name	Planned start date	Planned end date	Budget 2014/15	Expenditure	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE	Responsible Project manager
Ngwenani						ng	extension of time that still need to be processed for approval	approved which warrant extension of time.		
Reticulation at Mathule and Zwikwengani	16-Jan-14	26-Aug-14	7,000,000.00	R1,296,443.63	Liability period	Liability period		The project was handed over on 12/11/14	Completion certificate	Budeli
Xikundu/Mhinga water reticulation phase 2	1-Oct-14	30-Jun-15	50,000,000.00	R0,00	awarding	Advertisement process		This projects where earmarked to start when the bulk are completed.	Completion certificate	Budeli
Xikundu RWS: Bulk supply- NR3 to Saselemani Pipeline	11-Apr-14	11-Oct-14	30,000,000.00	R11,699,553.26	Testing and Commissioning	construction	There is pipe jacking variation order awaiting supply chain to appoint service provider.		Completion certificate	Budeli
Xikundu RWS: Bulk supply- Mangena and Gonani storage and Bulk line	11-Apr-14	11-Oct-14	15,000,000.00	R5,895,108.97	Testing and Commissioning	construction		There was extension of time approved and there is variation awaiting SCM processes.	Completion certificate	Budeli
Xikundu RWS: Bulk supply- Saselemani B reservoir and Bulk line	11-Apr-14	11-Oct-14	20,000,000.00	R2,244,706.56	Testing and Commissioning	95% complete	Road Crossing	Contractor applied for extension of time	Progress report	Shirinza
Xikundu RWS: Bulk supply- Saselemani, Botsoleni, Maphophe, Mabiligwe bulk pipeline and storage, Including Professional Fees	11-Apr-14	11-Oct-14	15,000,000.00	4,745,047.96	Testing and Commissioning	70% complete	Road Crossing, Valve Chambers and Pump Station.	Contractor applied for extension of time	Progress report	Shirinza

Project name	Planned start date	Planned end date	Budget 2014/15	Expenditure	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE	Responsible Project manager
Nzhelele RWS: Tshedza, Tshifhire and Nzhelele weir : Nzhelele weirs	29-Aug-14	31-Aug-15	24,187,754.92	R0,00	Implementation & reporting	Implementati on & reporting	None	None	Tender Advert	Maseda
Nzhelele RWS: Tshedza, Tshifhire and Nzhelele weir:Main water and upgrade of pump stations	29-Aug-14	31-Aug-15	9,044,791.39	R0,00	Implementation & reporting	Tender awarded	None	Site handover will be done January	Tender Advert	Maseda
Nzhelele RWS: Tshedza, Tshifhire and Nzhelele weir:Upgrading of water reticulationTshifhire and Tshedza weirs	27-Nov-14	28-May-15	5,654,846.16	R1,825,944.84	Awarding	Tender awarded	None	Site handover scheduled 22 January 2014	Design report & memo for submitting a Draft tender document for advert.	Shirinza
Matsa, Mamvuka and Manyii Bulk Water Supply	13-Dec-11	30-Aug-14	1,000,000.00	R1,090,520.65	Liability period	Liability period	None	None	Completion certificate & completion report	Shirinza
Valdezia to Mowkop bulk water supply D1	22-Mar-15	22-Sep-15	11,475,000.00	R5,556,876.49	Delivery of pipes	2% complete			Progress report	Shirinza
Valdezia to Mowkop bulk water supply D2	22-Mar-15	22-Sep-15	11,475,000.00	R0,00	Delivery of pipes	0% complete			Progress report	Shirinza
Mowkop interlinking of reservoirs	29-Aug-14	29-Nov-14	3,000,000.00	R0,00	Testing and Commissioning	Tender Awarded	Tender awarded not as planned.	None	Tender Advert	Shirinza
;										
Upgrade of Vondo Water Treatment Works	20-Aug-14	21-Aug-15	61,412,971.10	R7 408 899.45	Awarding	Tender	Tender awarded not as planned.	Fastrack the evaluation and awarding	Progress report	Gangashe
Gundani Tshamutora Bulk & water reticulation	22 April 14	21 May 15	10, 393, 893.00	R6 151 624.93	Implementation	Implementati on	None	None	Progress report	Gangashe
Mutale RWS: Upgrading of purification works	31 Aug 12	04 Dec 14	5, 000, 000.00	R4 301 394.03	Implementation	Implementati on	Delays	Contractor to submit a revised programme of works	Progress report	Gangashe
Construction and development of dedicated Bulk line from RD7 to Donald Fraser Hospital including storages and other	15 April 14	16 Oct 16	25, 000,000.00	R17 276 278.68	Implementation	Implementati on	None	None	Progress report	Gangashe

Project name	Planned start date	Planned end date	Budget 2014/15	Expenditure	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE	Responsible Project manager
Bulk and internal reticulations of Vhufulwi, Tshitereke and Makhuvha										
Luphephe Nwanedi, abstraction Folovhodwe (Phase 3) WTW Mechanical & Electrical	29 Aug 12	27 June 13	4, 000, 000.00	R4 243 718.56	Implementation	Commissioning and testing		Arrange a practical completion meeting	Progress report	Gangashe

### 3. DEVELOPMENT PLANNING

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
<b>KPA 1: Municipal Transformation and organisational development</b>										
<b>Priority/Focus Area: 3.1 Local Economic Development</b>										
To create enabling local economic environment through infrastructure led growth and development that attract investment, generate economic growth and job creation	SMME	R 440 000	R134 848,60	No. of SMM E partnerships with other institutions	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Memorandum of Understanding
				No. of SMMEs initiated	4	-	-	-	Target set for the 4 <sup>th</sup> quarter	
	Agriculture	R 370 000	R0,00	No. of agricultural projects initiated	2	-	-	-	Target set for the 4 <sup>th</sup> quarter	Report
	Tourism	R 2 210 000	R 170775,75	No. of marketing programmes initiated	2	-	-	-	Target set for the 4 <sup>th</sup> quarter	Report
	Spatial Planning	OpEx	OpEx	No. of SDF reviewed	1	1	1	0	None	Reviewed and Approved SDF
				No. of spatial panning trainings facilitated	4	-	-	-	Target set for the 3 <sup>rd</sup> quarter	Report
				No. of land development forum conducted	4	2	2	0	None	Attendance register
Vhembe Biosphere	R 200 000	R 152 410	No. of programmes initiated on Vhembe Biosphere	4	2	2	0	None	Report	
<b>Priority/Focus Area: 3.2 Roads and Public Transport</b>										
To improve access to transport services through provision, operation and maintenance of Socio-economic and	Road and public transport activities	R2 740 000	R1 655 171.05	No. of public transport activities	4	2	3	+1	There was one special meeting held with the provincial dept.	Report
	Environment	R110 000	R7 250.00	No. of environmental	4	2	2	0	None	Report

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
environmental infrastructure	management			awareness programmes						
<b>Priority/Focus Area: 3.3 Integrated Development Plan</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	IDP review	R 500 000	R 94 551.96	No. of approved IDP review documents	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Approved IDP
	Produce IDP Framework			No. of IDP framework development	1	1	1	0	Target set for the 1 <sup>st</sup> Quarter and achieved	Approved framework
	Produce IDP Process Plan			No. of IDP process plans developed	1	1	1	0	None	Approved process plan
	IDP Rep Forum			No. of IDP Rep forum meetings	4	2	2	0	None	Minutes, attendance register
	IDP & Budget Consultation			No. of IDP & Budget consultation meetings	4	-	-	-	Target set for the 4 <sup>th</sup> quarter	Minutes, attendance register

#### 4. COMMUNITY SERVICES

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
<b>KPA : Service delivery and Infrastructure Development</b>										
<b>Priority/Focus Area: 4.1</b>										
To improve access to services through provision, operation and maintenance of socio-economic and environmental infrastructure	Water quality	R50 000.00	R25 000.00	% compliance to water quality standard	<b>100%</b>	100%	100%	0%	None	Sample receipt
<b>Priority/Focus Area: 4.2 Waste management</b>										
To improve waste management services through provision, operation and maintenance of Socio-economic and environmental infrastructure	Refuse management	OpEx	OpEx	% reduction on illegal dumping sites	<b>100%</b>	100%	100%	0%	None	Inspection form
<b>Priority/Focus Area: 4.3 Emergency Services (fire and rescue &amp; Disaster management)</b>										
To improve access to emergency services through provision, operation and maintenance of socio-economic and environmental infrastructure	Fire and rescue services	OpEx	OpEx	% of accidents reported & responded	<b>100%</b>	100%	100%	0%	None	Incident report form
		R45 000	R 27 345-00	No. of fire awareness campaigns	<b>40</b>	20	20	0	None	Attendance register
				No. of fire public education information and relations	<b>40</b>	20	20	0	None	Attendance register
	Disaster management	R 2 080 000	0	% of disaster incidents reported and responded	<b>100%</b>	100%	100%	0	None	Relief register
		R 40 000	0	No. of disaster awareness campaigns	<b>4</b>	2	2	0	None	Attendance register
		R 60 000	0	No. of no-fire awareness imbizo	<b>1</b>	0	0	0	Target set for the 4 <sup>th</sup> Quarter	Attendance register

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
		R 40 000	R40 000	No. of disaster capacity building workshop	12	6	6	0	7 workshops will be conducted during 3 <sup>rd</sup> quarter	Attendance register
	HAZMAT response	R 2 060 000	R163 385.00	% of HAZMAT incidents reported and responded	100%	100%	100%	0%	None	Incident report form
	Response to rescue incidents	OpEx	OpEx	% of Rescue incidents reported and responded	100%	100%	100%	0%	None	Incident report form
	Response time to reported incidents	OpEx	OpEx	Time taken to respond (Respond within 72 hours)	100%	100%	100%	0%	None	Incident report
		OpEx	OpEx	Time taken to respond (Leave the premises within 3 minutes )	100%	100%	100%	0%	None	Incident report form
Priority/Focus Area: 4.4 Sport, Arts and Culture										
To Facilitate improvement of access to Sport, Arts and Culture services through provision, operation and maintenance of socio-economic and environmental infrastructure	Implement sport Art and Culture programmes	R 854 000	R47875-00	No.of sport art and culture council meetings	2	2	2	0	None	Attendance register
			R20640-00	No. of Sport Arts and Culture activities	4	4	4	0	None	Attendance register
Priority/Focus Area: 4.5 Health Services										
To improve access to primary and environmental health services	Establishment of land fill sites	R 4 100 000	R100 000	No .of land fill sites established	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Completion certificate
	Establishment of refuse transfer station	R 1 499 795	R0.00	No. refuse transfer stations established	3	-	-	-	Target set for the 4 <sup>th</sup> quarter	Completion certificate



Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
	Health awareness campaigns	R 692717.00	R100.000	No. Health awareness campaigns conducted	40	20	20	0	None	Attendance register
	Pollution Inspections on water sources		OPEX	No. of Air pollution inspections conducted	40	20	20	0	None	Attendance register
	Inspection of food.		OpEx	No. of food inspections conducted	3000	1500	1500	0	None	Inspection form
	Inspection of non-food premises			No. of non-food inspections conducted	1600	800	800	0	None	Inspection form
	Primary health awareness campaigns	R1 10 000	R1 1000	No. of HAST awareness campaigns conducted	1	1	1	0	None	Attendance register
		R24 5000	R16.325	No. of DACTC meetings conducted	4	2	2	0	None	Attendance register
				No. of DAC meetings conducted	4	2	2	0	None	Attendance register
				No. of DHC meetings conducted	4	2	2	0	None	Attendance register
		OpEx	OpEx	No. of district operational plans reviewed	1	1	1	0	Target set for the 1 <sup>st</sup> quarter	Reviewed operational plan
<b>Priority/focus Area : 4.6 Safety and Security</b>										
To Facilitate improvement of access to Safety and Security services through provision, operation and maintenance of	Implement safety and security awareness	R120 000-00	R93200-00	No. of safety and security awareness campaigns	5	3	3	0	None	Attendance register

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
socio-economic and environmental infrastructure	programmes			conducted						
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Resolve internal audit findings	OpEx	OpEx	% of internal audit findings resolved	100%	100%	100%	0%	None	Report

## 5. CORPORATE SERVICES DEPARTMENT

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
<b>KPA 1: Municipal Transformation and organisational development</b>										
<b>Priority/Focus Area: 2.1 Organisational structure</b>										
To establish an efficient and productive administration that prioritizes quality service delivery	Filling of vacant positions	R1 5 479 824	R 75 8 299	No. of vacant posts filled	72	20	33	+13	None	Appointment letters
	Review organisational structure	OpEx	OpEx	Reviewed and approved organisational structure	1	-	-	-	Target set for the 3 <sup>rd</sup> quarter	Reviewed and approved organisational structure
<b>Priority/Focus Area: 2.2 Occupational health and safety</b>										
To establish an efficient and productive administration that prioritizes quality service delivery	Medical surveillance for employees	R 250 000	R155 000	No. of employees sent for medical surveillance	600	300	300	0	None	Medical surveillance report
	OHS inspections	OpEx	OpEx	No. of OHS inspections	4	2	2	0	None	OHS inspection report
<b>Priority/Focus Area: 2.3 Labour Relations</b>										
To establish an efficient and productive administration that prioritizes quality service delivery	Labour disputes cases	OpEx	OpEx	% of Labour disputes cases reported and attended	100%	100%	100%	0%	None	Labour statistics report
<b>Priority/Focus Area: 2.4 Employment Assistance programme</b>										
To establish an efficient and productive administration that prioritizes quality service delivery	Short-term interventions on reported cases	OpEx	OpEx	% of EAP cases reported and attended	100%	100%	100%	0%	None	EAP statistics report
<b>Priority/Focus Area: 2.5 Performance Management</b>										
To establish an efficient and productive administration that prioritizes quality service delivery	Individual performance assessment reports	OpEx	OpEx	No. of Individual performance assessment reports	4	2	2	0	None	Report

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
				produced						
<b>Priority/Focus Area: 2.5 Information Technology</b>										
To establish an efficient and productive administration that prioritizes quality service delivery	Enhancement of IT Usage	OpEx	OpEx	% of IT user support	100%	100%	100%	0%	None	Report
		R 4 652 308,98	R1 069 432,51	% avoidance of data loss	100%	100%	100%	0%	None	Report
		R155 843.53	R0,00	% avoidance of loss of power	100%	100%	100%	0%	None	Report
		R 1000 000	R0,00	No. of record management facilities setup	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Completion Report
		R 2000 000	R0,00	No. of call centres system installed	1	-	-	-	Target set for the 3 <sup>rd</sup> quarter	Completion Report
		OpEx	OpEx	No. of file plans reviewed	1	1	0	-1	Service provider not yet appointed	Reviewed file plan
<b>Priority/Focus Area: 2.6 Skills development</b>										
To establish an efficient and productive administration that prioritizes quality service delivery	Development of the workplace skills plan	OpEx	OpEx	No. of workplace skills plan developed and approved	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Approved workplace skills plan
	Development of the employment equity plan	OpEx	OpEx	No. of employment equity plans developed	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Approved employment equity plan
	Reviewal of employment equity plan	OpEx	OpEx	No. of reviewed employment equity plans	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Reviewed equity plan
<b>Priority/Focus Area: 2.7 Council Support</b>										
To establish an efficient and productive administration that prioritizes quality service delivery	Council meetings	OpEx	OpEx	No. of Council meetings conducted	5	2	6	+4	Special Councils held	Attendance Register & Minutes

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
	Mayoral meetings	OpEx	OpEx	No. of Mayoral meetings conducted	5	2	6	0	Special Councils held	Attendance Register & Minutes
	Portfolio meetings	OpEx	OpEx	No. of portfolio committee meetings conducted	5	2	2	0	None	Attendance Register & Minutes
	LLF meetings	OpEx	OpEx	No. of LLF meetings conducted	10	5	5	0	None	Attendance Register & Minutes
<b>Priority/focus Area : Governance</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Resolve internal audit findings	OpEx	OpEx	% of internal audit findings resolved	100%	100%	100%	0%	None	Report

## 6. FINANCE DEPARTMENT

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year target	Actual	Variance	Measures to improve performance / comment	Type of POE
<b>KPA 5: Municipal Financial Viability</b>										
<b>Priority/Focus Area: 6.1 Budget and Treasury</b>										
To ensure sound financial management of municipality	Preparation of the annual budget	OpEx	OpEx	No. of approved budgets	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Approved Budget
	Preparation of financial statements	OpEx	OpEx	No. of financial statements	1	0	1	0	Target set for the 1 <sup>st</sup> quarter and achieved	Financial statements
	Preparation and submitting of monthly, quarterly, midyear and annual reports.	OpEx	OpEx	No. of reports	12	6	6	0	None	Report
	Reviewal of the financial management policies	OpEx	OpEx	No. of financial management policies Reviewed	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Reviewed policy
<b>Priority/Focus Area: 6.2 Revenue Management</b>										
To ensure sound financial management of municipality	Reviewal of the Revenue enhancement strategy	OpEx	OpEx	No. of Revenue enhancement strategy reviewed	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Reviewed strategies
	Establishment of Paypoints	OpEx	OpEx	Number of Paypoints established	2	2	0	-2	Not yet achieved (Procurement of materials has commenced)	Number of Paypoints Established
	Facilitate the updating of the Indigent Register	OpEx	OpEx	Number of the Indigent Registers updated	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Indigent Register
<b>Priority/Focus Area: 6.3 Expenditure Management</b>										
To ensure sound financial management of	Preparation and reviewal of	OpEx	OpEx	No. of creditors reconciliations	12	6	6	0	None	Report/ Reconciliations

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year target	Actual	Variance	Measures to improve performance / comment	Type of POE
municipality	creditors reconciliations									
	Monitoring of the creditors age analysis	OpEx	OpEx	No. of creditors age analysis reports	12	6	6	0	None	Report/ Reconciliations
	Payment of creditors within 30 days from date of receiving tax invoice	OpEx	OpEx	% of payments made within 30 days	100%	100%	80%	-20%	Effective implementation of the Invoice register and appointing a dedicated person who will be monitoring the movements of invoices from receipt stage till payment.	Report/ Reconciliations
<b>Priority/Focus Area: 6.4 Supply Chain</b>										
To ensure sound financial management of municipality	Formal quotation requests & orders	OpEx	OpEx	% of Formal quotations and orders processed within 3 days	100%	100%	100%	0	None	Report
	Conduct Monthly Inventory Reconciliations	OpEx	OpEx	Number of Reconciliations Performed	12	6	6	0	None	Reconciliations
	Prepare Quarterly procurement Statistics	OpEx	OpEx	Number of Procurement Statistics Reports Prepared	4	2	2	0	None	Reports
	Awarding of tenders	OpEx	OpEx	Percentage of tenders awarded within 90 days	100%	100%	90%	-10%	Delays sittings of bid committee	Report
<b>Priority/Focus Area: 6.5 Asset management</b>										
To ensure sound financial management of municipality	Verification of Property Plant and Equipment twice per annum	OpEx	OpEx	No. of assets count conducted	2	1	1	0	This target was carried over from the 1 <sup>st</sup> quarter	Assets Count Verification Report

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year target	Actual	Variance	Measures to improve performance / comment	Type of POE
	Dispose all the assets that no longer in use once in financial Year.	OpEx	OpEx	Number of Disposals conducted or done	1	1	0	-1	The service provider has been appointed and the activity will be carried in the 3 <sup>rd</sup> quarter in line with SCM regulations.	Auctioneering Report
	Ensure monthly reconciliation of assets register to the General Ledger	OpEx	OpEx	No. of reconciliations on assets register conducted	12	6	6	0	None	Reconciliations

## 7. OFFICE OF THE EXECUTIVE MAYOR

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
<b>KPA : Good Governance and Public Participation</b>										
<b>Priority/Focus Area: 5.1 Communications</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Produce media statements	OpEx		No. of media statements produced	90	40	44	+4	4 special media conferences were held	Copies of media release
	Produce mayoral speeches	OpEx		No. of mayoral speeches produced	96	43	43	0	Speeches are written when there is need	Copies Speeches
	Media Conferences	R50 000		No. of media conferences conducted	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Report Attendance register



Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
	Publications	R100 000	R79 405	No. of marketing publications produced	14	4	4	0	None	Number of copies
<b>Priority/Focus Area: 5.2 Thusong centre services</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Management of Thusong Centres	R 40 000	R17 251	No. of public services rendered	15	8	2	-6	None	Signed agreements
				No. of Lissc meetings attended	12	6	2	-6	None	Reports and attendance register
<b>Priority/Focus Area: 5.3 Special programmes</b>										
To provide access to social development services	Coordination of special programmes	R250 000	R126 000	No of youth campaigns conducted	8	4	4	0	None	Reports and attendance register
		R250 000	R88 000	No of campaigns on persons living with disability conducted	4	2	2	0	None	Reports and attendance register
		R150 000	R64 000	No. of children's campaigns conducted	4	2	2	0	None	Reports and attendance register
To provide access to social development services	Coordination of special programmes	R100 000	R51 500	No. of gender campaigns conducted	4	2	2	0	None	Reports and attendance register
		R150 000	R36 000	No. of older persons campaigns conducted	4	2	2	0	None	Reports and attendance register
		R100 000	R66 000	No. of moral regeneration programmes	4	2	2	0	None	Reports and attendance register

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
				conducted						
<b>Priority/Focus Area: 5.4 public participation</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	State of the District Address	R100 000		No. of State of the District Address events held	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Attendance register and report
	Coordination of Exco / Imbizo	R400 000	R165 628	No. of Exco meetings	4	2	2	0	None	Attendance register and report
<b>Priority/focus Area : 5.6 Safety and Security</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Resolve internal audit findings	OpEx	OpEx	% of internal audit findings resolved	100%	100%	100%	0%	Action Plan in place to resolve audit findings	Report

## 8. OFFICE OF THE MUNICIPAL MANAGER

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
<b>KPA 5: Municipal Financial Viability</b>										
<b>Priority/Focus Area: 7.1 IGR</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	District IGR mayors Forum	R11 404.80	R0,00	No. of IGR Mayors' forum meetings	4	2	0	-2	The matter will be escalated to the Mayors' office	Minutes and attendance register
	District IGR Technical Forums			No. of District IGR Technical forum meetings	4	2	2	0		Minutes and attendance register
	IGR cluster meetings			Number of IGR cluster meetings	16	8	8	0		Minutes and attendance register
<b>Priority/Focus Area: 7.2 Audit Committee</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Audit Committee meetings,	R197 066.37	R26800.00	No. of Audit Committee meetings	4	2	2	0	None	Minutes and attendance register
	Audit Committee reports			No. of Audit Committee reports	4	2	2	0	None	Report
	Annual Audit Committee reports			No. of Annual Audit Committee reports	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Report
<b>Priority/Focus Area: 7.3 Internal Audit</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Internal Audit reports	OpEX	OpEX	No. of Internal Audit reports	4	2	2	0	None	Report
	District Internal Audit Forum	OpEX	OpEX	No. of District Internal Audit Forum meetings	4	2	0	-2	None availability of stakeholders	Minutes and attendance register
	Review audit committee charter	OpEX	OpEX	No. of audit committee charters reviewed	1	-	1	-	Target set for the 1 <sup>st</sup> quarter and achieved	Reviewed charter
To promote a culture of accountability, participatory, responsiveness,	Review Audit methodology	OpEX	OpEX	No. of audit methodologies reviewed	1	-	1	-	Target set for the 1 <sup>st</sup> quarter and achieved	Reviewed methodology

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
transparency and clean governance										
<b>Priority/Focus Area: 7.4 Risk</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Annual Risk Assessment	R 50 000	R0,00	No. of risk assessments conducted	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Risk registers
	Risk Management Committee meetings,			No. of Risk Management Committee meetings	4	2	0	-2	The meeting will be held in the third quarter	Minutes and attendance register
	Review Risk Management Committee charter & framework,			No. of Risk Management Committee charters reviewed	1	-	1	0	Target set for the 1 <sup>st</sup> quarter and achieved	Reviewed charter
	Risk assessment report.			No. of Risk assessment reports	4	2	1	-1	Assessments will be conducted in the third quarter	Report
	Anti- Fraud and Corruption workshops	OpEX	OpEX	No. of Anti- Fraud and Corruption workshops conducted	4	2	2	0	None	Attendance register
	Reports from the Service Provider & Investigation reports	OpEX	OpEX	No. of reports from the Service Provider	12	6	1	5	Delay in the appointment of the service	Incident Reports
<b>Priority/Focus Area: 7.5 Monitoring and Evaluation</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Monitoring of projects	OpEX	OpEX	No. of projects visited	120	60	60	0	None	Report
	Monitor and evaluate compliance to service standards	OpEX	OpEX	No. of M&E reports submitted	4	2	2	0	None	Report
	MTAS Reports (outcome 9)	OpEX	OpEX	No. of MTAS reports produced	4	2	2	0	None	Report

Strategic Objectives	Programme	Budget	Expenditure	Key Performance Indicator	Annual Target (2014/15)	Mid-year Target	Actual	Variance	Measures to improve performance / comment	Type of POE
	LGTAS reports	OpEX	OpEX	No. of LGTAS reports produced	4	2	2	0	None	Report
<b>Priority/Focus Area: 7.6 Organisational Performance</b>										
	Organisational (SDBIP) performance reports	OpEX	OpEX	No. of performance reports produced	4	2	2	0	None	Report
	Produce mid-year report	OpEX	OpEX	No. of mid-year reports	1	-	-	-	Target set for the 3 <sup>rd</sup> quarter	Report
	Revise SDBIP	OpEX	OpEX	No. of SDBIPs revised	1	-	-	-	Target set for the 3 <sup>rd</sup> quarter	Revised SDBIP
	Produce annual report	R 250 000	R0,00	No. of Annual reports	1	-	-	-	Target set for the 3 <sup>rd</sup> quarter	Annual report
	Produce SDBIP	R 21 897	R0,00	No. of SDBIPs produced	1	-	-	-	Target set for the 4 <sup>th</sup> quarter	Approved SDBIP
<b>Focus Area : 7.7 Justice, Community Safety And Security</b>										
	Promulgation of by-laws	R 3 326 767.54		No. of by-law promulgated	3	1	1	0	None	By-laws
	Legal representation			% representations in litigations	100%	100%	100%	0%	None	Report
	Legal Advice			% of legal advice given	100%	100%	100%	0%	None	Report
<b>Focus Area : 7.8 Governance</b>										
To promote a culture of accountability, participatory, responsiveness, transparency and clean governance	Resolve internal audit findings	OpEX	OpEX	% of internal audit findings resolved	100%	100%	100%	0%	None	Report

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ACTING MUNICIPAL MANAGER

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DATE