

4th Quarter Performance Report

Service Delivery and Budget Implementation Plan (SDBIP)

2012/2013



GREATER TZANEEN MUNICIPALITY

Approved: 20 June 2012

Adjusted: 28 May 2013

ANNEXURE A

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INTRODUCTION & APPROVAL

The Service Delivery and Budget Implementation Plan (SDBIP) is developed in terms of the Municipal Finance Management Act (Act no.56 of 2003). In terms of the MFMA Circular 13 of the National Treasury, "the SDBIP gives effect to the Integrated Development Plan (IDP) and budget of the municipality and will be possible if the IDP and budget are fully aligned with each other, as required by the MFMA." The budget gives effect to the strategic priorities of the municipality and it is therefore important to supplement the budget and the IDP with a management and implementation plan, therefore the SDBIP.

The SDBIP serves as the commitment by Council to reaching the service delivery targets as set in the Integrated Development plan (IDP) in an attempt to address the needs expressed by the community. The SDBIP is therefore developed annually to form the basis for monitoring and measuring the performance of the Municipality against quarterly service delivery targets and budget projections. The SDBIP is therefore a vital link between the Mayor, Council and the Administration and a tool to hold Management accountable for its performance in terms of execution of the budget and the performance of Senior Management in the achievement of the strategic objectives as set by Council. The SDBIP therefore also forms the basis of the Performance Agreements of the Municipal Manager and other Senior Managers.

Quarterly progress reports will be submitted to Council based on the SDBIP to serve as an early warning mechanism to ensure that non-compliance to service delivery commitments is addressed in time.

The SDBIP was adjusted to align with adjustment budget and remove items which are not strategic/ or a direct function of GTM.

Monthly Revenue projections by source for 2012/13

Source	Jul '12	Aug '12	Sep '12	Oct '12	Nov '12	Dec '12
	Projected	Projected	Projected	Projected	Projected	Projected
Property rates	4 167	4 258	4 134	4 260	4 152	4 225
Penalties imposed and collection charges on rates	237	237	237	220	264	275
Service charges	31 119	31 657	31 667	30 046	29 734	30 369
Rent of facilities and equipment	19	19	20	25	24	20
Interest earned - external investments	16	154	154	101	-	1
Interest earned - outstanding debtors	1 220	1 220	1 282	1 192	1 294	1 407
Fines	135	171	106	460	354	376
Licenses and Permits	42	37	22	34	15	15
Income from Agency services	3 320	3 700	3 489	3 957	3 188	3 314
Operating grants and subsidies	111 609	2 324	2 322	2 322	88 528	2 322
Other Revenue	429	460	446	436	390	456
Gain on disposal of property, plant and equipment	-	-	-	-	-	2 300
Income foregone	(712)	(659)	(643)	(733)	(719)	(733)
Total Revenue	151 601	43 576	43 235	42 318	127 224	44 345

Monthly Actual Revenue by source for 2012/13

Source	Jul '12	Aug '12	Sep '12	Oct '12	Nov '12	Dec '12
	Actual	Actual	Actual	Actual	Actual	Actual
Property rates	5 373	6 008	5 469	5 717	5 763	5 772
Penalties imposed and collection charges on rates	266	341	356	356	358	361
Service charges	35 410	36 968	36 547	28 933	28 548	28 917
Rent of facilities and equipment	63	67	40	392	64	158
Interest earned - external investments	92	499	522	287	365	111
Interest earned - outstanding debtors	300	672	739	568	967	697
Fines	40	344	186	357	130	76
Licenses and Permits	48	44	35	75	37	18
Income from Agency services	794	1 144	930	1 078	1 057	298
Operating grants and subsidies	104 239	-	1 293	7 992	6 300	72 267
Other Revenue	3	28	181	458	1 274	18
Gain on disposal of property, plant and equipment	-	-	-	-	-	-
Income foregone	(731)	(1 023)	(472)	(779)	(758)	(787)
Total Revenue	145 897	45 093	45 826	45 434	44 106	107 907

Monthly Revenue projections by source for 2012/13

Source	Jan '13	Feb '13	Mar '13	Apr '13	May '13	Jun '13	TOTAL
	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Property rates	4 227	4 427	4 624	5 169	4 159	4 198	52 000
Penalties imposed and collection charges on rates	278	285	271	323	298	275	3 200
Service charges	29 524	29 028	30 000	31 144	29 932	30 332	364 553
Rent of facilities and equipment	22	32	21	18	20	21	259
Interest earned - external investments	66	-	-	10	148	351	1 001
Interest earned - outstanding debtors	1 347	1 369	1 197	1 462	1 400	1 611	16 000
Fines	430	256	272	151	365	135	3 210
Licenses and Permits	23	13	42	32	27	43	345
Income from Agency services	4 807	3 647	4 043	3 146	3 686	4 152	44 448
Operating grants and subsidies	-	-	64 158	-	-	-	273 584
Other Revenue	461	454	439	445	390	397	5 203
Gain on disposal of property, plant and equipment	-	-	-	-	-	-	2 300
Income foregone	(729)	(850)	(753)	(871)	(735)	(753)	(8 891)
Total Revenue	40 455	38 662	104 314	41 029	39 692	40 761	757 212

Monthly Actual Revenue by source for 2012/13

Source	Jan '13	Feb '13	Mar '13	Apr '13	May '13	Jun '13	TOTAL
	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Property rates	5 764	5 673	5 764	4 551	5 534	6 872	68 260
Penalties imposed and collection charges on rates	368	375	346	354	350	386	4 217
Service charges	27 851	25 426	24 544	29 327	25 574	29 479	357 525
Rent of facilities and equipment	74	91	63	68	158	54	1 292
Interest earned - external investments	189	146	91	576	32	990	3 901
Interest earned - outstanding debtors	732	665	1 012	710	737	931	8 732
Fines	258	84	98	321	289	3 682	5 865
Licenses and Permits	32	41	40	51	55	67	544
Income from Agency services	1 621	1 700	1 005	1 041	1 108	2 823	14 599
Operating grants and subsidies	1 570	6 500	15 898	62 602	-	4 455	283 116
Other Revenue	287	794	1	1 076	125	5 152	9 397
Gain on disposal of property, plant and equipment	-	-	-	-	-	-	-
Income foregone	(783)	(751)	(798)	(283)	(763)	(628)	(8 557)
Total Revenue	37 962	40 746	48 065	100 392	33 200	54 263	748 890

Monthly Projected Expenditure by Vote 2012/13

Vote	Jul-12			Aug-12			Sep-12		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	878			713			476		
Executive and Council	1 796		-	2 609		-	1 863		-
Financial Services	3 574		86 094	2 820		5 647	3 537		6 260
Corporate Services	2 826		-	3 184		0	2 315		0
Planning and Economic Development	1 945		2 552	1 346		45	1 614	519	41
Community Services	4 851		4 944	7 496		1 907	6 806		1 858
Engineering Services	4 432	2 080	23 003	10 421	2 395	54	13 191	5 396	47
Transport, Safety, Security and Liaison	2 890		3 441	4 859		3 846	4 508		3 580
Electrical Engineering	27 254		31 566	32 170	593	32 077	27 798	872	31 450
Total By Vote	50 445	2 080	151 601	65 618	2 988	43 576	62 109	6 787	43 235

Monthly Actual Expenditure by Vote 2012/13

Vote	Jul-12			Aug-12			Sep-12		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	685			521			438		
Executive and Council	1 735			3 250			1 689		
Financial Services	3 552		89 106	538		6 609	3 297		7 958
Corporate Services	2 213			4 049			3 407	6	0
Planning and Economic Development	863		16	1 258	238		1 321		17
Community Services	4 827		1 499	7 111		1 897	5 689		2 300
Engineering Services	6 203	2 215	21 293	10 305	2 994	107	9 126	2 819	171
Transport, Safety, Security and Liaison	2 467		824	2 850		1 470	2 746		1 098
Electrical Engineering	6 201		33 524	36 901		34 936	44 579	17	34 488
Total By Vote	22 547	2 215	112 738	29 882	3 232	10 083	27 713	2 825	11 544

Monthly Projected Expenditure by Vote 2012/1

Vote	Oct-12			Nov-12			Dec-12		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	667			1 856			570	500	
Executive and Council	1 849		-	1 903		-	2 654		-
Financial Services	7 196		5 507	5 113		68 342	9 642	500	7 977
Corporate Services	2 699		0	3 249		-	3 000	500	-
Planning and Economic Development	977	472	49	1 172	1 028	1 467	2 199	1 779	36
Community Services	7 155		1 905	5 926		4 110	9 797	500	1 811
Engineering Services	10 552	795	54	11 079	6 095	19 597	15 499	7 018	42
Transport, Safety, Security and Liaison	4 911		4 393	5 075		3 529	5 453		3 673
Electrical Engineering	29 562	2 805	30 411	30 428	820	30 179	37 341	5 000	30 806
Total By Vote	65 568	4 071	42 318	65 801	7 942	127 224	86 155	15 797	44 345

Monthly Actual Expenditure by Vote 2012/13

Vote	Oct-12			Nov-12			Dec-12		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	432			620			714		
Executive and Council	1 720			1 875			2 121		
Financial Services	4 233	-	6 844	5 284	11	8 362	3 962	-	58 120
Corporate Services	4 327	8		4 022	-		2 994	3	
Planning and Economic Development	1 404	1 288	15	2 962	635	5 008	1 680	553	-
Community Services	4 894		2 543	7 646		1 978	9 162		1 874
Engineering Services	7 939	4 587	1 511	7 988	2	(1 092)	9 255	2 226	19 736
Transport, Safety, Security and Liaison	2 414		1 414	4 359		1 166	2 832		344
Electrical Engineering	21 495	30	33 182	29 105	327	28 388	22 292	292	28 000
Total By Vote	27 363	5 883	12 328	34 755	647	15 421	32 722	2 782	80 075

Monthly Projected Expenditure by Vote 2012/1

Vote	Jan-13			Feb-13			Mar-13		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	461			378			552		
Executive and Council	2 164		-	1 813		1	1 853		0
Financial Services	3 068		5 679	1 712		5 717	3 438		52 856
Corporate Services	2 446		-	3 341		0	3 226		0
Planning and Economic Development	943	222	42	1 085	176	35	1 721		1 117
Community Services	5 810		1 694	6 825		1 670	7 515		3 591
Engineering Services	6 686	3 839	46	5 158	8 649	53	11 775	13 309	14 222
Transport, Safety, Security and Liaison	4 465		5 222	5 563		3 888	6 109		4 306
Electrical Engineering	23 805	4 000	27 772	28 221	5 331	27 298	26 407	2 500	28 222
Total By Vote	49 849	8 061	40 455	54 096	14 155	38 662	62 596	15 809	104 314

Monthly Actual Expenditure by Vote 2012/13

Vote	Jan-13			Feb-13			Mar-13		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	724			556	9		618	1	
Executive and Council	1 980			1 659			2 182		
Financial Services	4 401	34	6 210	5 306	-	7 011	5 405	74	6 238
Corporate Services	3 254	-		2 257	70		4 742	5	
Planning and Economic Development	1 152		3	2 681		5 017	1 355		15
Community Services	7 426		1 791	4 231		1 778	7 197		1 739
Engineering Services	8 392	3 861	98	8 443	7 228	112	8 959	386	15 984
Transport, Safety, Security and Liaison	3 005	-	1 864	2 816	-	1 756	3 212	1	1 081
Electrical Engineering	23 731	47	27 497	23 552	44	25 012	22 952	0	22 668
Total By Vote	30 334	3 895	9 966	27 948	7 307	15 674	33 670	467 900	25 057

Monthly Projected Expenditure by Vote 2012/1

Vote	Apr-13			May-13			Jun-13			Total		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	451			431			537	-		7 970	500	-
Executive and Council	1 816		0	1 572		-	2 100		-	23 992	-	1
Financial Services	3 927		6 562 544	3 577		5 693	3 163	1 000	6 264	50 769	1 500	262 598
Corporate Services	2 688		18	3 193			2 987			35 154	500	0
Planning and Economic Development	836	201	37 138	1 093	160	40	3 394	943	52	18 325	5 500	5 514
Community Services	6 499		1 702 508	5 822		1 707	6 389		1 699	80 890	500	28 598
Engineering Services	8 316	12 789	54 317	10 790	13 297	50	11 413	8 995	55	119 312	84 655	57 277
Transport, Safety, Security and Liaison	5 277		3 286 105	4 959		4 036	5 450		4 274	59 519	-	47 474
Electrical Engineering	27 819	1 000	29 386 373	24 679	1 500	28 166	30 535	1 080	28 417	346 021	25 500	355 749
Total By Vote	57 630	13 990	41 029 002	56 117	14 957	39 692	65 969	12 019	40 761	741 953	118 655	757 212

Monthly Actual Expenditure by Vote 2012/13

Vote	Apr-13			May-13			Jun-13			Total		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	682		-	748	8	-	856		-	7 592	18	
Executive and Council							5 788			23 999	-	-
Financial Services	3 755	101	69 475	3 995	45	6 343	46 249	594	6 825	89 978	859	279 101
Corporate Services	5 894	41	-	6 038	25	-	5 229	12	25	48 426	170	25
Planning and Economic Development	2 388	222	19	2 615	418	7	2 010		296	21 690	3 354	10 413
Community Services	5 897	4	1 893	7 024	3	1 734	18 114	2	10 793	89 220	9	31 819
Engineering Services	7 263	13 808	95	8 660	19 127	203	69 904	15 174	11 044	162 438	74 426	69 263
Transport, Safety, Security and Liaison	3 091	2	1 329	3 193	(1)	1 364	6 926	20	5 466	39 911	22	19 176
Electrical Engineering	24 433	280	27 372	23 829	192	23 711	121 120	9 815	20 313	400 190	11 045	339 091
Total By Vote	28 970	14 178	72 811	32 273	19 625	9 651	155 075	15 802	34 449	483 253	78 859	409 797

**Quarterly Summary of Projected
Revenue and Expenditure by Vote
(2012/13)**

Vote	Quarter ending 30 September 2012			Quarter ending 31 December 2012		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	2 067	–	–	3 093	500	–
Executive and Council	6 268	–	–	6 406	–	–
Financial Services	9 932	–	98 001	21 951	500	81 825
Corporate Services	8 324	–	0	8 948	500	0
Planning and Economic Development	4 905	519	2 638	4 347	3 279	1 552
Community Services	19 152	–	8 709	22 878	500	7 825
Engineering Services	28 044	9 870	23 103	37 130	13 907	19 693
Transport	12 257	–	10 868	15 439	–	11 595
Electrical Engineering	87 223	1 465	95 093	97 331	8 624	91 396
Total By Vote	178 172	11 854	238 412	217 524	27 810	213 887

**Quarterly Summary of Actual
Revenue and Expenditure by Vote
(2012/13)**

Vote	Quarter ending 30 September 2012			Quarter ending 31 December 2012		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	1 644	–	–	1 765	–	–
Executive and Council	6 674	–	–	5 716	–	–
Financial Services	7 387	–	103 674	13 480	11	73 326
Corporate Services	9 668	6	0	11 344	11	–
Planning and Economic Development	3 442	238	33	6 046	2 476	5 023
Community Services	17 628	–	5 696	21 702	–	6 395
Engineering Services	25 635	8 028	21 571	25 182	6 814	20 156
Transport	8 063	–	3 392	9 605	–	2 924
Electrical Engineering	87 682	17	102 948	72 892	649	89 570
Total By Vote	167 823	8 290	237 313	167 732	9 961	197 394

**Quarterly Summary of Projected
Revenue and Expenditure by Vote
(2012/13)**

Vote	Quarter ending 31 March 2013			Quarter ending 30 June 2013			Total		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	1 391	–	–	1 419	–	–	7 970	500	–
Executive and Council	5 830	–	1	5 488	–	–	23 992	–	1
Financial Services	8 218	–	64 252	10 668	1 000	18 519	50 769	1 500	262 598
Corporate Services	9 013	–	0	8 868	–	0	35 154	500	0
Planning and Economic Development	3 749	398	1 194	5 323	1 305	129	18 325	5 500	5 514
Community Services	20 150	–	6 955	18 710	–	5 109	80 890	500	28 598
Engineering Services	23 619	25 796	14 322	30 520	35 082	159	119 312	84 655	57 277
Transport	16 136	–	13 415	15 686	–	11 596	59 519	–	47 474
Electrical Engineering	78 434	11 831	83 291	83 034	3 580	85 970	346 021	25 500	355 749
Total By Vote	166 541	38 025	183 431	179 716	40 966	121 482	741 953	118 655	757 212

**Quarterly Summary of Actual
Revenue and Expenditure by Vote
(2012/13)**

Vote	Quarter ending 31 March 2013			Quarter ending 30 June 2013			Total		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	1 897	10	–	2 286	8 000	–	7 592	18	–
Executive and Council	5 821	–	–	5 788	0	–	23 999	–	–
Financial Services	15 112	108	19 459	53 999	740 000	82 643	89 978	859	279 101
Corporate Services	10 253	76	–	17 161	78 000	25	48 426	170	25
Planning and Economic Development	5 188	–	5 035	7 013	640 000	322	21 690	3 354	10 413
Community Services	18 855	–	5 308	31 035	9 000	14 420	89 220	9	31 819
Engineering Services	25 795	11 474	16 194	85 827	48 109 000	11 342	162 438	74 426	69 263
Transport	9 032	1	4 701	13 211	20 698	8 159	39 911	22	19 176
Electrical Engineering	70 235	91	75 178	169 382	10 287 000	71 396	400 190	11 045	339 091
Total By Vote	162 188	11 761	125 875	179 386	59 894	178 669	883 443	89 903	748 889

Summary of 4th Qtr Financial Performance 2012/13

Item: Revenue Budget	Budget	Year to date receipt (31 Dec '12)	% Receipt (31 Dec '12)	Year to date receipt (31 Mar '13)	% Receipt (31 Mar '13)	Year to date receipt (30 Jun '13)	% Receipt (30 Jun '13)
Grants & Subsidies	323 658 000	192 091 000	60.30%	192 091 000	60.30%	216 059 000	66.76%
Rates & Taxes (billing)	440 261 169	231 236 917	53.08%	231 236 917	53.08%	465 385 763	105.71%
Rates & Taxes (collection rate)	425 677 169	222 302 071	96.13%	222 302 071	96.13%	442 455 683	90%
Debtors age analysis		251 292 325		251 292 325		286 763 566	
Bank Balance		33 872 950.85		33 872 950.85		10 876 224	

Initiative (Expenditure Budget)	Budget	Year to date expenditure (31 Dec '12)	% Spent (31 Dec '12)	Year to date expenditure (31 Mar '13)	% Spent (31 Mar '13)	Year to date expenditure (30 Jun '13)	% Spent (30 Jun '13)
Salaries & Allowances	196 238 336	103 855 952	53.83%	103 855 952	53.83%	222 022 395	113.14%
Remuneration of Councillors	18 036 148	8 792 274	48.75%	8 792 274	48.75%	17 561 287	97.37%
Repairs & Maintenance	131 440 409	57 268 710	41.18%	57 268 710	41.18%	119 635 868	91.02%
Bulk Purchases	233 753 047	112 986 559	48.34%	112 986 559	48.34%	235 974 747	100.95%
Contracted Services	72 110 801	27 778 906	40.10%	27 778 906	40.10%	53 167 766	73.73%
Operating Expenditure	824 977 461	372 326 621	45.81%	372 326 621	45.81%	947 772 482	114.88%
General Expenses	173 398 720	61 644 220	38.59%	61 644 220	38.59%	299 410 419	172.67%
Capital Expenditure	115 591 062	18 250 364	15.38%	18 250 364	15.38%	89 902 808	77.78%

Initiative : Conditional Grants	Budget	Year to date expenditure (31 Dec '12)	% Spent (31 Dec '12)	Year to date expenditure (31 Mar '13)	% Spent (31 Mar '13)	Year to date expenditure (30 Jun '13)	% Spent (30 Jun '13)
FMG	1 500 000	1 393 016		1 393 016	92.87%	1 500 000	100.00%
INEP	13 000 000	3 295 101	33.18	3 295 101	33.18	7 792 447	59.94%
NDPG	22 000 000	4 163 761	83.28	4 163 761	83.28	9 392 003	42.69%
MSIG	899 800	354 034	44.25	354 034	44.25	873 798	97.11%
MIG	74 965 000	11 921 708	29.24	11 921 708	29.24	69 868 060	93.20%
EPWP	1 009 000	643 816	69.86	643 816	69.86	1 009 000	100.00%

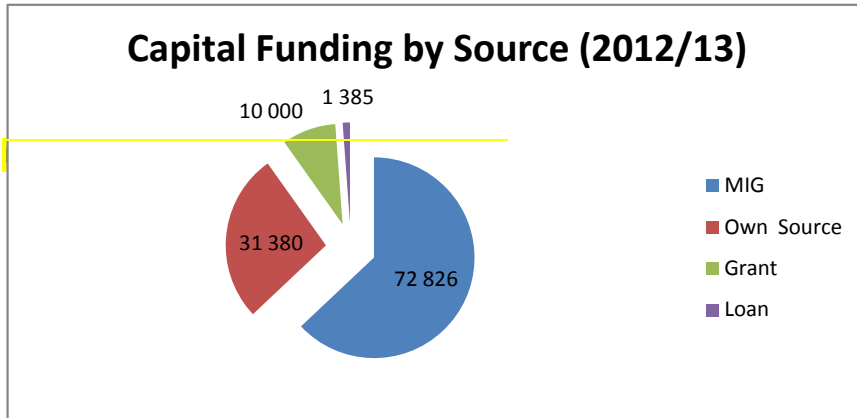
2012/13 Capital Funding by source

Funding Source	Budgetd (R'000)	Adjusted (R '000)	%
MIG	54 526	72 826	63%
Own Source	29 129	31 380	27%
Grant	5 000	10 000	9%
Loan	30 000	1 385	1%
Total	118 655	115 591	100%

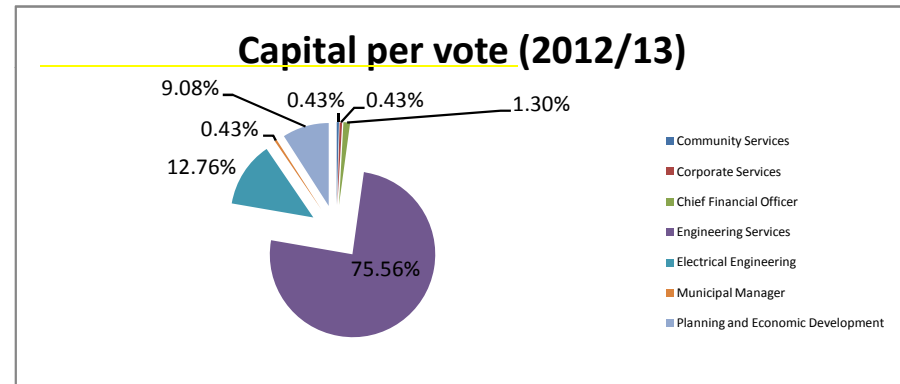
2012/13 Capital Allocation by vote

Vote	Budgetd (R'000)	Adjusted (R '000)	%
Community Services	500	500	0.43%
Corporate Services	500	500	0.43%
Chief Financial Officer	1 500	1 500	1.30%
Engineering Services	84 655	87 340	75.56%
Electrical Engineering	25 500	14 751	12.76%
Municipal Manager	500	500	0.43%
Planning and Economic Development	5 500	10 500	9.08%
Total	118 655	115 591	100%

Capital Funding by Source (2012/13)



Capital per vote (2012/13)



Key Performance Indicators (KPIs) - Office of the Municipal Manager

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual Dec '12	Target Mar '13	Actual Mar '12	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Promote environmentally sound practices and social development	Disaster management	<i>Annual Disaster Management report submitted to Council and MDM within legislated timeframes</i>	January'12	31 July '12	Not yet approved	Not applicable this quarter	Not yet approved	Not applicable this quarter	19-Mar	Not applicable this quarter	19-Mar	Delays in finalising the Item	2012/13 Report ready for Council in July '13	Disaster Annual Report proof of submission to Council & MDM
BSD	Promote environmentally sound practices and social development	Disaster management	<i>% disaster incidences responded to (relieved) within 72-hours</i>	100%	100%	100%	100%	100%	100%	100%	100%	100%			Relief reports
BSD	Promote environmentally sound practices and social development	Disaster management	<i># of Disaster awareness campaigns organised</i>	6	2	8	7	9	10	19	15	15			Awareness Campaign Programme Attendance Registers
GG	Develop effective and sustainable stakeholder relations	Inter-governmental relations	<i>% of premier IGR resolutions implemented</i>	100%	100%	75%	100%	80%	100%	90%	100%	100%			IGR resolution register and Quarterly Council reports Minutes of MM s forum
GG	Develop effective and sustainable stakeholder relations	Inter-governmental relations	<i>% of district IGR forum and technical working group meeting resolutions implemented</i>	100%	100%	100%	100%	100%	100%	90%	100%	100%			Minutes of meetings - Resolutions Register
GG	Develop effective and sustainable stakeholder relations	Inter-governmental relations	<i># of meetings with individual sector Departments and State owned Enterprises</i>	new indicator	1	0	2	0	3	0	4	0	Time constraints	Liaising with Sector Department through IGR structures	Minutes and attendance registers
GG	Effective and Efficient administration	Council Support	<i>% of GTM Council resolutions implemented</i>	95%	100%	95%	100%	95%	100%	95%	100%	100%		An update on progress with Council Resolution implementation is submitted to Council on a quarterly basis	Council annual program Resolution register
GG	Effective and Efficient administration	Fraud and Anti- corruption	<i># of cases of fraud and corruption reported</i>	0	0	0	0	0	0	0	0	0		Risk Manager appointed	Fraud and Corruption reports
GG	Effective and Efficient administration	Fraud and Anti- corruption	<i>% cases of fraud and corruption successfully dealt with</i>	100%	100%	100%	100%	100%	100%	100%	100%	0%	No cases reported		Fraud and Corruption reports
GG	Effective and Efficient administration	Management and Administration	<i># Management meetings</i>	22	13	2	26	1	39	2	52	7	Target to be revised as weekly meetings is not always possible	Target of 1 monthly (12) meetings to be set for 2013/14	Minutes of management meetings & Attendance Registers
GG	Effective and Efficient administration	Performance monitoring and reporting	<i># of performance reports audited</i>	4	1	1	2	0	3	0	4	0	Internal Audit still to be capacitated to audit PM reports		Exco Agendas containing Quarterly Performance Reports
GG	Effective and Efficient administration	Performance monitoring and reporting	<i># of MM Departmental monthly reports submitted on time</i>	12	3	3	6	6	9	9	12	12			Monthly, quarterly, half yearly and annual reports
GG	Effective and Efficient administration	Regulatory Framework	<i># of By-laws gazetted</i>	new indicator	3	0	6	0	9	0	12	0	Director Corporate position vacant	Gazetting of by-laws included in Performance Agreement for CORP Director for 2013/14	By-Law Register Report on contravention legal action
GG	Effective and Efficient administration	Regulatory Framework	<i># of policies approved</i>	new indicator	Not applicable this quarter	0	Not applicable this quarter	0	Not applicable this quarter	0	4	10			Policy register
GG	Effective and Efficient administration	Risk management	<i>% of identified risks addressed</i>	new indicator	90%	0%	90%	0%	90%	0%	90%	0%	Risk officer appointed 1 April 2013.		Risk register
GG	Effective and Efficient administration	Sound Governance	<i># of quarterly internal audit reports submitted to audit committee</i>	4	1	0	2	2	3	3	4	4			Audit Risk Report Quarterly Audit reports

Key Performance Indicators (KPIs) - Office of the Municipal Manager

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual Dec '12	Target Mar '13	Actual Mar '12	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
GG	Effective and Efficient administration	Sound Governance	# of Audit committee packs submitted 7 days before meeting	Actual Awaited	1	0	2	0	3	0	4	3	Administrative difficulties	Additional Human Resources deployed in Internal Audit to assist	Acknowledgement of receipt & schedule of meetings
GG	Effective and Efficient administration	Sound Governance	% reduction in audit queries from AG	New indicator	Not applicable this quarter	Not applicable this quarter	100%	0%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	0%	Non compliance	Audit Action plan implemented	Audit Report
GG	Effective and Efficient administration	Sound Governance	% of Internal Audit queries responded to within 10 days	100%	100%	50%	100%	0%	100%	0%	100%	0%	No queries received		Register of Internal Audit queries & corresponding reports
GG	Effective and Efficient administration	Sound Governance	# of Outcome 9 reports submitted on time	4	4	1	1	2	2	3	3	4	Quarterly submissions		Quarterly MTAS reports, Acknowledgement of receipt
GG	Effective and Efficient administration	Sound Governance	Audit opinion	Qualified	Not applicable this quarter	Not applicable this quarter	Unqualified audit opinion	Disclaimer Audit Opinion	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Disclaimer Audit Opinion	Non compliance	Interim audit and implementation of Audit Implementation plan	Audit Report
GG / MFVM	Increase financial viability	Budget management	% of capital spent on projects as prioritised in IDP for specific year	100%	100%	7%	100%	15%	100%	25%	100%	78%	Litigations	Litigation compliance to SCM regulations	Expenditure report
GG / MFVM	Increase financial viability	Budget management	% of municipal budget spent	92%	Reporting only - no target	19.33	Reporting only - no target	45.80%	Reporting only - no target	67%	100%	90%	Provisions still outstanding and will increase with final AES		Monthly financial budget reports
GG / MFVM	Increase financial viability	Budget management	% of departmental budget spent	90%	25%	20%	50%	43%	75%	65%	100%	92%			Monthly financial budget reports
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 2 working days	100%	Not applicable this quarter	Not applicable this quarter	100%	80%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	80%	Two journal books were missing and asset management queries were responded to by the service provider which resulted in a late response.	Implementation of Audit Action plan	Register of AG queries and response dates
GG / MFVM	Increase financial viability	Municipal Assets	# of departmental asset verifications done	1	0	0	1	1	1	1	2	1	Delay in establishment of Asset management unit	Asset Management unit established in April 2013	Asset verification checklist
GG / MFVM	Increase financial viability	Revenue Management	% increase in R-value revenue collection	4%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	5%	0%	Low payment rate in townships due to insufficient water supply.	Full implementation of Credit Control By-laws, including appointment of Debt Collectors	Report on revenue generated
GG / MFVM	Increase financial viability	Supply chain management	# of Tenders awarded that deviated from the adjudication committee recommendations	0	0	0	0	0	0	0	0	0			Monthly SCM report
GG / MTO	Effective and Efficient administration	Performance monitoring and reporting	# performance reports submitted within legislated timeframes	8	2	2	4	4	6	6	8	8			Performance Reports submission register (Outcome 9 & SDBIP)
GG / MTO	Effective and Efficient administration	Performance monitoring and reporting	Timeous submission of annual report	30-Jan	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	31 Jan '12	31 Jan '13	n/a	31 Jan '13			Acknowledgement of Receipt, DLGH, AG & PT
GG / MTO	Effective and Efficient administration	Sound Governance	# of Section 71 (MFMA) reports submitted within legislated timeframes	12	3	3	6	6	9	9	12	12			MFMA Report submission register
GG / MTO	Attract and retain the best human capital to become employer of choice	Human Resource Management	% Staff turnover	7.1%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	6.5%	3.3%			HR reports
LED	Integrated developmental planning	2030 Vision Strategy	2030 Vision Strategy Developed and approved within required timeframe	new indicator	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	30-Jun	28-May			Council Minutes

Key Performance Indicators (KPIs) - Office of the Municipal Manager

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual Dec '12	Target Mar '13	Actual Mar '12	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
LED	Integrated developmental planning	Integrated development planning	IDP credibility rating	High	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	High	High			DLGH report
LED	Integrated developmental planning	Integrated development planning	Timeous submission of draft IDP to COGHSTA	31-Mar	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Disclaimer Audit Opinion	31 March '13	18th April 2013	Not applicable this quarter	18th April 2013	Draft IDP adopted by 28 March, submission to COGHSTA still within acceptable norms		Acknowledgement of receipt
LED	Integrated developmental planning	Integrated development planning	Timeous adoption of IDP	30-May	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	31-May	28-May			Council Minutes
LED	Integrated developmental planning	Integrated development planning	Timeous adoption of SDBIP	20-Jun	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	30-Jun	18-Jun			SDBIP signed by Mayor
LED	Integrated developmental planning	Integrated Development Planning	# of IDP Technical Committee meetings	4	2	1	4	2	5	3	6	4	Non adherence to IDP process plan	Meetings where combined to ensure that IDP is approved on time Adherence to IDP process Plan during 2013/14	Minutes & attendance registers of Steering Committee meetings
LED	Integrated developmental planning	Integrated Development Planning	# of IDP steering Committee meetings	4	2	1	4	1	5	2	6	3	Non adherence to IDP process plan	Meetings where combined to ensure that IDP is approved on time Adherence to IDP process Plan during 2013/14	Minutes & attendance registers of Steering Committee meetings
LED	Integrated developmental planning	Integrated Development Planning	# of IDP Rep forum meetings	3	2	1	4	1	5	2	6	3	Non adherence to IDP process plan	Meetings where combined to ensure that IDP is approved on time Adherence to IDP process Plan during 2013/14	Minutes & Attendance registers of Rep forum meetings
LED	Integrated developmental planning	Integrated Spatial Development	# Capital projects implemented in SDF nodes	new indicator (IDP)	36	36	36	36	36	36	36	36			Revised SDF vs Capital Expenditure
LED/ MTO	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of formal performance reviews	2	1	0	1	0	2	1	2	1	Performance Plans signed too late to allow for mid-year assessment to take place	Performance Plans for 2013/14 to be signed within legislated timeframes	Mid-year and Annual Assessment reports
LED/ MTO	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of critical posts with signed performance agreements	100%	100%	0%	100%	33%	100%	33%	100%	67%	Only MM, CFO, ESD & Town Planner has signed (CORP & Communications not signed due to vacancies)	All critical positions to be filled and sign performance plans	Signed Performance Agreements
LED/ MTO	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% Section 57 Managers with signed Performance Agreements/ Plans by 30 Jun	100%	100%	14%	Not applicable this quarter	43%	Not applicable this quarter	43%	Not applicable this quarter	86% (6/7)	Corp not signed due to vacancy	Corp Director position filled in July 2013	Performance Agreements for Sect 57 Managers

Key Performance Indicators (KPIs) - Office of the Municipal Manager

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual Dec '12	Target Mar '13	Actual Mar '12	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of MM Manager's with signed performance plans by 31 July	100%	100%	0%	Not applicable this quarter	0%	Not applicable this quarter	0%	Not applicable this quarter	0%	Was delayed along with delay in signing of Performance Agreement by MM and contract negotiations	Performance Plans for 2013/14 to be signed by 31 August 2013	Signed Performance Plans Managers

Quarterly targets per Project - Office of the Municipal Manager

KPA/Theme	Strategic Objective	Programme	Project	Planned and date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Sept '2012	Qtr Ending - Dec '12	Actual Dec '2012	Qtr Ending - Mar '13	Actual Mar '13	Qtr Ending - Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Optimise infrastructure investment and services	Infrastructure Planning	Infrastructure Development Plans	30/06/2013			Monitor the drafting of the Infrastructure Development plans (Water, Sewer, Roads, Parks & Cemetery master plans)	No funds available. Still busy accessing funds	Monitor the drafting of the Infrastructure Development plans (Water, Sewer, Roads, Parks & Cemetery master plans)	Only Electrical Master Plan in place	Monitor the drafting of the Infrastructure Development plans (Water, Sewer, Roads, Parks & Cemetery master plans)	Only Electrical Master Plan in place	Monitor the drafting of the Infrastructure Development plans (Water, Sewer, Roads, Parks & Cemetery master plans)	Only Electrical Master Plan in place	MDM as WSA will draft master plans for water. No funds to draft Roads Master Plan	Liaising with MISA to ensure drafting of Master Plans as a matter of urgency	Correspondence with Directors Progress Reports
BSD	Optimise infrastructure investment and services	Municipal assets	Furniture - MM	30/06/2013		R 500 000	Procure furniture for the Office of the Municipal Manager	not yet procured	Not applicable this quarter	Not yet procured.	Not applicable this quarter	Not yet procured.	Not applicable this quarter	Furniture procured for Risk Manager & Internal Audit			Invoice & Proof of payment
BSD	Optimise infrastructure investment and services	Water and Sewer maintenance and upgrade	Water Service Authority	30/06/2013			Follow-up with COGSTA on progress with GTM Service Authority Status recommendation and report progress	No progress.	Follow-up with COGSTA on progress with GTM Service Authority Status recommendation and report progress	New SLA had been signed with MDM in June 2012.	Follow-up with COGSTA on progress with GTM Service Authority Status recommendation and report progress	No progress.	Follow-up with COGSTA on progress with GTM Service Authority Status recommendation and report progress	No progress	MDM must devolve the powers in terms of Section 78 of MSA	Continuous engagement with MDM	Correspondence
BSD	Promote environmental y sound practices and social development	Disaster management	Disaster response and recovery	30/06/2013			Develop a response and recovery plan for GTM based on the district plan	Response plan developed.	Submit GTM response and recovery plan to Council for approval	Response plan developed and sent to Council.	Train departments on the implementation of the Response and recovery plan	Still in progress	Train departments on the implementation of the Response and recovery plan	Training workshop on disaster management for Councillors and Dept of Health was held on the 18th of April 13, with assistance from MDM and PDM.		Disaster Management officers must attend seminars and workshops on disaster management in order to familiarise themselves with the day to day occurrence with Disasters.	GTM Response & Recovery plan Council minutes Training attendance register
BSD	Promote environmental y sound practices and social development	Disaster management	Disaster Risk Reduction	30/06/2013			Update the Disaster & Emergency Plan and submit to Management for approval. Arrange Disaster risk awareness campaign to cover all wards	Updated, will be sent to Management for approval.	Arrange Disaster risk awareness campaign to cover all wards	Updated and awareness campaign held.	Arrange Disaster risk awareness campaign to cover all wards	Updated and awareness campaign held.	Arrange Disaster risk awareness campaign to cover all wards	Awareness campaign held and Disaster emergency plan to be reviewed. Wards covered: 2,3,7,8,9,11,16,18,22,29,30,32,33,34	Only the vulnerable wards are targeted, those mostly affected by floods and structural fires	All wards to be included in awareness programme	Management Minutes Disaster & Emergency Plan approval -Awareness campaign report
BSD	Promote environmental y sound practices and social development	Disaster management	Institutional Capacity for Disaster management	30/06/2013			Build capacity of Disaster Management unit and ensure attendance of Advisory Forum & Technical Committees.	No progress with expanding capacity. Forums at district level only	Build capacity of Disaster Management unit and ensure attendance of Advisory Forum & Technical Committees.	No progress with expanding capacity. Forums at district level only	Build capacity of Disaster Management unit and ensure attendance of Advisory Forum & Technical Committees.	Advisory forum at district level, only one technical committee was held.	Build capacity of Disaster Management unit and ensure attendance of Advisory Forum & Technical Committees.	Advisory forum at district level, only two technical committee was held.			Council Minutes for 2011/12 Disaster management report
GG	Effective and Efficient administration	Fraud & Anti-corruption	Anti-corruption strategy implemented	30/06/2013			Not applicable this quarter	Not applicable this quarter	Submit draft strategy to Council for adoption	Not yet implemented	Develop terms of reference for establishment of Council Anti-corruption committee	still in the process of being implemented	Anti-Corruption Strategy Approved Anti-Corruption committee established	Strategy approved on 28 June, committee not yet established	Risk Manager only appointed in April	Establishment of committee in July to drive the strategy	Anti-corruption strategy Minutes of Anti-corruption committee meetings
GG	Effective and Efficient administration	Fraud & Anti-corruption	Corruption and Maladministration	30/06/2013			Ensure that an Anti-corruption committee is established	No committee was established	Monitor administration to curb corruption and maladministration.	No committee was established	Monitor administration to curb corruption and maladministration.	No committee was established	Monitor administration to curb corruption and maladministration.	No formal monitoring taking place yet	No committee was established, Risk unit only established in April '13	Establishment of committee in July to monitor corruption	Correspondence Response to Internal Audit Reports Council Resolution
GG/MTOD	Effective and Efficient administration	Performance Monitoring and Reporting	Performance Auditing	30/06/2013			Conduct audit on 2011/12 Annual Performance report within 2 weeks of receipt and submit report to the MM and the Audit Committee	Annual Performance report approved by Council on 28 August.	Conduct audit on the Annual Report and submit report to the MM and Audit Committee. Audit 1st Quarter SDBIP report and submit report to MM within 7 days of receipt.	Performance Reports not audited	Audit the 2nd Qtr SDBIP report and submit report to the MM and Audit Committee within 7 days of receipt.	Not done	Audit the 3rd Qtr SDBIP report and submit report to the MM and Audit Committee within 7 days of receipt.	Not done	Reporting timelines doesn't allow sufficient time for internal audit to conduct audit prior to submission to Council	Directors to ensure that information is submitted within the required timeframes to ensure that reports are audited prior to submission to Council	SDBIP Audit Reports -Annual Performance Report audit report -Annual Report
GG/MTOD	Effective and Efficient administration	Performance Monitoring and Reporting	Performance Management Software	30/06/2013			Finalise TOR and submit specifications to SCM for advertisement of electronic PM System.	TOR submitted to Acting Municipal Manager, awaiting approval	Appointment of service provider. Develop implementation programme.	No progress	Ensure roll-out of electronic PM and capacity building of PM officials in HR and MM office to manage system	No progress	Ensure roll-out of electronic PM and capacity building of PM officials in HR and MM office to manage system	No progress	No budget available to procure software, budget was re-directed	Budget provided for 2013/14	Proof of Purchase

Quarterly targets per Project - Office of the Municipal Manager

KPA/Theme	Strategic Objective	Programme	Project	Planned and date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Sept '2012	Qtr Ending - Dec '12	Actual Dec '2012	Qtr Ending - Mar '13	Actual Mar '13	Qtr Ending - Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
GG/MTOD	Effective and Efficient administration	Performance Monitoring and Reporting	Performance Reporting	30/06/2013			Finalise Annual Performance Report by 30 August. Submit 4th Qtr MTAS report to DLGH within 5 weeks of close of quarter	Annual Performance Report approved by Council on 28 August. MTAS and Outcome 9 Reports submitted within timeframes	Submit 1st Quarter MTAS & SDBIP reports to DLGH within 5 weeks of close of quarter	1st Quarter MTAS & Outcome 9 along with SDBIP was completed and submitted as required	Submit 2nd Quarter MTAS & SDBIP reports to DLGH within 5 weeks of close of quarter	2nd Quarter MTAS & Outcome 9 along with SDBIP was completed and submitted as required	Submit 3rd Quarter MTAS & SDBIP reports to DLGH within 5 weeks of close of quarter	3rd Quarter MTAS and Outcome 9 reports submitted to COGHSTA & SDBIP reports to Council			Proof of submission of MTAS (4) and SDBIP (4)
GG	Effective and Efficient administration	Risk management	Risk assessment and monitoring	30/06/2013			Update risk assessment and prevention mechanisms on a quarterly basis. Monitor risks in all Departments and report to Risk Management Committee	No risk officer was appointed.	Update risk assessment and prevention mechanisms on a quarterly basis. Monitor risks in all Departments and report to Risk Management Committee	No progress	Update risk assessment and prevention mechanisms on a quarterly basis. Monitor risks in all Departments and report to Risk Management Committee	Risk officer appointed will start 1 April 2013.	Update risk assessment and prevention mechanisms on a quarterly basis. Finalise Combined assurance plan and submit to Council on an annual basis. Monitor risks in all Departments and report to Risk Management Committee	Risk Assessment was completed on the 29th June 2013 Risk Management Plans were submitted and approved by council on the 28th June 2013 Quarterly Risk Monitoring report was completed on the 30th June 2013	Risk Management Unit was only established in April 2013	Regular engagements with all Departments	Quarterly Risk Assessment Report Combined Assurance Plan Reports
GG	Effective and Efficient administration	Risk management	Risk management awareness	30/06/2013			Sensitise management timously of the need to perform risk assessments	No risk officer was appointed.	Conduct training sessions with senior and middle management to familiarise them with risk management principles and practices	No progress	Conduct training sessions with senior and middle management to familiarise them with risk management principles and practices	Risk officer appointed will start 1 April 2013.	Conduct training sessions with senior and middle management to familiarise them with risk management principles and practices	Risk Management workshops were conducted with senior and middle management	Risk Management Unit was only established in April 2013	Regular engagements with all Departments	Training session attendance registers
GG	Effective and Efficient administration	Risk management	Risk management implementation plan	30/06/2013			Draft Risk Management implementation plan in line with the national framework and submit to council for approval by 30 July.	No risk officer was appointed.	Ensure that Risk Management processes and reporting lines are established	No progress	Establish Risk Management Committee	Risk officer appointed will start 1 April 2013.	Coordinate Risk Management committee meetings	None	Risk Management Unit was only established in April 2013	Risk Management Committee will be established before the end of September 2013	Council minutes Communiqués Risk Management Committee Establishment
GG	Effective and Efficient administration	Risk management	Risk regulatory framework	30/06/2013			Customise national Risk Management policy and strategy to GTM circumstances	No risk officer was appointed.	Customise national Risk Management policy and strategy to GTM circumstances	No progress	Submit customised Risk Management Policy to Council for approval	Risk officer appointed will start 1 April 2013.	Submit customised Risk Management Strategy to Council for approval	Risk Management Policies and Strategy were submitted and approved by council on the 28th June 2013	Risk Management Unit was established in April 2013	Following the Risk Management strategise and plans for better performance	Council minutes for Risk Policy & Risk Management Strategy
GG/MPVM	Effective and Efficient administration	Sound Governance	Audit Committee Support	30/06/2013			Provide administrative support to the Audit Committee by ensuring that the Agenda is Prepared, required documentation is submitted in time and minutes are prepared. Submit quarterly Internal Audit reports	Administrative support is done effectively.	Provide administrative support to the Audit Committee by ensuring that the Agenda is Prepared, required documentation is submitted in time and minutes are prepared. Submit quarterly Internal Audit reports	Administrative support is done effectively.	Provide administrative support to the Audit Committee by ensuring that the Agenda is Prepared, required documentation is submitted in time and minutes are prepared. Submit quarterly Internal Audit reports	Administrative support is done effectively.	Provide administrative support to the Audit Committee by ensuring that the Agenda is Prepared, required documentation is submitted in time and minutes are prepared. Submit quarterly Internal Audit reports	Administrative support is done effectively.			AC Agendas Minutes of meetings Quarterly reports
GG	Effective and Efficient administration	Sound Governance	Council Resolution Implementation	30/06/2013			Monitor the implementation of Council resolutions. Keep register of progress	Council Resolution registers are sent to Management Meetings for updating.	Monitor the implementation of Council resolutions. Keep register of progress	Council Resolution registers are sent to Management Meetings for updating and circulated via email to all Directors and Secretaries	Monitor the implementation of Council resolutions. Keep register of progress	Council Resolution registers are sent to Management Meetings for updating and circulated via email to all Directors and Secretaries	Monitor the implementation of Council resolutions. Keep register of progress	Council Resolution registers are sent to Management Meetings for updating and circulated via email to all Directors and Secretaries			Resolution Register Implementation
LED	Integrated Developmental Planning	Integrated development planning	IDP stakeholder register	30/06/2013			Advertise for local stakeholders to register with GTM on the IDP stakeholder register. Updated register ready by 30 August '11	The advert was done. We have compiled a list of stakeholders who have applied for registration.	Monitor the attendance of IDP Representative Forum meetings by registered stakeholders and devise initiatives to encourage attendance	The advert was done. Stakeholders registered. We now have a database of stakeholders.	Monitor the attendance of IDP Representative Forum meetings by registered stakeholders and devise initiatives to encourage attendance	The advert was done. Stakeholders registered. We now have a database of stakeholders.	Monitor the attendance of IDP Representative Forum meetings by registered stakeholders and devise initiatives to encourage attendance	The Stakeholders register is revised annually. The Stakeholders registered for the 2012/2013 IDP Rep Forum has lapsed			Advertisement Stakeholder Register Attendance Log

Quarterly targets per Project - Office of the Municipal Manager

KPA/Theme	Strategic Objective	Programme	Project	Planned and date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Sept '2012	Qtr Ending - Dec '12	Actual Dec '2012	Qtr Ending - Mar '13	Actual Mar '13	Qtr Ending - Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
LED/ MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Cascade Performance Management System	30/06/2013			Identify "best practice" municipalities to visit and study process of cascading individual PMS. Draft implementation guidelines. Appoint capable personnel in HR to manage process and appoint service provider	Draft TOR awaiting approval by MM. Implementation guidelines not revised yet.	Commence with cascading process by putting procedures and templates in place and by arranging workshops with union representatives and employees on targeted levels to train them on PMS.	No progress	Commence with cascading process by putting procedures and templates in place and by arranging workshops with union representatives and employees on targeted levels to train them on PMS.	No progress	Development of performance plans for targeted levels of employees	No progress	HR to be capacitated to facilitate the cascading of Employee Performance Management (HR function)	OD officer to be appointed, acquisition of Electronic PMS	Correspondence Workshop attendance registers Procedure Manual
LED/ MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Employee Performance Evaluation	30/06/2013			Conduct audit on 2011/12 Annual Individual Performance Report and submit report to MM & audit committee within 2 weeks	Not done	Not applicable this quarter	Not done	Conduct audit on 2012/13 Mid-year individual performance report and submit report to MM & audit committee within 2 weeks	Mid year performance assessment not done	Not applicable this quarter	2011/12 Annual Assessment concluded, report submitted to Council. 2012/13 Mid year performance assessment not done	Delays in the signing of performance agreements by MM, CFO and CSD due to contract negotiations	Performance Agreements for 2013/14 signed by 30 July	Audit report on Annual Individual Performance Report -Audit report on Mid-year individual performance
LED/ MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance Management implementation guidelines (institutional)	30/06/2013			Draft implementation guidelines for institutional performance management in line with reporting requirements	Drafting in progress	Submit Implementation Guidelines to Council for approval.	Drafting in progress	Arrange a workshop with Management to familiarise all with implementation guidelines	Still in progress	Implement guidelines.	Not done	Limited Human Resources in PM office	PMS policy to be revised and OD unit to assist with implementation guidelines	PMS Implementation guidelines Workshop attendance register
LED/ MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	30/06/2013			Ensure that annual assessment of all relevant employees in the Office of the MM is conducted. Ensure that the Annual Performance Evaluations for 2011/12 is concluded by 30 July.	Annual Performance Assessment for 2011/12 was not conducted	Conduct an informal evaluation of 1st Quarter Performance of relevant employees in the Office of the MM and draft a report by 21 October	Not done	Ensure that a mid-year assessment of employee performance is conducted and a report drafted by 30 January '13	Not done	Ensure that an informal evaluation of 3rd Quarter Performance of relevant employees in the Office of the MM is conducted and a report drafted by 20 April	Annual Assessment for 2011/12 concluded. Mid-year assessment did not take place as Performance Plans were not signed	Delay in signing of Performance Agreement	Performance plans to be signed before end of August 2013	1st & 3rd Qtr Informal Departmental Individual Performance Report 2011/12 Individual Performance report 2012/13 Mid-year individual performance
SR/LED	Integrated Developmental Planning	2030 Vision Strategy	Vision 2030	30/06/2013	R 500 000		Draft Specifications and project requirements	Specifications and project requirements not yet completed	Advertise and appoint a service provider	List of IDP Representative Forum finalized and available	Monitor data collection by service provider	Not yet completed. Still busy with the progress	1st Draft Strategy ready for discussion	Vision 2030 item was approved by council on the 28 May 2013	The approval of the item was delayed until May 2013.	To include the timeframes in the IDP budget schedule for 2014 FY	2030 Growth and development strategy framework and guidelines
SR/LED	Integrated Developmental Planning	Integrated Development Planning	IDP implementation monitoring	30/06/2013			Monitor the implementation of the IDP by ensuring that Thrust meetings are held and that reports are discussed at Management. Attend meetings on request	IDP Technical, Steering Committees and Rep Forums (instead of Thrust) are regularly held	Monitor the implementation of the IDP by ensuring that Thrust meetings are held and that reports are discussed at Management. Attend meetings on request	IDP Technical, Steering Committees and Rep Forums (instead of Thrust) are regularly held	Monitor the implementation of the IDP by ensuring that Thrust meetings are held and that reports are discussed at Management. Attend meetings on request	IDP Technical, Steering Committees and Rep Forums (instead of Thrust) are regularly held	Monitor the implementation of the IDP by ensuring that Thrust meetings are held and that reports are discussed at Management. Attend meetings on request	The Thrust committee meetings are no longer convened	Thrust teams have been cancelled due to ineffectiveness	Management to monitor implementation of IDP	Thrust meeting reports
SR/LED	Integrated Developmental Planning	Integrated Development Planning	IDP review	30/06/2013			Draft Process plan and submit to Council by 30 July. Circulate community needs to departments and facilitate analysis phase review through the Representative Forum.	Busy with the review of the IDP Analysis Phase for the 2013/2014 cycle	Conduct Strategic planning session and prioritise projects for next financial year. Submit project requests to Sector Departments.	Done with IDP Strategic Planning Session. To start with the project phase during January 2013	Draft IDP to Council by 30 March. Submit draft IDP to COGHSTA within legislated timeframes	Draft IDP submitted to Council on the 27 March 2013	Advertise IDP for public input, consolidate inputs and present to Council by 30 May. Submit final IDP to COGHSTA within legislated timeframes	The Final IDP 2013/2014 was approved by Council on the 28 May 2013 and was submitted to COGHSTA			Council Minutes on Process Plan Progress report per phase Correspondence with Departments Council Minutes for IDP adoption
SR/LED	Integrated Developmental Planning	Integrated Development Planning	IDP, Budget & PMS alignment	30/06/2013			Manage the drafting of the IDP and Budget. Ensure that the SDBIP is aligned to the IDP & Budget	Efforts in place to ensure compliance in terms of alignment of the IDP and SDBIP	Manage the drafting of the IDP and Budget. Ensure that the SDBIP is aligned to the IDP & Budget	Efforts in place to ensure compliance in terms of alignment of the IDP and SDBIP	Manage the drafting of the IDP and Budget. Ensure that the SDBIP is aligned to the IDP & Budget	Efforts in place to ensure compliance in terms of alignment of the IDP and SDBIP	Manage the drafting of the IDP and Budget. Ensure that the SDBIP is aligned to the IDP & Budget	SDBIP drafted in line with IDP and budget. SDBIP approved by the Mayor by 18 June '13			Correspondence Audit report

Key Performance Indicators (KPIs) - Office of the Chief Financial Officer

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual end Sept '12	Target Dec '12	Actual end Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Electricity Infrastructure	% households earning less than R1100 with access to basic electricity (registered as indigents)	33.40	Reporting only - no target	Information not available	Reporting only - no target	Information not available	Reporting only - no target	100%	Reporting only - no target	100%			Indigent register
BSD	Improve access to sustainable and affordable services	Free Basic Services	Nr of households with access to free basic electricity	6714	not applicable this quarter	Not applicable this quarter	10000	7350	not applicable this quarter	Not applicable this quarter	10000	22988	New Indigent applications received		Revenue reports
BSD	Improve access to sustainable and affordable services	Waste Management	% households earning less than R1100 with access to basic waste removal (registered as indigents)	11%	Reporting only - no target	Information not available	Reporting only - no target	12%	Reporting only - no target	12%	Reporting only - no target	6%	Increased indigent applications	Waste removal services to be expanded to rural areas through EDWP	Indigent register
GG	Effective and Efficient administration	Council Support	% of Departmental Council resolutions implemented	100%	100%	100%	100%	100%	100%	100%	100%	100%			Departmental Resolution register
GG	Effective and Efficient administration	Management and Administration	# of departmental meetings	4	1	4	2	2	3	3	4	8			Minutes and Attendance registers of Departmental meetings
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Finance Departmental monthly reports submitted on time	12	3	3	6	6	9	9	12	12			Monthly, quarterly, half yearly and annual reports
GG	Effective and Efficient administration	Sound Governance	% of Internal Audit queries responded to within 10 days	100%	100%	100%	100%	100%	100%	100%	100%	70%	Poor communication	Improve on communication with Internal Audit	Register of Internal Audit queries & corresponding reports
GG / MFVM	Increase financial viability	Budget management	Final budget tabled before Council by within legislated timeframes	29-May	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	31-May	28-May			Council resolution
GG / MFVM	Increase financial viability	Budget management	Annual Adjustment budget approved by Council within legislated timeframes	28-Feb	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	end February '13	26-Feb-13	Not applicable this quarter	26-Feb-13		Council resolution
GG / MFVM	Increase financial viability	Budget management	Cost coverage ratio	3.37	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	0.8	0.4			Financial reports Financial viability calculations
GG / MFVM	Increase financial viability	Budget management	Debt coverage ratio	12.88	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	30	19.7			Financial reports Financial viability calculations
GG / MFVM	Increase financial viability	Expenditure Management	% decrease in municipal budget variance	new indicator	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	98%	98%			Expenditure report
GG / MFVM	Increase financial viability	Expenditure Management	Monthly capital expenditure as a % of planned capital expenditure	94%	Reporting only - no target	6.99%	Reporting only - no target	17%	Reporting only - no target	25%	Reporting only - no target	76%	Due to late appointment of service providers and cost cutting measures	Implementation of SCM policy	MTAS reports
GG / MFVM	Increase financial viability	Expenditure Management	% of operational budget spent on repairs and maintenance	16%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	17%	13%			MTAS reports
GG / MFVM	Increase financial viability	Financial reporting	Timeous submission of annual financial statements	31-Aug-11	31-Aug-12	31-Aug-12	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	31-Aug-12			Acknowledgement of receipt by AG & PT
GG / MFVM	Increase financial viability	Financial reporting	% variance from annual Legislated Budget timetables	0%	0%	0%	0%	0%	0%	0%	0%	0%			Timetable & progress reports
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 2 working days	100%	Not applicable this quarter	Not applicable this quarter	100%	70%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	70%	AG queries not managed through central point	Improve coordination of responses to queries	Records of Audit queries
GG / MFVM	Increase financial viability	Municipal Assets	# of departmental asset verifications done	1	0	0	1	0	1	0	2	1	Verification done during May 2013 and June 2013		Asset verification checklist
GG / MFVM	Increase financial viability	Municipal Assets	% GRAP compliance (asset register)	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%	95%		Asset Manager appointed	Audit report
GG / MFVM	Increase financial viability	Revenue Management	Increase in number of households billed	18 000	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	21500	1304	Correct target (3500) Currently billing 22804 HH due to Township developments		Billing reports
GG / MFVM	Increase financial viability	Revenue Management	Average % Payment rate for municipal area	92%	90%	84%	90%	84%	90%	93%	91%	95%	Credit control actions in June done inhouse		Budget report
GG / MFVM	Increase financial viability	Revenue Management	% Payment rate - Tzaneen (urban)	99%	95%	97%	95%	100%	95%	98%	95%	100%	Increased creditor control	Target exceeded due to credit control	Budget reports
GG / MFVM	Increase financial viability	Revenue Management	% Payment rate -Tzaneen (rural)	92%	90%	82%	90%	95%	90%	93%	90%	93%	Increased creditor control	Target exceeded due to credit control	Budget reports

Key Performance Indicators (KPIs) - Office of the Chief Financial Officer

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual end Sept '12	Target Dec '12	Actual end Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
GG/ MFVM	Increase financial viability	Revenue Management	% Payment rate -Nkwankowa	29%	35%	24%	35%	27%	35%	28%	35%	30%	Insufficient water supply, no payment		Budget reports
GG/ MFVM	Increase financial viability	Revenue Management	% Payment rate -Lenyenye	39%	40%	41%	40%	40%	40%	34%	40%	38%	Insufficient water supply, no payment		Budget reports
GG/ MFVM	Increase financial viability	Revenue Management	% Payment rate -Letsitele	111%	96%	103%	96%	112%	96%	107%	96%	100%	Increased creditor control	Target exceeded due to credit control	Budget reports
GG/ MFVM	Increase financial viability	Revenue Management	% Payment rate -Haenertsburg	92%	90%	88%	90%	114%	90%	111%	90%	106%	Increased creditor control	Target exceeded due to credit control	Budget reports
GG/ MFVM	Increase financial viability	Revenue Management	Outstanding service debtors to revenue ratio	68%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	90%	65%	Target set incorrectly		Financial reports Financial viability calculations
GG/ MFVM	Increase financial viability	Revenue Management	% equitable share received	95%	42%	42%	60%	70%	100%	104%	100%	100%			Bank Statement
GG/ MFVM	Increase financial viability	Supply chain management	Average time taken from tender advertisement to submission of recommendation to the MM (# of weeks)	9	8	8	8	8	8	8	8	8			Contract register
GG/ MFVM	Increase financial viability	Supply chain management	% of Bids awarded within 2 weeks after adjudication committee resolution	100%	100%	100%	100%	100%	100%	100%	100%	100%			Submission register Monthly reports
GG/ MFVM	Increase financial viability	Supply chain management	% compliance to supply chain management processes	new indicator	100%	100%	100%	100%	100%	100%	100%	90%	No forward planning, poor communication between role players	Implementation of forward planning, improved planning by SCM Unit	Contract register
GG/ MFVM	Increase Financial Viability	Revenue Management	Number of indigents registered	10440	10440	644	10440	3023	10440	7139	14000	22988	Assistance from services provider		Indigent register
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of CFO Manager's with signed performance plans by 31 July	100%	100%	0%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	66.60%	Manager for Financial Services & SCMU did not sign Performance Plans	All Managers in CFO's office to sign Performance plans	Signed Performance Plans

Quarterly targets per Project - Office of the Chief Financial Officer

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual end Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual Mar '13	Qtr Ending - Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Integrated Developmental Planning	Integrated Developmental planning	5 Year Capital Investment framework	30/06/2013			Draft the 5-Year Capital Invest framework	No progress	Draft the 5-Year Capital Invest framework	In the process of drafting	Ensure the 5-Year Capital Investment framework is included in the draft IDP	In the process of drafting	Not applicable this quarter	Draft 5 year Capital investment framework Done.	Projects prioritisation was done too late to complete framework for inclusion in draft IDP	Adherence to the IDP & Budget process plan	5 Yr Capital Investment framework
BSD	Optimise infrastructure investment and services	Municipal assets	Furniture -CFO	30/06/2013		R 500 000	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Procure furniture for the Office of the CFO	Procured according to prioritisation and cash available.			Invoice & Proof of payment
GG/ MFVM	Increase Financial Viability	Financial reporting	Operation Clean Audit	30/06/2013	R 200 000		Manage annual audit and timely response on audit queries (AFS 2011/12)	2 Audit steering committee meetings held	Finalisation of Annual Audit	Annual Audit was finalised	Drafting and approval of Clean Audit Action Plan	Audit Plan drafted and approved	Implementation of the Clean Audit Action plan	Implemented			Council Minutes approving Audit Action Plan Audit Report & Management Report
GG/ MFVM	Increase Financial Viability	Financial viability	5 Year Financial Plan	30/06/2013			Not applicable this quarter	Not applicable this quarter	Assess financial performance during 2010/11 and draft 5-Year Financial Plan accordingly	Draft five year financial plan to be reviewed and approved	Submit 5 Year Financial plan to the MM for inclusion in the draft IDP.	Draft five year financial plan to be reviewed and approved	Not applicable this quarter	Draft 5 year Capital investment framework Done.	Projects prioritisation was done too late to complete framework for inclusion in draft IDP	Adherence to IDP & Budget process plan	5 Year Financial Plan Correspondence
GG/ MFVM	Increase Financial Viability	Financial Viability	Cost recovery	30/06/2013			Monitor Stand data verification, credit control, debt collection and report progress. Ensure that public is informed of all processes	Contractor busy with stand data verification, credit control and debt collection	Monitor Stand data verification, credit control, debt collection and report progress. Ensure that public is informed of all processes	Contractor busy with stand data verification, credit control and debt collection	Monitor Stand data verification, credit control, debt collection and report progress. Ensure that public is informed of all processes	Contractor busy with stand data verification, credit control and debt collection	Monitor Stand data verification, credit control, debt collection and report progress. Ensure that public is informed of all processes	All formal towns stand data has been verified, only farms need to be completed. Continuous credit control and debtors collection	Budget constraints for May and June 2013	Service provider appointed for credit control	Cost recovery progress reports
GG/ MFVM	Increase Financial Viability	Financial Viability	Financial Resource Mobilisation	30/06/2013			Monitor budget to actual expenditure, cash flow and the acquisition of loans and short term investments. Report monthly	Reports submitted on time	Monitor budget to actual expenditure, cash flow and the acquisition of loans and short term investments. Report monthly	Reports submitted on time	Monitor budget to actual expenditure, cash flow and the acquisition of loans and short term investments. Report monthly	Monitoring and reporting done on a monthly basis.	Monitor budget to actual expenditure, cash flow and the acquisition of loans and short term investments. Report monthly	Monitoring and reporting done on a monthly basis.			Budget report
GG/ MFVM	Increase Financial Viability	Financial Viability	GRAP Training and Financial System improvement	30/06/2013	R 200 000		Comprehensive system analysis and official training	GRAP & MFMP training conducted	Comprehensive system analysis and official training	GRAP & MFMP training conducted	Comprehensive system analysis and official training	GRAP & MFMP training conducted	Comprehensive system analysis and official training	GRAP & MFMP training conducted			Attendance registers of training sessions
GG/ MFVM	Increase Financial Viability	Municipal Assets	Asset management	30/06/2013			Manage Departmental Assets ensure that Asset register are kept up to date	Departmental assets were checked and no movements of assets were recorded	Manage Departmental Assets ensure that Asset register are kept up to date and conduct mid-year asset verification	Assets verification will be done in the 4th quarter and we are in the process of finalising asset register	Manage Departmental Assets ensure that Asset register are kept up to date	Assets verification will be done in the 4th quarter and we are in the process of finalising asset register	Manage Departmental Assets ensure that Asset register are kept up to date	Done during May to June 2013			*Institutional Asset Verification Report *Bi-Annual Departmental Asset verification reports
GG/ MFVM	Increase Financial Viability	Revenue Management	Credit control - Data cleansing (DBSATA)	30/06/2013	R 2 400 000		Manage and co-ordinate implementation of credit and debt control systems and procedures	Ongoing process	Manage and co-ordinate implementation of credit and debt control systems and procedures	Ongoing process	Manage and co-ordinate implementation of credit and debt control systems and procedures	Ongoing process	Review credit and debt collection policy and submit to Council for approval	credit control and debt collection policy has been reviewed and submitted to council for approval.			Reviewed Credit and debt control policy
GG/ MFVM	Increase Financial Viability	Revenue Management	Indigent register policy	30/06/2013	R 200 000		Monitor the registration and evaluation of indigents applications. Review of indigent policy and workshop with stakeholders. Finalisation of indigent policy and submit to Council for approval	Registration of indigents in progress. Policy approved	Monitor the registration and evaluation of indigents applications.	Registration of indigents in progress. Policy approved	Monitor the registration and evaluation of indigents applications.	Registration of indigents in progress. Policy approved	Monitor the registration and evaluation of indigents applications. Consolidate and submit indigent write offs report for approval by Council.	Complete and verified indigent list received for service provider. Indigent write-off report ready for submission to council.			Reviewed indigent policy Updated indigent register Council resolutions
GG/ MFVM	Increase Financial Viability	Revenue Management	Investment management	30/06/2013			Keep monthly investment register and ensure that all cash available are invested in efficiently	Monthly investment register kept with 100% of cash available invested daily at ABSA. Short term investments are made to split the risk Council is exposed to.	Keep monthly investment register and ensure that all cash available are invested in efficiently	Keep monthly investment register and ensure that all cash available are invested in efficiently	Keep monthly investment register and ensure that all cash available are invested in efficiently	Monthly investment register kept and all available cash invested efficiently.	Keep monthly investment register and ensure that all cash available are invested in efficiently	Monthly investment register kept and all available cash invested efficiently.			Investment register
GG/ MFVM	Increase Financial Viability	Revenue Management	Revenue enhancement	30/06/2013		R 1 000 000	Debt book cleaning, Credit control enhancement and data cleansing. Installation of prepaid meters at indigent households	Debt book cleaning and credit control on ongoing basis. Installation of prepaid meters scheduled for October '12	Debt book cleaning, Credit control enhancement and data cleansing. Installation of prepaid meters at indigent households	Debt book cleaning and credit control on ongoing basis. Installation of prepaid meters commenced	Credit control enhancement and data cleansing. Installation of prepaid meters at indigent households	Debt book cleaning and credit control on ongoing basis. Installation of prepaid meters commenced	Credit control enhancement and data cleansing. Installation of prepaid meters at indigent households	Credit control enhancement and data cleansing. Installation of prepaid meters at indigent households			Debt assessment report

Quarterly targets per Project - Office of the Chief Financial Officer

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual end Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual Mar '13	Qtr Ending - Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
GG/ MFVM	Increase Financial Viability	Revenue Management	Revenue enhancement Strategy	30/06/2013			Monitor implementation of the revenue enhancement strategy	Progress report submitted to the Finance Cluster	Monitor implementation of the revenue enhancement strategy	Monthly reports received from UMS	Revise revenue enhancement strategy and submit to Council	Monthly reports received from UMS	Monitor implementation of the revenue enhancement strategy	Revenue enhancement strategy implemented and monitored Stand data verification 90% completed. Data cleaning done on IT.			Council Minutes Revised Revenue Enhancement strategy
GG/ MFVM	Increase Financial Viability	Revenue Management	Valuation Roll	30/06/2013	R 4 500 000		Balancing of valuation roll system	Valuers appointed to compile a new valuation roll	Balancing of valuation roll system	Draft valuation roll submitted by service provider	Finalise Draft Valuation Roll	Draft valuation roll submitted by service provider and will be finalised end of June 2013	Advertise valuation roll, finalise objection process and submit to Council for approval	Valuation Roll in accordance with the MPRA ready for implementation 1 July 2013			Supplementary valuation roll TOR for Valuation roll review
GG/ MFVM	Increase Financial Viability	Supply chain management	Supply chain functionality improvement (MTAS)	30/06/2013			Draft a list of criteria to measure SCM functionality. Report quarterly on progress made on improving functionality. Review SCM Policy and submit to Council	Functionality list has been developed.	Draft a list of criteria to measure SCM functionality. Report quarterly on progress made on improving functionality	Policy ready for Council approval	Draft a list of criteria to measure SCM functionality. Report quarterly on progress made on improving functionality	Policy Adopted and approved. Functionality criteria developed.	Draft a list of criteria to measure SCM functionality. Report quarterly on progress made on improving functionality	Policy Adopted and approved. Functionality criteria developed.			Supply Chain Functionality Checklist SCM Policy Resolution
LED/ MTO	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	30/06/2013			Participate in the Annual Performance Assessment for 2011/12. Ensure that scoresheets are completed in time & POEs are complete	Assessments postponed	Conduct an informal assessment of 1st Quarter Performance of relevant employees in the Department and send report to the MM by 21 October '12	Assessments postponed	Participate in the mid-year employee performance evaluations for 2012/13. Ensure that scoresheets are completed in time & POEs are complete	Not done, performance plans not signed yet.	Conduct an informal assessment of the 3rd Quarter Performance of relevant employees in the Department and submit report to the MM by 20 April '13	Not done	Performance Plans signed too late	Sign Performance plans by end August '13	1st & 3rd Qtr Informal Departmental Individual Performance Reports Correspondence

Key Performance Indicators (KPIs) - Corporate Services Department

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Develop and build skilled and knowledgeable workforce	Capacity building and Training	Work place skills plan submitted to LGSETA within required timeframe	30-Jun	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	30-Jun	28-Jun			Acknowledgement of receipt
BSD	Develop and build skilled and knowledgeable workforce	Capacity building and Training	# of Senior managers successfully completed CPMD, MFMP/ ELMDP Training	21 Senior Managers & 6 Cllrs	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	12	12	None	All Managers and relevant Financial staff required to enroll for MFMP.	CPMD Training schedule
BSD	Develop and build skilled and knowledgeable workforce	Capacity building and Training	% compliance to Workplace Skills plan	15.0%	25%	14%	50%	25%	75%	81%	100%	100%			Workplace Skills Plan Training plan
BSD	Develop and build skilled and knowledgeable workforce	Labour Relations	# Industrial actions successfully managed	2	0	0	0	1	0	0	0	0			Referral letter of Industrial Action
BSD	Develop and build skilled and knowledgeable workforce	Labour Relations	# of Trained presiding officers	5	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	35	0	Financial constraints (cashflow problems)	Training to be included in WSP	Training attendance register
BSD	Develop and build skilled and knowledgeable workforce	Labour Relations	# of Trained prosecutors/initiators	5	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	35	0	Financial constraints (cashflow problems)	Training to be included in WSP	Training attendance register
BSD	Develop and build skilled and knowledgeable workforce	Labour Relations	# of grievances successfully dealt with	0	Reporting only - no target	0	Reporting only - no target	0	Reporting only - no target	0	Reporting only - no target	0			Grievance forms
BSD	Develop and build skilled and knowledgeable workforce	Labour Relations	# of disciplinary cases successfully dealt with	0	0	1	0	0	0	0	0	0			Payday printout
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	# of Jobs created by Municipal Capital projects for youth	269	Reporting only - no target	1196	Reporting only - no target	1201	Reporting only - no target	91	Reporting only - no target	116	Job creation targets not set in IDP	Target setting in line with EPWP contract	Consolidated Job creation reports
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	# of Jobs created by Municipal Capital projects for women	114	Reporting only - no target	330	Reporting only - no target	330	Reporting only - no target	1263	Reporting only - no target	39	Job creation targets not set in IDP	Target setting in line with EPWP contract	Consolidated Job creation reports
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	# of Jobs created by Municipal Capital projects for disabled persons	15	Reporting only - no target	2	Reporting only - no target	2	Reporting only - no target	21	Reporting only - no target	2	Job creation targets not set in IDP	Target setting in line with EPWP contract	Consolidated Job creation reports
GG	Attract and retain the best human capital to become employer of choice	Employee Assistance	# of cases reported	397	Reporting only - no target	4	Reporting only - no target	3	Reporting only - no target	2	Reporting only - no target	7			Monthly reports
GG	Attract and retain the best human capital to become employer of choice	Employee Assistance	# of EAP cases successfully attended to annually	395	Reporting only - no target	6	Reporting only - no target	3	Reporting only - no target	4	Reporting only - no target	5			Monthly reports
GG	Attract and retain the best human capital to become employer of choice	Organisational Design	Total Number of staff employed in the municipality	627	Reporting only - no target	653	Reporting only - no target	651	Reporting only - no target	651	Reporting only - no target	660			Staff establishment

Key Performance Indicators (KPIs) - Corporate Services Department

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
GG	Attract and retain the best human capital to become employer of choice	Organisational Design	Number of Section 57 posts vacant for more than three months	2	1	4	1	2	1	2	1	1	Corporate Director Positions not filled - suitable candidate did not apply with first advertisement		Staff establishment
GG	Develop effective and sustainable stakeholder relations	Communication	# of media briefings arranged	new indicator	1	0	2	1	3	2	4	4			Register of publications
GG	Develop effective and sustainable stakeholder relations	Communication	# of newsletters produced	1	3	1	6	0	9	1	12	1	Budget restraints		Publications
GG	Develop effective and sustainable stakeholder relations	Communication	# of media reports and articles released	2	1	7	2	14	4	15	6	22			Register of publications
GG	Develop effective and sustainable stakeholder relations	Communication	Number of weekly website updates	21	12	5	24	13	36	21	48	212	Website was revamped.		Website update register
GG	Develop effective and sustainable stakeholder relations	Communication	# of hotline reports		0	0	0	0	0	0	0	31	Only 2 cases have not yet been resolved both are beyond the control of GTM		Hotline printout
GG	Develop effective and sustainable stakeholder relations	Communication	# of hotline reports successfully dealt with		0	0	0	0	0	0	0	29	2 Cases outstanding: RDP housing query individual not on beneficiary list & Illegal occupation of land matter pending court decision		Hotline printout
GG	Develop effective and sustainable stakeholder relations	Public Participation	# of Mayoral Imbizos held		1	0	2	0	3	0	4	0	Programme cancelled due to political intervention.	The program will be included in the Corporate Calendar	Imbizo Programme Attendance Registers
GG	Develop effective and sustainable stakeholder relations	Public Participation	# of local imbizos held (community meetings per ward)	136	34	4	68	4	102	102	136	136			Minutes and Attendance register
GG	Develop effective and sustainable stakeholder relations	Public Participation	# of people attending imbizo's	4	No target - Reporting only	2000	No target - Reporting only	0	No target - Reporting only	0	No target - Reporting only	20 400			Attendance Registers
GG	Develop effective and sustainable stakeholder relations	Public Participation	% of issues raised during Imbizos resolved	100%	100%	100%	100%	100%	100%	100%	100%	100%			Imbizo Resolution register
GG	Effective and Efficient administration	Council Support	# of successful cluster meetings	12	27	15	54	27	81	47	108	91	No items submitted by Departments to the cluster committee meetings for discussion		Cluster and other committee agendas & minutes
GG	Effective and Efficient administration	Council Support	% of Departmental Council resolutions implemented	100%	100%	100%	100%	100%	100%	100%	100%	100%			Departmental Resolution register
GG	Effective and Efficient administration	Council Support	# of Council meetings held	13	1	1	2	2	3	5	4	9			Minutes and attendance registers
GG	Effective and Efficient administration	Council Support	# of Exco meetings held	22	6	4	12	3	18	13	24	19	No items submitted by departments to the EXCO meetings for discussion		Minutes and attendance registers
GG	Effective and Efficient administration	Information management	# of PAIA requests dealt with	0	0	0	0	0	0	0	0	0			PAIA requests register

Key Performance Indicators (KPIs) - Corporate Services Department

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
GG	Effective and Efficient administrator	Information management	# of helpdesk requests received	280	63	awaited	126	awaited	189	awaited	252	192			Help desk logsheets
GG	Effective and Efficient administrator	Information management	# of requests successfully dealt with	280	0	awaited	0	awaited	0	awaited		192			
GG	Effective and Efficient administrator	Information management	% of legislated website content updated	New indicator	100%	100%	100%	100%	100%	100%	100%	100%			Website content checklist
GG	Effective and Efficient administration	Information management	hrs downtime for outside work stations	New indicator	0	95% offline	0	50	0	0	0	26	Due to repairs necessary to fix connection		Down time register
GG	Effective and Efficient administrator	Legal support	# of legal cases reported	2	0	0	0	0	0	0	0	0	No case reported		Register of legal cases
GG	Effective and Efficient administration	Management and Administration	# of departmental Manager meetings	4	1	1	2	1	3	1	4	1	No Director Appointed	Appointment of Director prioritised	Minutes and Attendance registers of Management meetings
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Corporate Services Departmental monthly reports submitted on time	12	3	3	6	6	9	9	12	12			Monthly, quarterly, half yearly and annual reports
GG	Effective and Efficient administration	Sound Governance	% of Internal Audit queries responded to within 10 days	100%	100%	100%	100%	100%	100%	100%	100%	100%			Register of Internal Audit queries & corresponding reports
GG / MFVM	Effective and Efficient administration	Risk management	# Successful claims against the municipality	0	0	2	0	2	0	2	0	2	Claimants were not happy about the appointed contractors	Strict adherence to SCM policy	Register of claims
GG / MFVM	Effective and Efficient administration	Risk management	R-value successful claims against the municipality	R 100 000	0	R 1 500 000	0	R 1 500 000	0	R 1 745 317.38	0	R 1 745 317.38	Supply Chain processes were not followed properly	Strict adherence to SCM policy	Reportign only
GG / MFVM	Increase financial viability	Budget management	% of departmental budget spent	122.86%	25%	26%	50%	56%	75%	75%	100%	101%			Monthly financial budget reports
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 2 working days	100%	Not applicable this quarter	Not applicable this quarter	100%	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%			Register of Audit queries & corresponding reports
GG / MFVM	Increase financial viability	Municipal Assets	# of departmental asset verifications done	1	0	1	1	1	1	1	2	1	Director not appointed		Asset verification checklist
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	# of staff appointed (new engagements)	42	Reporting only - no target	10	Reporting only - no target	5	Reporting only - no target	8	Reporting only - no target	31			Staff establishment
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	# of people from employment equity target groups employed in the three highest levels of management	19	19	19	19	19	19	19	22	23			Employment Equity report
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	% Compliance to Employment Equity plan	100%	100%	100%	100%	100%	100%	100%	100%	100%			Employment Equity plan & compliance report
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	% of employees that are female	24%	24.1%	34.40%	27.5%	34.70%	31.0%	34.30%	35%	34%			Employment Equity plan & compliance report
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	% of employees that have a disability	1.7%	1.9%	2.30%	2.0%	2.10%	2.1%	2.1	2.2%	2.1			Employment Equity plan & compliance report

Key Performance Indicators (KPIs) - Corporate Services Department

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual June '13	Reason for deviation	Efforts to improve performance	Means of verification
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	% of employees that are youth	31%	31.5%	26.50%	31.5%	23%	32%	23%	35.5%	26.5			Employment Equity plan & compliance report
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	% of critical posts filled (MM, CFO, Engineer, Town Planner, Corp & Communications)	100%	100%	98%	100%	98%	100%	94%	100%	67%	Corp Director position vacant & Communication Manager resigned	CORP position filled in July, Communication Manager position to be filled	Staff establishment
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	# of resignations	7	Reporting only - no target	0%	Reporting only - no target	2%	Reporting only - no target	0%	Reporting only - no target	2			Staff establishment
GG/ MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	# of promotions	7	Reporting only - no target	0	Reporting only - no target	2	Reporting only - no target	3	Reporting only - no target	3			Staff establishment
GG/PP	Develop effective and sustainable stakeholder relations	Ward Committees	# of Ward committee meetings	102	102	102	204	204	306	306	408	408			*Register of Minutes of ward committee meetings *Ward committee & Community feedback meeting programme
GG/PP	Develop effective and sustainable stakeholder relations	Ward Committees	# of quarterly feedback mass meetings	34	34	102	68	68	102	102	136	136			Minutes & Attendance Register of Mass meetings
LED	Create Community beneficiation and empowerment opportunities	Extended Public Works	# of jobs created through EPWP projects	272	Reporting only - no target	79	Reporting only - no target	79	Reporting only - no target	89	3000	520	Litigation of infrastructure projects. Institutional arrangement was not clearly resolved	EPWP targets included in Performance Agreements of Directors	EPWP reports
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Level to which employee performance management has cascaded	new indicator	3	3	4	3	4	3	4	3	HR - OD/PMS unit still to be established	Advertise OD position Acquisition of electronic PMS	Performance Plans for level 4
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of CORP Manager's with signed performance plans by 31 July	100%	100%	0%	Not applicable this quarter	0%	Not applicable this quarter	0%	Not applicable this quarter	0%	Corp Director not yet appointed, Managers positions was vacant for a prolonged period	CORP Director appointed in July 2013 Managers to be appointed	Signed Performance Plans

Quarterly targets per Project - Corporate Services Department

KPA/Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end March '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification	
BSD	Optimise infrastructure investment and services	Municipal assets	Mayoral Furniture (Banquet and Entertainment Hall)	30/06/2013		R 105 000	Not applicable this quarter	Not applicable this quarter	Acquisition of furniture and audio system for the Entertainment Hall	Not yet purchased	Not applicable this quarter	Furniture was bought for 4 CILRS	Not applicable this quarter	Furniture was bought for 4 fulltime Councillors	Necessitated by Govt notice 1032 of 2012 on Remuneration of Office bearers Act	Furniture procured as and when the need arise	Invoice & Proof of payment	
BSD/ MTO	Develop and build skilled and knowledgeable workforce	Capacity building and Training	Workplace Skills Plan	30/06/2013	R 1 000 000		Implement approved Work Place Skills plan. 25% expenditure	R138466 spent on training	Implement approved Work Place Skills plan. 50% Expenditure	25% spent on training. (R272 451)	Conduct an annual training needs assessment (audit) by February. Consolidate training needs into the Work Place Skills Plan. Implement approved Work Place Skills plan. 75% Expenditure	81% of training vote spent on all planned and ad-hoc training interventions	Finalise the Workplace Skills Plan and implement. Submit LG Seta by 30 June 2013. Develop a training implementation plan by 30 June 2013. Implement approved Work Place Skills plan. 100% Expenditure Submission of ATR by 30 June '13	WSP approved 28 June 2013. 95.99% spent on training.(R748 733)			LSGETA Claim form WSP ATR - proof of submission	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	Annual Youth Assembly	30/06/2013	R 35 000		Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Arrange and co-ordinate Annual youth assembly during June 2013	Not done	No funds available, budget re directed	YGD vote should not be used for any other things than the special programmes	Youth Assembly agenda & attendance register	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	Disability Council Official Launch	30/06/2013	R 30 000		Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Arrange and co-ordinate launch of Disability Council during June 2013	Not done	No funds available, budget re directed	YGD vote should not be used for any other things than the special programmes	Disability Council minutes & attendance register	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	National Disability Month Celebrations	30/06/2013	R 30 000		Not applicable this quarter	Not applicable this quarter	Arrange and co-ordinate national disability month celebrations during December	* Local Celebrations held on 28/11/2012 in Nkawkawa Community Hall (100 disabled) * 22 disabled sent to District celebrations in Lulekani community hall on 07/12/2012 * 60 disabled sent to Provincial event at Mankweng on 04/12/2012	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter			Disability month activity plan & report	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	National Women's Month Celebrations	30/06/2013	R 35 000		Arrange and co-ordinate national women's month celebrations during August	Transport was provided to Provincial Women's day celebration (R9,000.00)	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter			Women's month activity plan & report
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	National Youth Month celebrations	30/06/2013	R 70 000		Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Arrange and co-ordinate national youth month celebrations during June	Coordinated youth (10 buses) to NLA/DTI Liquor awareness on 21/06 at Lenyene stadium and two buses to Provincial youth day at Sekgopo.	No funds available, budget re directed	YGD vote should not be used for any other things than the special programmes	Youth month activity plan and report	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	Annual Men's indaba	30/06/2013	R 70 000		Arrange and coordinate Annual Men's Indaba and report to Council	No progress will be hosted February 2013	Not applicable this quarter	No progress will be hosted February 2013	Not applicable this quarter	Hosted at Karibu Leisure resort. Councillors and other stakeholder were invited to deliberate on issues affecting men in the communities	Preparations for Annual Men's Indaba	Not done	No funds available, budget re directed	YGD vote should not be used for any other things than the special programmes	Agenda & Attendance Register	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	Relaunch Of SAWID	30/06/2013	R 40 000		Not applicable this quarter	Not applicable this quarter	Arrange and co-ordinate relaunch of SAWID during November.	Will be hosted in February 2013 in collaboration with Men's Indaba	Not applicable this quarter	Not applicable this quarter	Arrange launching of young SAWID during June .	Not done	No funds available, budget re directed	YGD vote should not be used for any other things than the special programmes	SAWID agenda & attendance register Young SAWID agenda & attendance Register	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	16 Days of activism against Women and child abuse	30/06/2013	R 10 000		Not applicable this quarter	Not applicable this quarter	Arrange and coordinate 16 days of activism campaign in November	Incorporated into GTM AIDS day event	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Incorporated into GTM AIDS day event			Agenda & Attendance Register	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	Youth Strategic Session	30/06/2013	R 25 000		Arrange and co-ordinate Youth strategic session during September	YSS scheduled for 25/10/2012 at Tzaneen Country Lodge	Not applicable this quarter	60 Youth from wards youth organisations and SAYC met on a strategic session on 23/10/2012 at Tzaneen Country Lodge	Arrange and co-ordinate Youth strategic session during March	Youth Strategic session rescheduled for May as requested by the Youth Council	Not applicable this quarter	Youth strategic session took place in November but second session could not materialise due to budget limitations	Budget limitations	Plan within budget limitations	Agenda & Attendance register for the Youth Strategic Session	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	Young Entrepreneur summit	30/06/2013	R 25 000		Not applicable this quarter	Not applicable this quarter	Arrangements for Young Entrepreneur summit	Youth Entrepreneurs summit was held on 23/11/2012 at Nectex Lodge (50 entrepreneurs)	Arrange and coordinate young entrepreneur summit and submit report to Council	Second summit rescheduled to June 2013	Not applicable this quarter	Not done	No funds available, budget re directed	YGD vote should not be used for any other things than the special programmes	Agenda & Attendance Register	
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	Youth Plenaries	30/06/2013	R 15 000		Arrange and Coordinate Youth Plenary quarterly	Youth plenary scheduled for 19/10/2012 at Runnymede TSC	Arrange and Coordinate Youth Plenary quarterly	Youth Plenary was held on 19/10/2012 at Runnymede TSC attended by 30 youth organisations & SAYC	Arrange and Coordinate Youth Plenary quarterly	The Plenary was held on the 28/02/2013 at Nkawkawa stadium	Arrange and Coordinate Youth Plenary quarterly	Not done	No funds available, budget re directed	YGD vote should not be used for any other things than the special programmes	Agenda & Attendance Registers	

Quarterly targets per Project - Corporate Services Department

KPA/Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end March '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
GG/MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	Career Management and retention	30/06/2013			Implement Career Management and Retention policy upon approval	Retention Strategy approved by Council	Implement Career Management and Retention policy upon approval	Retention Strategy implemented	Implement Career Management and Retention policy upon approval	Retention Strategy implemented	Implement Career Management and Retention policy upon approval	Retention Strategy implemented			Council Resolution Career Management and Retention Policy
GG/MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	Personnel Provisioning	30/06/2013			Revise Personnel Provisioning policy .	Policy reviewed for submission	Submit Revised policy to Council for approval	Not yet submitted	Monitor implementation of revise policy and report monthly	Policy reviewed, submitted to Council for approval.	Monitor implementation of revise policy and report monthly	Policy approved by Council			Council Resolution Personnel provisioning policy Monthly reports
GG/MTOD	Attract and retain the best human capital to become employer of choice	Human Resource Management	Task software	30/06/2013		R 70 000	Submit item on Task implementation to Council	Project placed on ice as Council resolved to revert to vd Merwe System	Source quotations for Task software and license	Project placed on ice.	Procure and install Task software. Implement and maintain system	Project placed on ice	Implement and maintain system	Project placed on ice	Reverted back to vd Merwe system		Council Resolution Proof of Purchase
GG/MTOD	Attract and retain the best human capital to become employer of choice	Labour Relations	Local Labour Forum	30/06/2013			Coordinate Local Labour Forum meetings.	Co-ordinated Local Labour Forum meetings	Coordinate Local Labour Forum meetings.	Co-ordinated Local Labour Forum Meetings (3 meetings held up to end Dec 2012)	Coordinate Local Labour Forum meetings.	Co-ordinated LLF 3 meetings	Coordinate Local Labour Forum meetings.	Co-ordinated 5 LLF Meetings			Minutes of Meetings
GG	Develop effective and sustainable stakeholder relations	Communication	Communication strategy	30/06/2013			Revise the Communication Strategy in consultation with all Departments	Finalized 19/9/2012	Submit revised Communication strategy to Council for approval by 30 November '12	Revised Policy was reverted back by the Governance Committee for consideration.	Ensure that all Official communication activities are in line with the approved strategy	Not submitted to Council	Ensure that all Official communication activities are in line with the approved strategy	Communication Strategy not approved	Proforma document was destroyed by computer virus	Liaise with office of the Premier to re-draft the Communication Strategy	Revised Communication Strategy -Council Minutes
GG	Develop effective and sustainable stakeholder relations	Communication	Digital Cameras	30/06/2013		R 15 000	Source quotations and purchase digital cameras	Bought 1 Digital Camera September 2012	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Two digital cameras bought for R13995			Proof Purchase
GG	Develop effective and sustainable stakeholder relations	Communication	Internal and External Communication	30/06/2013	R 150 000		Collect news from various departments. Develop Quarterly Newsletters. Compile monthly internal newsletters.	1 Newsletter in August	Collect news from various departments. Develop Quarterly Newsletters. Compile monthly internal newsletters.	Not done	Collect news from various departments. Develop Quarterly Newsletters. Compile monthly internal newsletters.	Drafts ready not finalized	Collect news from various departments. Develop Quarterly Newsletters. Compile monthly internal newsletters.	No news letter produced	Budget re-directed with adjustment		Copies of newsletters
GG	Develop effective and sustainable stakeholder relations	Communication	Media Relations	30/06/2013	R 20 000		Plan and ensure successful networking session.	Was held on 6 July 2012	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	1 was held in February 2013	Not applicable this quarter	Two media networking session hosted. One in Hotel@Tzaneen and another at Karibu Resort			Activity report
GG	Develop effective and sustainable stakeholder relations	Communication	Municipal Audio System	30/06/2013		R 60 000	Not applicable this quarter	Not applicable this quarter	Acquisition of an Audio system	Not purchased	Not applicable this quarter	Not purchased	Not applicable this quarter	Not procured	Audio System no longer needed		Proof of purchase
GG	Develop effective and sustainable stakeholder relations	Communication	Municipal Branding Equipment	30/06/2013		R 100 000	Procure branding equipment. Utilise branding equipment and municipal flag to market GTM at all events	Bought 4 X banners during July 2012	Utilise branding equipment and municipal flag to market GTM at all events	All branding materials are being used at all events and still need more branded equipments of which will be purchased in the next quarter	Utilise branding equipment and municipal flag to market GTM at all events	All branding materials are being used	Utilise branding equipment and municipal flag to market GTM at all events	Branding equipment bought for R31402. Pull up banners, Sharkfin			Branding equipment proof of purchase Register of events and branding done
GG	Develop effective and sustainable stakeholder relations	Communication	Public Loud Hailing system	30/06/2013		R 70 000	Not applicable this quarter	Not applicable this quarter	Acquisition of a Loud Hailing system	Will be purchased in the 4th Quarter	Not applicable this quarter	Will be purchased in the 4th Quarter	Not applicable this quarter	One PA system purchased for R24586			Proof of purchase
GG	Develop effective and sustainable stakeholder relations	Communication	Video cameras	30/06/2013		R 20 000	Source quotations and purchase video cameras	Still at quotation stage	Not applicable this quarter	Will be purchased in the 4th Quarter	Not applicable this quarter	Will be purchased in the 4th Quarter	Not applicable this quarter	One digital video camera bought			Proof of purchase
GG	Develop effective and sustainable stakeholder relations	Intergovernmental relations	Municipal IGR	30/06/2013	R 50 000		Ensure regular attendance of IGR meetings and implementation of resolutions	Attended 1 IGR meeting.	Ensure regular attendance of IGR meetings and implementation of resolutions	No meeting was convened.	Ensure regular attendance of IGR meetings and implementation of resolutions	No meeting was convened	Ensure regular attendance of IGR meetings and implementation of resolutions	No meeting was convened			Minutes and resolutions
GG	Develop effective and sustainable stakeholder relations	Public Participation	Public Participation management	30/06/2013	R 50 000		Coordinate public participation in line with the Strategy and implementation plan. Finalise integrated public participation programme in consultation with IDP and other Departments by 15 July.	Not done	Review PP implementation plan in line with the strategy and implement	Has been postponed to February	Coordinate and facilitate public participation sessions as per the implementation plan	Integrated Public Participation implementation plan not developed.	Coordinate and facilitate public participation sessions as per the implementation plan	Integrated Public Participation implementation plan has been developed, and we are using the District Wide plan which was approved by Speakers Forum			Integrated Public Participation programme, -Reports of programmes implemented
GG	Effective and Efficient administration	Information management	Delegation of Authority	30/06/2013	R 250 000		Review Delegations and submit to Council for approval. Arrange a Workshop on delegations	To be concluded by 30 November 2012 after Strategic Session.	Not applicable this quarter	The Draft Delegations of Powers was prepared and waiting for Council approval.	Not applicable this quarter	The Draft Delegations of Powers was prepared and waiting for Council approval.	Not applicable this quarter	Delegations have been revised and taken to Council but was not approved	Council referred the item back for realignment		Council Resolution Revised Delegations Report
GG	Effective and Efficient administration	Information management	Maintenance Contract Tally-Genicom line printers	30/06/2013	R 50 000		Source quotations for the maintenance of the Tally-Genicom line printers and appoint	Service provider not appointed, a second request for quotations sent out (not enough provided).	Monitor implementation of SLA for maintenance of Tally-Genicom line printers	SLA monitored for maintenance of Tally-Genicom line printers	Monitor implementation of SLA for maintenance of Tally-Genicom line printers	SLA monitored for maintenance of Tally-Genicom line printers	Monitor implementation of SLA for maintenance of Tally-Genicom line printers	Tally-Genicom line printers not being maintained as expeted	No SLA in place with service provider	SLA to be put in place	IT reports
GG	Effective and Efficient administration	Information management	Records Binding Machine	30/06/2013		R 60 000	Source Quotations from service providers and purchase binding machine	Request for quotations submitted to SCMU.	Not applicable this quarter	Request to purchase from sole supplier submitted to the CFO for approval	Not applicable this quarter	Request for quotations submitted to SCMU.	Not applicable this quarter	Unbind binding machine purchased and delivered on 02/05/2013	Delay because of the unavailability of the specific heavy duty binding machine model.	Once off project	Proof of Purchase

Quarterly targets per Project - Corporate Services Department

KPA/Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end March '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
GG	Effective and Efficient administration	Information management	Rural Broadband connectivity (PP4)	30/06/2013			Provide technical inputs into the provision of connectivity satellite and Thusing Centres. Attend NDPG task team meetings	Construction of towers has started and revised project work plan indicates end of November 2012 as completion date.	Provide technical inputs into the provision of connectivity satellite and Thusing Centres. Attend NDPG task team meetings	Seven satellite offices currently connected and online. Currently busy with processes to connect remaining satellite offices to complete Phase 1	Provide technical inputs into the provision of connectivity satellite and Thusing Centres. Attend NDPG task team meetings	Project Complete and all Satellite Offices now connected. New Satellite offices to be connected on adhoc basis.	Provide technical inputs into the provision of connectivity satellite and Thusing Centres. Attend NDPG task team meetings	Project Complete and all Satellite Offices now connected. New Satellite offices to be connected on adhoc basis.			Minutes and attendance registers of NDPG meetings
GG	Effective and Efficient administration	Legal support	Arbitration and litigation	30/06/2013			Represent Council in Arbitration and Conciliation report outcome	2 Arbitrations	Represent Council in Arbitration and Conciliation report outcome	2 Arbitrations	Represent Council in Arbitration and Conciliation report outcome	No case of Arbitration and Conciliation	Represent Council in Arbitration and Conciliation report outcome	No case of Arbitration and Conciliation			Register of cases Progress Reports
GG	Effective and Efficient administration	Regulatory Framework	Promulgation of By-laws	30/06/2013			Appoint service provider for promulgation. Ensure that by-laws are promulgated. Monitor the public participation process and finalise by-laws for promulgation.	Still in Public Participation processes	Ensure that by-laws are promulgated. Monitor the public participation process and finalise by-laws for promulgation	Still in Public Participation Process	Ensure that by-laws are promulgated. Monitor the public participation process and finalise by-laws for promulgation	Still in Public Participation Process	Ensure that by-laws are promulgated. Monitor the public participation process and finalise by-laws for promulgation	Still in Public Participation Process	The end user Dept of the By-Laws postpone meetings and don't attend these meetings	Conscientise Directors on their role on Public Participation By-Laws	Government Gazette
GG/MTOD	Effective and Efficient administration	Sound Governance	Institutional Plan	30/06/2013			Initiate and monitor organisational re-engineering	Service Provider appointed to conduct benchmarking exercise	Complete Job evaluations	Not yet completed	Draft Institutional Plan and submit to Council with draft IDP	Draft Institutional Plan finalized, submitted with draft IDP to Council.	Finalise intitutional plan ensure approval by Council	Institutional Plan approved by Council along with IDP on 28 May '13			Council Resolution on Institutional Plan
GG / PP	Develop effective and sustainable stakeholder relations	Ward Committees	Ward Committees Functionality	30/06/2013			Facilitate, co-ordinate and provide administrative support to enable the Ward committees to function effectively. Monitor functionality by compiling Monthly consolidated WC report & report on attendance of meetings	All Wards are supported by the CDF	Facilitate, co-ordinate and provide administrative support to enable the Ward committees to function effectively. Monitor functionality by compiling Monthly consolidated WC report & report on attendance of meetings	34 wards are all functional	Facilitate, co-ordinate and provide administrative support to enable the Ward committees to function effectively. Monitor functionality by compiling Monthly consolidated WC report & report on attendance of meetings	34 wards are all functional	Facilitate, co-ordinate and provide administrative support to enable the Ward committees to function effectively. Monitor functionality by compiling Monthly consolidated WC report & report on attendance of meetings	34 Wards are all functional			Monthly Consolidated WC report Register of Attendance
LED/ MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	30/06/2013			Participate in the Annual Performance Assessment for 2011/12. Ensure that score sheets are completed in time & POEs are complete	2011/12 Performance Assessment postponed	Conduct an informal assessment of 1st Quarter Performance of relevant employees in the Department and send report to the MM by 21 October '12	No informal assessment was conducted because of non signing of Performance Agreement by Managers	Participate in the mid-year employee performance evaluations for 2012/13. Ensure that score sheets are completed in time & POEs are complete	No assessments conducted	Conduct an informal assessment of the 3rd Quarter Performance of relevant employees in the Department and submit report to the MM by 20 April '13	Annual Assessment for 2011/12 concluded, informal and mid-year assessments not conducted	Director Position vacant		1st & 3rd Qtr Informal Departmental Individual Performance Reports Correspondence

Key Performance Indicators (KPIs) - Electrical Engineering Departmen

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification		
BSD	Improve access to sustainable and affordable services	Electricity Infrastructure	Nr of households with access to basic (or higher) electricity	77 116	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	81 505	96 498			Eskom reports		
			# of new household connections in villages (DOE grant)	1 015	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	1 349	1 574			Project progress reports	
			% of households with access to electricity	85.9	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	88.2%	89.0%			Eskom reports
			MVA Electricity available (town) (firm capacity)	35	Reporting only - no target	55	Reporting only - no target	55	Reporting only - no target	55	Reporting only - no target	55	45	55			Monthly reports
			MVA Electricity available (outlying) (firm capacity)	40	Reporting only - no target	40	Reporting only - no target	40	Reporting only - no target	40	Reporting only - no target	40	50	50			Monthly reports
	Optimise infrastructure investment and services	Cost Recovery	Total kwh electricity loss	47 740 299	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	47 740 299	44 925 923			Revenue reports		
	Optimise infrastructure investment and services	Electricity network upgrade and maintenance	R-value spend on electricity maintenance as % of asset value	5%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	2%	2%			Budget report		
GG	Effective and Efficient administration	Council Support	% of Departmental Council resolutions implemented	100%	100%	100%	100%	100%	100%	100%	100%	100%			Departmental Resolution register		
GG	Effective and Efficient administration	Management and Administration	# of departmental meetings	2	0	0	1	1	1	1	2	1	No excuse	Concerted effort to ensure meetings	Minutes and Attendance registers of Departmental meetings		
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Electrical Engineering Departmental monthly reports submitted on time	12	3	3	6	6	9	9	12	12			Monthly, quarterly, half yearly and annual reports		
GG	Effective and Efficient administration	Sound Governance	% of Internal Audit queries responded to within 10 days	100%	100%	100%	100%	100%	100%	100%	100%	100%			Register of Internal Audit queries & corresponding reports		
GG / MFVM	Increase financial viability	Budget management	% of departmental budget spent	98%	25%	23%	50%	46%	75%	67%	100%	89%	Grant and subsidy's projects incomplete due to re-tender process.	Seen as a once off, not expected to reoccur	Monthly financial budget reports		
GG / MFVM	Increase financial viability	Expenditure Management	% of capital budget for electricity spent	97%	10%	0.31%	20%	8%	50%	2%	100%	77.1%	Received capital funds 2 months before financial year end, services contribution funds rolled over	Seen as a once off, not expected to reoccur	Approved Departmental budget 31 May 2010		
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 2 working days		Not applicable this quarter	Not applicable this quarter	100%	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%			Register of Audit queries & corresponding reports		
GG / MFVM	Increase financial viability	Municipal Assets	# of departmental asset verifications done	1	0	0	1	0	1	0	2	1	Staff shortage - time constraints	Request additional personnel	Bi-annual Asset verification checklist		
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of EED Manager's with signed performance plans by 31 July	100%	100%	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%			Signed Performance Plans		

Quarterly targets per Project - Electrical Engineering Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end March '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Lekgwareng (215 units)	30/06/2013	R 2 200 000		Designs approved	Busy with Appointment of Service Provider	Contractor appointed	Project at design stage	Project 50% completed	Project at design stage	Project completed 215 units energised	Not completed. Project Rolled over to next financial year due to having to re-advertise tenders because of changes in SCM legislation.	SCM legislative changes resulted in re-advertisement of tender	SCM policy revised to streamline process and efforts to ensure that tenders are advertised in the first quarter of 2013/14	Consultant Reports
BSD	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mbekeana and Lwandlamuni (570 units)	30/06/2013	R 5 450 000		Designs approved	Busy with Appointment of Service Provider	Contractor appointed	Project at design stage	Project 50% completed	Project at design stage	Project completed 570 units energised	Not completed. Project Rolled over to next financial year due to having to re-advertise tenders because of changes in SCM	SCM legislative changes resulted in re-advertisement of tender	SCM policy revised to streamline process and efforts to ensure that tenders are advertised in the first quarter of 2013/14	Consultant Reports
BSD	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mohiaba Cross and Malekeke (564 units)	30/06/2013	R 5 350 000		Designs approved	Busy with Appointment of Service Provider	Contractor appointed	Project at design stage	Project 50% completed	Project at design stage	Project completed 564 units energised	Not completed. Project Rolled over to next financial year due to having to re-advertise tenders because of changes in SCM	SCM legislative changes resulted in re-advertisement of tender	SCM policy revised to streamline process and efforts to ensure that tenders are advertised in the first quarter of 2013/14	Consultant Reports
BSD	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mkgolobotho and Dan Ext 1&2 (Phase 2)	30/06/2013	R 9 000 000		Source funding to complete Dan Extension	Busy with Appointment of Service Provider	Source funding to complete Dan Extension	Design approved by Eskom awaiting handover	Electrification of 544 households	Project at construction phase	Not applicable this quarter	Not completed. Project Rolled over to next financial year due to having to re-advertise tenders because of changes in SCM	SCM legislative changes resulted in re-advertisement of tender	SCM policy revised to streamline process and efforts to ensure that tenders are advertised in the first quarter of 2013/14	Monthly report
BSD	Optimise infrastructure investment and maintenance	Electricity network upgrade and maintenance	Capital Tools (Outlying)	30/06/2013		R 250 000	Procurement of tools as & when required	R17 231.62 spent on purchase of capital tools	Procurement of tools as & when required	R36 165.59 on Purchase of Capital Tools	Procurement of tools as & when required	R46 902.39 on Purchase of Capital Tools	Procurement of tools as & when required	R22 771.60 spent on Purchase of Capital Tools			Monthly Report
BSD	Optimise infrastructure investment and maintenance	Electricity network upgrade and maintenance	Capital Tools (Town)	30/06/2013		R 250 000	Not applicable this quarter	R7 877.0 spent on capital tools	Procurement of tools as & when required	R21 979 Spent on Purchase of Capital Tools	Procurement of tools as & when required	R73,547 Spent on Purchase of Capital Tools	Procurement of tools as & when required	R89 653.73 spent on Purchase of Capital Tools			Monthly Report
BSD	Optimise infrastructure investment and services	Electricity network upgrade and maintenance	Electricity network upgrading	30/06/2013		R 12 000 000	Allocate funding acquired through service contribution payments to projects for increased capacity.	Planning started on expanding infrastructure with new capacity project	Allocate funding acquired through service contribution payments to projects for increased capacity	Awaiting approval for prison sub. Material bought for prison sub and Letstole main sub on rollover funds.	Allocate funding acquired through service contribution payments to projects for increased capacity	Procurement process for contractor in process. Received additional funds of R7Million from Civil Department. R1Million allocated to the Outlying department for the upgrading of Campsie's Glen substation	Allocate funding acquired through service contribution payments to projects for increased capacity	Contractor appointed in June 2013. An amount of R2,908,274.83 will be rolled over to the next financial year for completion of phase 2 of the project.	Late receipt of additional funding and procurement process only started end of March 2013	With the limited time available, the project was fast tracked and 90% of the budget were paid out to the Contractor for materials delivered.	Allocate funding acquired through service contribution payments to projects for increased capacity
BSD	Optimise infrastructure investment and services	Electricity network upgrade and maintenance	Upgrading Tzaneen Town network including cables	30/06/2013		2,000,000 (carried over)	Acquire permission from DPW to construct Switching station	R20,781.56 spent. Surveys done and awaiting final permission to construct switching station	Construction of Switching Substation and cabling complete	631 637.21 spent on construction of switching and cabling	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	R2 353 742.86 spent on construction materials and professional fees of phase 1 of the Capacity project	R2 354 973 rolled over. Funds allocated with Adjustment budget and only became available in March	Implementation of Forward planning during 2013/14	Project Certificates & Progress Reports
LED/ MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	30/06/2013			Participate in the Annual Performance Assessment for 2011/12. Ensure that scoresheets are completed in time & POEs are complete	Annual Performance Assessment not yet conducted	Conduct an informal assessment of 1st Quarter Performance of relevant employees in the Department and send report to the MM by 21 October '12	Verbal informal assessment done, no report generated	Participate in the mid-year employee performance evaluations for 2012/13. Ensure that scoresheets are completed in time & POEs are complete	Informal Assessment Done	Conduct an informal assessment of the 3rd Quarter Performance of relevant employees in the Department and submit report to the MM by 20 April '13	Informal Verbal Assessment done, no report submitted.	Agreement states 'verbal' assessment	Will in future submit written reports to MM	1st & 3rd Qtr Informal Departmental Individual Performance Reports Correspondence

Key Performance Indicators (KPIs) - Engineering Services Department

KPA/Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Building Control	% decrease in non-compliance to building regulations	21%	not applicable this quarter	not applicable this quarter	not applicable this quarter	Not applicable this quarter	not applicable this quarter	Not applicable this quarter	17%	37%	Target could not be reached a lot illegal construction activities	Consumer education and awareness campaigns will help to reduce illegal building activities	Register of contraventions
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Km of roads regravelled	0	not applicable this quarter	0	11	0	not applicable this quarter	0	150	0	Regravelling capital projects are no longer taking place because we are doing tar roads only.	Regravelling is being done under maintenance.	Monthly reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	% reduction in road backlog	new indicator	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	12%	0%	Projects for tarring of roads are multiyear projects.	Implementation of a demand management plan can help to improve the performance	Road completion reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Km of roads tarred	0	Not applicable this quarter	not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	21	9km's /200m	Delays in project finalisation due to delays in the process of procuring service providers	Implementation of a demand management plan can help to improve the performance	Road Progress Reports
BSD	Optimise infrastructure investment and services	Cost Recovery	% Water unaccounted for (water distribution losses)	6%	6%	5%	6%	6%	6%	5.8%	6%	7%	High water loss due to pipe break in Letsitele water works.	None return valves to be installed to close water leaks in rising mains	Water distribution reports
BSD	Optimise infrastructure investment and services	Fleet Management	R-value spent on fleet maintenance as % of asset value	30%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	10%	4%		The maintenance was reduced by 4.1% as compare to the 10% targeted due to control measures in place and fact that the fleet is still new.	Expenditure reports
BSD	Optimise infrastructure investment and services	Maintenance and upgrading of municipal buildings	Office space backlog	200	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	200	0	Only feasibility studies was done due to delays and re advertisement of the feasibility studies and the study will then guide in terms of the demand	Implementation of a demand management plan can help to improve the performance	Expenditure reports
BSD	Optimise infrastructure investment and services	Maintenance and upgrading of municipal buildings	R-value spent on maintenance of municipal buildings as % of asset value	44%	Not applicable this quarter	not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	15%	7%	Delay in SCMU processes	Implementation of a demand management plan and sufficient budget provision	
BSD	Optimise infrastructure investment and services	Roads and Storm water maintenance and upgrade	R-value spent on maintenance of roads infrastructure as % of asset value	5%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	5%	5%			Expenditure reports

Key Performance Indicators (KPIs) - Engineering Services Department

KPA/Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Optimise infrastructure investment and services	Water and Sewer maintenance and upgrade	R-value spent on maintenance of water infrastructure as % of asset value (5towns)	23%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	43.8%	23.9%	(R 7 919 703.17/R 33 000 000) The Divisional budget was reduced. By R 31 000 000	Liaison with MDM to facilitate approval of increased maintenance funding	Expenditure reports
BSD	Optimise infrastructure investment and services	Water and Sewer maintenance and upgrade	R-value spent on maintenance of sanitation infrastructure as % of asset value (5towns)	41%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	41.3%	19.8%	(R 6 126 585.03/ R 31 000 000)The Divisional budget was reduced. By R 31 000 000.01	Liaison with MDM to facilitate approval of increased maintenance funding	Expenditure reports
BSD	Promote environmentally sound practices and social development	Environmental Health management	% of daily samples taken complying to SANS 241	100%	100%	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	Records of samples and reports
GG	Effective and Efficient administration	Council Support	% of Departmental Council resolutions implemented	100%	100%	100%	100%	100%	100%	100%	100%	100%			Departmental Resolution register
GG	Effective and Efficient administration	Legal support	# of Departmental policies developed	0	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	1	0	The policy could not be reviewed due to delays of advertisement for installation of a fleet management system	Implementation of a demand management plan can help to improve the performance	Approved Fleet policy
GG	Effective and Efficient administration	Management and Administration	# of departmental meetings	4	1	3	2	4	3	1	4	0	Meetings not minuted		Minutes and Attendance registers of Departmental meetings
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Engineering Services Departmental monthly reports submitted on time	12	3	3	6	6	9	9	12	12			Monthly, quarterly, half yearly and annual reports
GG	Effective and Efficient administration	Sound Governance	% of Internal Audit queries responded to within 10 days	100%	100%	100%	100%	100%	100%	100%	100%	100%			Register of Internal Audit queries & corresponding reports
GG / MFVM	Increase financial viability	Budget management	% of departmental budget spent	81%	25%	11%	50%	40%	75%	63%	100%	84%	100% budget spending could not be achieved due to delays in SCMU process	Implementation of a demand management plan can help to improve the performance	Monthly financial budget reports
GG / MFVM	Increase financial viability	Expenditure Management	% of ESD capital budget spent	61%	10%	11%	20%	18%	50%	27%	100%	72%	Most of the projects were to be financed through a loan which was not taken and also delays on EIA approvals on low level bridges.	To speed up implementation of capital projects, loans should be discouraged	Monthly financial budget reports
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 2 working days	100%	Not applicable this quarter	Not applicable this quarter	100%	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%			Register of Audit queries & corresponding reports
GG / MFVM	Increase financial viability	Municipal Assets	# of departmental asset verifications done	1	0	1	1	1	1	1	2	2	Assets verification was conducted and each office has a register		Asset verification checklist

Key Performance Indicators (KPIs) - Engineering Services Department

KPA/Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
GG/MFMA	Financial Viability	Budget management	% MIG funding spent	61%	10%	11%	50%	25%	75%	61%	100%	92%	We could not spend the budget on Sasekani to Nkowankowa project for work done as the contractor's VO was not approved and also due to the delay in the appointment of the contractor for Thapane to Morutji road	Implementation of a demand management plan can help to improve the performance	Budget printout
LED	Integrated developmental planning	Integrated Spatial Development	% of departmental capital spent in the priority areas identified in Spatial Development Framework	100%	100%	100%	100%	100%	100%	100%	100%	100%			Revised SDF vs Capital Expenditure
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of ESD Manager's with signed performance plans by 31 July	100%	100%	100%	100%	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%			Signed Performance Plans

Quarterly targets per Project - Engineering Services Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual Mar '13	Qtr Ending - Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Lenyenye new cemetery tar road	30/06/2013		R 2 000 000	Not applicable this quarter	Not applicable this quarter	Monitor supply chain processes of advertising for a consultant	Waiting for the availability of the new cemetery site.	Monitor appointment of consultant and submission of designs	Not yet done	Appointment of contractor and monitor implementation. Report progress	Waiting for the approval for the new Lenyenye Cemetery site.	Waiting for the approval of the new cemetery site.	Fast tracking the approval of the new cemetery site	Progress reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Mafarana to Sedan Tar (6km)	30/06/2013		R 10 500 000	Design and submit tender documentation to Supply Chain and monitor tender process. Report progress before 6th of every month	Scope of works report was submitted on 31/08/12. Environmental Consultant has been appointed. Engineer busy with designs	Design and submit tender documentation to Supply Chain and monitor tender process. Report progress before 6th of every month	Designs are complete and draft tender document have been submitted for approval.	Monitor implementation and report progress before 6th of every month	Project has passed the tender stage and now waiting the appointment of the contractor	Monitor implementation and report progress before 6th of every month	Contractor is on site and busy with site establishment, by-passes and roaded	Slow supply chain processes	Implementation of demand management plan can help to improve the performance	Monthly reports to Council & COGHSTA.
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Khwekhwe Low level bridge	30/06/2013		R 500 000	Monitor Supply Chain process	Tender for appointment of the consultant was advertised on the 20 September 2012	Appointment of consultant to develop designs	The tender for the appointment of the consultant closed on the 12 October 2012	Appointment of contractor, monitor implementation and report progress	Consultant has just been appointed	Monitor implementation and report progress	Consultant has just completed the designs which are approved	Delays in appointing consultant by SCMU was only appointed in February 2013	Budget for construction in 2014/15	Monthly reports SDBIP report
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Mawa Block 12 Low level bridge	30/06/2013		R 500 000	Monitor Supply Chain process	Tender for appointment of the consultant was advertised on the 20 September 2012	Appointment of consultant to develop designs	The tender for the appointment of the consultant closed on the 12 October 2012	Appointment of contractor, monitor implementation and report progress	Consultant has just been appointed	Monitor implementation and report progress	Consultant has just completed the designs which are approved	Delays in appointing consultant by SCMU was only appointed in February 2013	Budget for construction in 2014/15	Project Certificates & progress reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Mokonyane low level bridge	30/06/2013		R 500 000	Monitor Supply Chain process	Tender for appointment of the consultant was advertised on the 20 September 2012	Appointment of consultant to develop designs	The tender for the appointment of the consultant closed on the 12 October 2012	Appointment of contractor, monitor implementation and report progress	Consultant has just been appointed	Monitor implementation and report progress	Consultant has just completed the designs which are approved	Delays in appointing consultant by SCMU was only appointed in February 2013	Budget for construction in 2014/15	Project Certificates & progress reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Rikhotso low level bridge	30/06/2013		R 500 000	Monitor Supply Chain process	Tender for appointment of the consultant was advertised on the 20 September 2012	Appointment of consultant to develop designs	The tender for the appointment of the consultant closed on the 12 October 2012	Appointment of contractor, monitor implementation and report progress	Consultant has just been appointed	Monitor implementation and report progress	Consultant has just completed the designs which are approved	Delays in appointing consultant by SCMU was only appointed in February 2013	Budget for construction in 2014/15	Project Certificates & progress reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Ramotshinyadi to Mokhwali Tar road (Phase 2)(3.5km)	30/06/2013		R 12 751 569	Monitor implementation and report progress before 6th of every month	Construction on schedule, physical progress is at 55%	Monitor implementation and report progress before 6th of every month	Construction is in progress and the physical progress is at 65%	Monitor implementation and report progress before 6th of every month	Construction physical progress is at 77%. Project was delayed for 3 mths due to negotiation with the land owner and the registration of the servitude.	Monitor implementation and report progress before 6th of every month	Construction physical progress is at 86%. 9km's of Phase 1 has been completed. The contractor is busy with subbase and base layers, also blasting of outcrops of Phase 2.	The project was suppose to be completed on 30 June 2013. Penalties will be imposed.	Problems were resolved and will be completed by the end of July 2013	Project progress reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Rehabilitation of streets in Tzaneen - Claude Wheatly	30/06/2013		R8,000,000 (Roll over)	Monitor implementation and report progress	Construction on hold	Monitor implementation and report progress	New contractor appointed, site handover was on 14/01/13	Monitor implementation and report progress	Contractor on site, has established the site camp, ordered material and busy with survey.	Monitor implementation and report progress	Construction physical progress is at 45%. Contractor has finished the other part of the road which is open for use and now busy with layer works.	Slow supply chain processes	Implementation of demand management plan can help to improve the performance	Monthly reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Sasekani to Nkowanikwa Tar road (Phase 2)	30/06/2013		R 8 473 559	Monitor implementation and report progress before 6th of every month	Construction on hold	Not applicable this quarter	New contractor appointed, site handover was on 15/01/13	Not applicable this quarter	Contractor on site but there was a month and a half delay for the signing of the service level agreement. Contractor busy with layer works.	Not applicable this quarter	Construction physical progress is at 45%. Contractor has stopped working on 3 June 2013 pending the approval of VO's.	Slow supply chain processes	Implementation of demand management plan can help to improve the performance	Monthly reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Senakwe to Maropialala Tar (Phase 2)	30/06/2013		R 31 285 000	Appointment of contractor, monitor implementation and report progress before 6th of every month	Project is on adjudication stage waiting appointment of the contractor by SCM	Monitor implementation and report progress before 6th of every month	Contractor appointed, site handover was on 14/01/13.	Monitor implementation and report progress before 6th of every month	Contractor on site, busy with mass earth works.	Monitor implementation and report progress before 6th of every month	Construction physical progress is at 61%. Contractor is on site and busy with mass earth works and layer works.		Implementation of demand management plan can help to improve the performance	Monthly reports

Quarterly targets per Project - Engineering Services Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual Mar '13	Qtr Ending - Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Speed humps	30/06/2013		R 2 200 000	Identification of positions	The identification of the speed hump positions was completed	Implementation of 33 speed humps and report progress	The identification of the speed humps was completed and the project will be implemented after the appointment of contractors for the construction of low level bridges (Politsi, Motupa, Mopye and Thako to Sefolwe)	Implementation of 33 speed humps and report progress	Waiting for the appointment of the contractor for Politsi low level bridge	Implementation of 33 speed humps and report progress	Waiting for the appointment of Politsi low level bridge contractor	The budget is reserved for the shortfall on the construction of low level bridges.	Project to kick-start as soon as Politsi low level bridge contractor is appointed	Project Certificates & progress reports
BSD	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Thapane to Moruji Tar	30/06/2013		R 11 144 700	Appointment of contractor, monitor implementation and report progress before 6th of every month	Environmental Consultant appointed and the Engineer busy with designs.	Monitor implementation and report progress before 6th of every month	Consulting Engineer busy with the designs	Monitor implementation and report progress before 6th of every month	Project has passed the tender stage and now waiting the appointment of the contractor	Monitor implementation and report progress before 6th of every month	Contractor was appointed on 28 June 2013	Slow supply chain processes	Implementation of demand management plan can help to improve the performance	Monthly reports
BSD	Integrated Developmental Planning	Infrastructure Planning	Roads masterplan	30/06/2013	R 3 000 000		Identify source of funding	The identification of the source was not done	Advertise for the appointment of a service provider. Appoint service provider	Waiting for availability of budget	Monitor progress with the drafting of the Roads master plan	Waiting for the assistance from MISA service provider	Monitor progress with the drafting of the Roads master plan	Consultant appointed by MISA			Monthly reports from service provider
BSD	Optimise infrastructure investment and services	Fleet management	Fleet management	30/06/2013	R 5 502 892		Implement fleet management system and report progress	Busy with specification for advert for installation of tracing system	Review Fleet Management policy and monitor progress with implementation	Waiting for SCMU to advertise for appointment of service provider for installation of tracking devices	Monitor the implementation of the fleet management system	Waiting for SCMU to advertise for appointment of service provider for installation of tracking devices	Monitor the implementation of the fleet management system	The tender advert was on the 7 June 2013 and closed on the 27 June 2013. Waiting for SCMU to appoint service provider for installation of fleet management system	Delay in SCMU process to appoint service provider	Implementation of demand management plan can help to improve the performance	Monthly reports
BSD	Optimise infrastructure investment and services	Infrastructure Planning	Water & Sewer master plan	30/06/2013	R 4 000 000		Identify source of funding	Mopani District Municipality to fund the water infrastructure Plan	Advertise for the appointment of a service provider. Appoint service provider	Mopani District Municipality to fund the Master Plan for Water and Sanitation.	Monitor progress with the drafting of the Water & Sewer Master Plans	Not yet done	Monitor progress with the drafting of the Water & Sewer Master Plans	Not yet done	MISA is drafting the plan through MDM	None Liaising with MISA to ensure drafting of Master Plans as a matter of urgency	Monthly reports from service provider
BSD	Optimise infrastructure investment and services	Maintenance and upgrading of municipal buildings	Additional Office space	30/06/2013		R 3 000 000	Implement outcome of the feasibility study	Evaluation stage of the bidder	Monitor implementation and report progress with the providing additional office space	Delayed by SCMU for appointment of service provider to do feasibility studies	Monitor implementation and report progress with the providing additional office space	Delayed by SCMU for appointment of service provider to do feasibility studies	Monitor implementation and report progress with the providing additional office space	The draft report has been completed and management comments are being included and the final draft will serve to management before cluster committee and eventually to council	The service level agreement was only signed in April therefore the project has been delayed due to SCMU processes	Implementation of demand management plan can help to improve the performance	Office space reports
BSD	Optimise infrastructure investment and services	Maintenance and upgrading of municipal buildings	Replacing Aircon and furniture in Engineering Department	30/06/2013		R 500 000	Draft specifications and advertise for the provision of aircons and furniture	The specifications and advertisement was done	Appoint service provider and monitor implementation	Service provider has been appointed and busy with the installation of Aircons	Appoint service provider and monitor implementation	Air conditioning installation is complete busy with procurement of office furniture	Appoint service provider and monitor implementation	Installations of airconditioners is complete and office furniture could not be procured	Budget problems and reducing of expenditure		Invoice & Proof of payment
BSD	Optimise infrastructure investment and services	Maintenance and upgrading of municipal buildings	Securing of Rates Hall and Morphy Access Control system	30/06/2013		R1500000 (roll over)	Planning and design of Rates hall changes	Installation of safety doors already started> Only waiting for advert for installation of lift in the civic centre	Ensure that Rates Hall is secured and Morphy Access Control System is installed. Liaise with Safety & Security	Installation of safety doors in rates hall completed only waiting for advertisement of installation of Lift in the civic centre	Hand over the Morphy Access system to the CSD (Safety & Security) for managing the system	The project of safety bullet proof glasses and time delay doors is complete	Not applicable this quarter	The project for safety glasses is completed and installation of lift had to be delayed due to feasibility study of office	The lift installation is still waiting for feasibility studies to inform as to whether two buildings will be combined and one central lift be installed	Implementation of demand management plan can help to improve the performance	Project progress reports
BSD	Optimise infrastructure investment and services	Municipal assets	Capital Equipment	30/06/2014		R 150 000	Source Quotations for the purchasing of Fuel tankers, brush cutters and pruners	Waiting for availability of budget	Purchasing of Fuel tankers, brush cutters and pruners	Not yet implemented	Not applicable this quarter	Not yet implemented	Not applicable this quarter	Not procured	Capital Loan cancelled	Advertisement of service providers will be done in the first quarter	Invoice & Proof of payment

Quarterly targets per Project - Engineering Services Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual Mar '13	Qtr Ending - Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Optimise infrastructure investment and services	Municipal assets	Tzaneen Airfield Fencing	30/06/2013		R 650 000	Monitor Supply Chain process to appoint contractor	This was not done	Appointment of contractor. Monitor implementation and report progress	Not yet implemented	Monitor implementation and report progress	Not yet implemented	Monitor implementation and report progress	Not done	Capital Loan cancelled	Advertisement of service providers will be done in the first quarter	Progress Reports
BSD	Optimise infrastructure investment and services	Roads & Storm water maintenance and upgrade	Funeral roads in all clusters	30/06/2013	R 4 257 000		100% compliance to requisitions submitted	472km graded	100% compliance to requisitions submitted	584 km graded	100% compliance to requisitions submitted	632km graded	100% compliance to requisitions submitted	100% compliance to requisitions. 667 km graded			Funeral road register
BSD	Optimise infrastructure investment and services	Roads & Storm water maintenance and upgrade	Regravelling of internal streets all clusters	30/06/2013	R 11 892 312		Maintain internal streets in all clusters as and when required, report activities on a monthly basis	5.4km regravelled at Mafarana and Runnymede	Maintain internal streets in all clusters as and when required, report activities on a monthly basis	No regravelling was done.	Maintain internal streets in all clusters as and when required, report activities on a monthly basis	2km regravelling in Petanenge, 11 km regravelling in Relela and 3km regravelling in Runnymede	Maintain internal streets in all clusters as and when required, report activities on a monthly basis	Regravelling - 2.5km Petanenge, 2.8km Dan village and 3km at Burger'sdorp.			Regravelling Project progress reports
BSD	Optimise infrastructure investment and services	Water and Sewer maintenance and upgrade	BlueDrop Water Certification (BDC)	30/06/2013			Maintain blue drop status by monitoring compliance to SANS 241:2011 at Tzaneen & Letsitele water system. Develop water safety plans and policies for Nkowankowa and Lenyenye to secure BDC	Maintain BDC and assist Mopani with Lenyenye and Nkowankowa	Maintain blue drop status by monitoring compliance to SANS 241:2011 at Tzaneen & Letsitele water system. Develop water safety plans and policies for Nkowankowa and Lenyenye to secure BDC	Update of Water and Wastewater Quality data for Water Safety Plan and Risk Abatement Plan are in progress	Maintain blue drop status by monitoring compliance to SANS 241:2011 at Tzaneen & Letsitele water system. Develop water safety plans and policies for Nkowankowa and Lenyenye to secure BDC	Continuous Monitoring of Water and Wastewater Quality data for Water Safety Plan and Risk Abatement Plan are in progress	Maintain blue drop status by monitoring compliance to SANS 241:2011 at Tzaneen & Letsitele water system. Develop water safety plans and policies for Nkowankowa and Lenyenye to secure BDC	Blue Drop improvement plan in place but no performance report available yet	Performance report not yet available from the Minister	Liaison with DWAF	Water Quality reports Policies
BSD	Optimise infrastructure investment and services	Water and Sewer maintenance and upgrade	GreenDrop Certification (GDC)	30/06/2013			Develop plans for waste water management to secure GDC for Tzaneen & Nkowankowa and Lenyenye. Monitor activities to ensure adherence to SANS 241:2011	Maintain GDC and assist MDM with Lenyenye and Nkowankowa	Develop plans for waste water management to secure GDC for Tzaneen & Nkowankowa and Lenyenye. Monitor activities to ensure adherence to SANS 241:2011	Risk Abatement Plan for 2012 which covers all pump stations and their improvement plan are being evaluated.	Develop plans for waste water management to secure GDC for Tzaneen & Nkowankowa and Lenyenye. Monitor activities to ensure adherence to SANS 241:2011	Continuous Monitoring of Water and Wastewater Quality data for Water Safety Plan and Risk Abatement Plan are in progress	Develop plans for waste water management to secure GDC for Tzaneen & Nkowankowa and Lenyenye. Monitor activities to ensure adherence to SANS 241:2011	Green Drop improvement plan in place but no performance report available yet	Performance report not yet available from the Minister	Liaison with DWAF	*Waste Water Management Plan *Waste Water Quality reports
LED	Create community beneficiation and empowerment opportunities	Extended Public Works	Facilitating EPWP	30/06/2013	R 935 000		Monitor progress with the implementation of EPWP and report progress to Council on a monthly basis. Submit job creation statistics to PED	Only 79 job opportunities were created and the reports are forwarded monthly to provincial department	Monitor progress with the implementation of EPWP and report progress to Council on a monthly basis. Submit job creation statistics to PED	Only 79 job opportunities were created and the reports are forwarded monthly to provincial department	Monitor progress with the implementation of EPWP and report progress to Council on a monthly basis. Submit job creation statistics to PED	Only 89 job opportunities were created and the reports are forwarded monthly to provincial department	Monitor progress with the implementation of EPWP and report progress to Council on a monthly basis. Submit job creation statistics to PED	159 job opportunities were created and the reports are forwarded monthly to provincial department	Initially targets for EPWP job creation where not set.	EPWP job creation targets contained in the 2013/14 SDBIP	Monthly EPWP reports Incentive agreement
LED/ MTO	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	30/06/2013			Participate in the Annual Performance Assessment for 2011/12. Ensure that scoresheets are completed in time & POEs are complete	No assessments have been done	Conduct an informal assessment of 1st Quarter Performance of relevant employees in the Department and send report to the MM by 21 October '12	No assessments have been done	Participate in the mid-year employee performance evaluations for 2012/13. Ensure that scoresheets are completed in time & POEs are complete	No assessments have been done	Conduct an informal assessment of the 3rd Quarter Performance of relevant employees in the Department and submit report to the MM by 20 April '13	Annual Assessment for 2011/12 concluded, informal and mid-year assessments not conducted			1st & 3rd Qtr Informal Departmental Individual Performance Reports Correspondence

Key Performance Indicators (KPIs) - Community Services Department

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Effective and Efficient administration	Safety and Security	% reduction in R-value of Council property lost through theft and damages by year end	new indicator	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	50%	50%			Theft & damages register
BSD	Improve access to sustainable and affordable services	Licensing Services	% of people with access to learners, drivers licences and vehicle licensing		Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%	100%			License & Vehicle Registration Programme Service Stats
BSD	Improve access to sustainable and affordable services	Traffic Services	% decrease in road accidents	new indicator	Not applicable this quarter	Not applicable this quarter	5%	5%	Not applicable this quarter	7%	10%	11%	Many accidents take place at night. For reporting only as department has no control over it	Remove indicator from SDBIP as GTM has no control	Road accident register
BSD	Improve access to sustainable and affordable services	Traffic Services	% decrease in traffic offenders	new indicator	Not applicable this quarter	Not applicable this quarter	5%	10%	Not applicable this quarter	5%	10%	8%	Increase in new drivers	Increase visibility of traffic officers at all times	Register of fines
BSD	Improve access to sustainable and affordable services	Traffic Services	% of households with access to traffic services		Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	5%	6%			Traffic Service Programme & Reports
BSD	Improve access to sustainable and affordable services	Traffic Services	Rand value received for fines issued / R value of fines issued (%)	80%	70%	60%	70%	75%	70%	75%	70%	60%	Low collection rate. Not measurable taking into consideration some households does not have vehicles and vehicles stopped are from all over including	Debt collection on traffic fines to be improved	Revenue reports
BSD	Improve access to sustainable and affordable services	Waste Management	Nr of households with access to basic (or higher) refuse removal (Urban)	10775	9892	10775	9892	10775	9892	10775	9892	10775			Monthly reports
BSD	Improve access to sustainable and affordable services	Waste Management	Nr of households with access to basic (or higher) refuse removal (Rural)	6979	6979	6979	6979	6979	6979	6979	6979	6979			Monthly reports
BSD	Optimise infrastructure investment and services	Cemetery maintenance and upgrade	# of Cemeteries with amenities	89	Not applicable this quarter	Not applicable this quarter	91	89	Not applicable this quarter	Not applicable this quarter	91	89	Lenyenye & Nkowanowa cemeteries not yet established/ extended	Negotiations for the release of land ongoing	Cemetery register
BSD	Promote environmentally sound practices and social development	Library Services	# people using the GTM libraries	95957	21125	25022	42250	47935	63375	66099	84500	93984			Statistics and reports
BSD	Promote environmentally sound practices and social development	Library Services	# of new libraries developed	0	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	1	2	1	0	Shiluvane and Mulati libraries not yet complete and not yet handed over to the GTM.	Regular communication with the Public Works Project Manager, attendance of site meetings and updates to cluster	Shiluvane & Molati building site reports Correspondence with DSAC
BSD	Promote environmentally sound practices and social development	Environmental Health Management	% of households with access to basic level of Environmental Health Services	12%	12%	12%	12%	12%	12%	12%	12%	12%			Environmental Health Service Reports
BSD	Promote environmentally sound practices and social development	Environmental Health management	% compliance to the environmental legislation checklist	76%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	80%	83%	The improved rating on the external audit of the landfill site		Environmental Checklist

Key Performance Indicators (KPIs) - Community Services Department

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual End Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Promote environmentally sound practices and social development	Parks and Open space Management	% of households with access to parks	12%	Not applicable this quarter	Not applicable this quarter	12%	12%	Not applicable this quarter	Not applicable this quarter	12%	12%			Stats SA
BSD	Promote environmentally sound practices and social development	Parks and Open space Management	# of dedicated parks maintained (developed)	7	7	7	7	7	7	7	7	7			Parks maintenance plan
BSD	Promote environmentally sound practices and social development	Sport and Recreation	# of households with access to formal Sport and recreation facilities	18963	Not applicable this quarter	Not applicable this quarter	18963	18963	Not applicable this quarter	18963	18963	18963			Stats SA (Nkawkowa, Tzaneen, Lenyenye, Julesburg, Burgersdorp and Rhelela)
BSD	Improve access to sustainable and affordable services	Free Basic Services	% Households with access to basic level of waste management services	10%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	12%	12%			Solid waste Service schedules
GG	Effective and Efficient administration	Council Support	% of Departmental Council resolutions implemented	100%	100%	100%	100%	100%	100%	100%	100%	100%	Molati Library - Building nearing completion Wind damage to roof and outstanding matters on variation order is delaying process. Building still under control of Public Works /DSAC.		Departmental Resolution register
GG	Effective and Efficient administration	Management and Administration	# of departmental meetings	4	1	5	2	0	3	3	4	3	Director newly appointed		Minutes and Attendance registers of Departmental meetings
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Community Services Departmental monthly reports submitted on time	12	3	3	6	6	9	9	12	12			Monthly, quarterly, half yearly and annual reports
GG	Effective and Efficient administration	Safety and Security	# of internal theft cases reported	5	0	2	0	2	0	2	0	1	Departments are not submitting the information to the CSD	Email has been sent to all users as a reminder	Theft register
GG	Effective and Efficient administration	Sound Governance	% of Internal Audit queries responded to within 10 days	100%	100%	100%	100%	100%	100%	100%	100%	100%			Register of Internal Audit queries & corresponding reports
GG / MFVM	Increase financial viability	Budget management	% of departmental budget spent	91%	25%	20%	50%	49%	75%	73%	100%	99%			Monthly financial budget reports
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 2 working days	100%	Not applicable this quarter	Not applicable this quarter	100%	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%			Register of Audit queries & corresponding reports
GG / MFVM	Increase financial viability	Municipal Assets	# of departmental asset verifications done	1	0	0	1	1	1	1	2	1			Asset verification checklist
LED	Integrated developmental planning	Integrated Spatial Development	% of departmental capital spent in the priority areas identified in Spatial Development Framework	100%	100%	100%	100%	100%	100%	100%	100%	100%			Revised SDF vs Capital Expenditure
LED/ MTO	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of CSD Manager's with signed performance plans by 31 July	100%	100%	0%	100%	0%	Not applicable this quarter	0%	Not applicable this quarter	100%			Signed Performance Plans

Quarterly targets per Project - Community Services Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Library Infrastructure	Construct and establish new libraries (Shiluvane Library)	30/06/2013	R 1 000 000	R 135 000	Attend Shiluvane Library site meetings. Appoint and train GTM staff for library or train staff appointed by DSAC	No Shiluvane site meetings conducted this quarter. Shiluvane staff appointments pending. Detailed lists of books needed at the Shiluvane Library compiled and submitted to the DSAC.	Attend Shiluvane Library site meetings. Train staff upon appointment. Follow up on furniture, equipment, cabling, IT networking, security systems etc. needed for the Shiluvane Library and advise the DSAC on placement in the Shiluvane Library.	No Shiluvane site meetings were conducted this quarter. Short listing of 2nd Shiluvane Librarian appointments pending. Followed up on progress Shiluvane Library with DASC and drafted a report for the Sports, Arts and Culture Cluster Committee.	Manage the Shiluvane Library	Site meeting at the Shiluvane Library attended on 22 January, 4 and 11 March. A letter signed by the MM sent to the DSAC advising on the placement of new libraries. Office furniture for the Shiluvane Library, purchased by the DSAC, was offloaded at the library and is kept securely in an office.	Manage the Shiluvane Library	A letter to the DSAC advising on placement of new libraries was signed by the MM and forwarded to the DSAC in April. C Nel attended Shiluvane and Mulati site meetings on 15 May. EXCO item on the Mulati Library was approved on 7 May. EXCO item on library matters, including possible future government funding	The Shiluvane and Mulati libraries are nearing completion. Once completed, Public Works will hand over to the DSAC, who in turn will formally hand over to the GTM.	Regular communication with the Public Works Project Manager, attendance of site meetings and updates to Cluster.	Minutes of meetings, reports and correspondence
BSD	Improve access to sustainable and affordable services	Public Transport	Transport Master plan	30/06/2013			Liaise with the MDM to develop a Transport Master Plan for GTM	Leasing on Master Plan not ready yet.	Liaise with the MDM to develop a Transport Master Plan for GTM	Development in process	Liaise with the MDM to develop a Transport Master Plan for GTM	Integrated Transport Plan in place	Liaise with the MDM to develop a Transport Master Plan for GTM	ITP in place to be reviewed	No funds available to review the ITP	Secure funds for the review of the ITP	Correspondence
BSD	Improve access to sustainable and affordable services	Traffic Services	GTM Law Enforcement in rural areas and scrappings	30/06/2013	R 100 000		Conducting rural traffic program as per schedule. Manage and follow up on vehicle scrappings	Rural operations planned and executed scrapping on-going.	Conducting rural traffic program as per schedule. Manage and follow up on vehicle scrappings	Programme in progress	Conducting rural traffic program as per schedule. Manage and follow up on vehicle scrappings	Program in place scrappings continue	Conducting rural traffic program as per schedule. Manage and follow up on vehicle scrappings	Rural policing not effective	Pay points not accessible	Payment to be accepted at Town Managers offices	Monthly report
BSD	Improve access to sustainable and affordable services	Traffic Services	Kukula Ndlele drunken-driving blitz project	30/06/2013	R 55 000		Additional roadblocks 2 (Drunken driving Blitz)	Drager challenges drunken driving arrests with help of hospitals	Additional roadblocks 2 (Drunken driving Blitz)	On hold, machine stolen. Rely on blood tests.	Additional roadblocks 2 (Drunken driving Blitz)	Roadblocks conducted. Hospitals assists with drawing of blood for alcohol tests	Additional roadblocks 2 (Drunken driving Blitz)	Tests for drunken drivers are done as and when we hold roadblocks and routine tests			Monthly Reports
BSD	Improve access to sustainable and affordable services	Traffic Services	Minitzani-Bonatsela Traffic centres scholar Education	30/06/2013	R 40 000		Staging of Minitzani safety week during June/July holidays	Challenges of unavailability of visitors cater only for funds from schools.	Conduct road safety education campaigns at rural schools. Report schools attendance in monthly reports	On hold, No budget	Conduct road safety education campaigns at rural schools. Report schools attendance in monthly reports	Road safety education success school visits continue	Conduct road safety education campaigns at rural schools. Report schools attendance in monthly reports	Very effective attendance. Monthly reports submitted			Monthly Reports
BSD	Improve access to sustainable and affordable services	Traffic Services	Scholar patrols and cluster control points	30/06/2013	R 40 000		Ensure that road traffic is controlled at schools on busy routes to ensure scholar safety. (Laerskool Tzaneen, Unicorn, Florapark & Nkowankowa & Rita)	Effective control at specific points.	Ensure that road traffic is controlled at schools on busy routes to ensure scholar safety. (Laerskool Tzaneen, Unicorn, Florapark & Nkowankowa & Rita)	Effective control at specific points.	Ensure that road traffic is controlled at schools on busy routes to ensure scholar safety. (Laerskool Tzaneen, Unicorn, Florapark & Nkowankowa & Rita)	Effective road traffic for safety of school kids continue	Ensure that road traffic is controlled at schools on busy routes to ensure scholar safety. (Laerskool Tzaneen, Unicorn, Florapark & Nkowankowa & Rita)	Very effective. 5 days a week at the specified points			Monthly Reports
BSD	Improve access to sustainable and affordable services	Waste management	Bulk Bin Waste Collections in Urban areas	30/06/2013	R 5 300 000		Monitor the collection of Bulk Bin waste in Tzaneen, Lenyenye, Letsitele, Haenertsburg, Nkowankowa ensure compliance to SLA. Report volumes	100% compliance to Bulk Bin Collections in Tzaneen, Lenyenye, Letsitele, Haenertsburg and Letsitele and 25% expenditure	Monitor the collection of Bulk Bin waste in Tzaneen, Lenyenye, Letsitele, Haenertsburg, Nkowankowa ensure compliance to SLA. Report volumes	100% compliance to Bulk Bin Collections in Tzaneen, Lenyenye, Nkowankowa, Haenertsburg and Letsitele and 50% expenditure.	Monitor the collection of Bulk Bin waste in Tzaneen, Lenyenye, Letsitele, Haenertsburg, Nkowankowa ensure compliance to SLA. Report volumes	100% compliance to Bulk Bin Collections in Tzaneen, Lenyenye, Nkowankowa, Haenertsburg and Letsitele and 50% expenditure.	Monitor the collection of Bulk Bin waste in Tzaneen, Lenyenye, Letsitele, Haenertsburg, Nkowankowa ensure compliance to SLA. Report volumes	100% compliance to Bulk Bin Collections in Tzaneen, Lenyenye, Letsitele, Haenertsburg and Letsitele and 100% expenditure.			Consolidated monthly statistics
BSD	Improve access to sustainable and affordable services	Waste management	Contracted Kerbside collections	30/06/2013			Monitor Contracted Kerbside collections in Nkowankowa & Lenyenye and ensure that services are provided as per the SLA	100% compliance to Contracted Kerbside collections in Nkowankowa and Lenyenye and 25% expenditure. The tender of Nkowankowa already expired and was re-advertised.	Monitor Contracted Kerbside collections in Nkowankowa & Lenyenye and ensure that services are provided as per the SLA	100% compliance to Contracted Kerbside collections in Nkowankowa and Lenyenye and 50% expenditure. The tender of Lenyenye also expired and MUST be re-advertised in early 2013	Monitor Contracted Kerbside collections in Nkowankowa & Lenyenye and ensure that services are provided as per the SLA	100% compliance to Contracted Kerbside collections in Nkowankowa and Lenyenye and 75% expenditure. The tender of Lenyenye also expired and MUST be re-advertised in early 2013	Monitor Contracted Kerbside collections in Nkowankowa & Lenyenye and ensure that services are provided as per the SLA	100% compliance to Contracted Kerbside collections in Nkowankowa and Lenyenye and 100% expenditure. The tender of The tender of Lenyenye also expired and MUST be re-advertised by SCMJ			Consolidated monthly statistics

Quarterly targets per Project - Community Services Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Waste management	Contracted Litterpicking	30/06/2013			Monitor Litterpicking in the outlying areas and ensure adherence to the route sheets for R/South & R/North	100% Compliance to Litterpicking schedules in Tzaneen, Lenyenye, Haenertsburg and Nkowankowa and 25% expenditure	Monitor Litterpicking in the outlying areas and ensure adherence to the route sheets for R/South & R/North	100% Compliance to Litterpicking schedules in Tzaneen, Lenyenye, Haenertsburg and Nkowankowa and 50% expenditure. The 2 x Tenders of Litterpicking already expired and MUST be re-advertised early 2013	Monitor Litterpicking in the outlying areas and ensure adherence to the route sheets for R/South & R/North	100% Compliance to Litterpicking schedules in Tzaneen, Lenyenye, Haenertsburg and Nkowankowa and 75% expenditure. The 2 x Tenders of Litterpicking already expired and MUST be re-advertised early 2013	Monitor Litterpicking in the outlying areas and ensure adherence to the route sheets for R/South & R/North	100% Compliance to Litterpicking schedules in Tzaneen, Lenyenye, Haenertsburg and Nkowankowa and 100% expenditure. The 2 x Tenders of Litterpicking already expired and MUST be re-advertised by SCMI			Consolidated monthly statistics
BSD	Improve access to sustainable and affordable services	Waste management	Health Care Waste Collections	30/06/2013			Monitor the collection of Health Care Waste. Report actual removals	100% compliance to HCRW collections schedules and 25% expenditure	Monitor the collection of Health Care Waste. Report actual removals	100% compliance to HCRW collections schedules and 50% expenditure. Awaiting outcome of BAC recommendation for appointment of a new HCRW Service-Provider	Monitor the collection of Health Care Waste. Report actual removals	100% compliance to HCRW collections schedules and 50% expenditure. Awaiting outcome of BAC recommendation for appointment of a new HCRW Service-Provider	Monitor the collection of Health Care Waste. Report actual removals	100% compliance to HCRW collections schedules and 100% expenditure. Awaiting outcome of BAC recommendation for appointment of a new HCRW Service-Provider			Consolidated monthly statistics
BSD	Improve access to sustainable and affordable services	Waste management	Municipal Kerbside collections	30/06/2013			Monitor Municipal Kerbside collections in Tzaneen, Haenertsburg and Letsitele and ensure that route service schedules are adhered to. Report actual removal volumes	100% Compliance to Municipal Kerbside collections in Tzaneen, Haenertsburg and Letsitele and 25% expenditure	Monitor Municipal Kerbside collections in Tzaneen, Haenertsburg and Letsitele and ensure that route service schedules are adhered to. Report actual removal volumes	86% effective compliance to Municipal Kerbside collections in Tzaneen, Haenertsburg and Letsitele and 50% expenditure.	Monitor Municipal Kerbside collections in Tzaneen, Haenertsburg and Letsitele and ensure that route service schedules are adhered to. Report actual removal volumes	86% effective compliance to Municipal Kerbside collections in Tzaneen, Haenertsburg and Letsitele and 75% expenditure.	Monitor Municipal Kerbside collections in Tzaneen, Haenertsburg and Letsitele and ensure that route service schedules are adhered to. Report actual removal volumes	100% effective compliance to Municipal Kerbside collections in Tzaneen, Haenertsburg and Letsitele and 100% expenditure.			Consolidated monthly statistics
BSD	Improve access to sustainable and affordable services	Waste management	Municipal Litterpicking	30/06/2013			Monitor Litterpicking in Tzaneen, Letsitele, Haenertsburg & Nkowankowa and ensure adherence to route- sheets. Report on number of routes serviced	100% compliance to Litterpicking of Waste Removals calendar in Tzaneen, Letsitele and Nkowankowa and 25% expenditure	Monitor Litterpicking in Tzaneen, Letsitele, Haenertsburg & Nkowankowa and ensure adherence to route- sheets. Report on number of routes serviced	90% effective compliance to Litterpicking schedules in Tzaneen, Letsitele and Nkowankowa and 25% expenditure.	Monitor Litterpicking in Tzaneen, Letsitele, Haenertsburg & Nkowankowa and ensure adherence to route- sheets. Report on number of routes serviced	90% effective compliance to Litterpicking schedules in Tzaneen, Letsitele and Nkowankowa and 75% expenditure.	Monitor Litterpicking in Tzaneen, Letsitele, Haenertsburg & Nkowankowa and ensure adherence to route- sheets. Report on number of routes serviced	100% effective compliance to Litterpicking schedules in Tzaneen, Letsitele and Nkowankowa and 100% expenditure			Consolidated monthly statistics
BSD	Improve access to sustainable and affordable services	Waste management	Regional Landfill site	30/06/2013			Liaise with Mopani District Municipality to facilitate the establishment of a regional landfill site.	Continuous liaison with MDM to facilitate the establishment of a regional landfill site via E-mail	Liaise with Mopani District Municipality to facilitate the establishment of a regional landfill site.	Continuous liaison with MDM to facilitate the establishment of a regional landfill site via e-mail. Recent Land-Survey indicates still a minimum of 10 x years lifespan for the Landfill existence	Liaise with Mopani District Municipality to facilitate the establishment of a regional landfill site.	Continuous liaison with MDM to facilitate the establishment of a regional landfill site via e-mail. Recent Land-Survey indicates still a minimum of 10 x years lifespan for the Landfill existence	Liaise with Mopani District Municipality to facilitate the establishment of a regional landfill site.	Continuous liaison with MDM to facilitate the establishment of a regional landfill site via e-mail. Recent Land-Survey indicates still a minimum of 10 x years lifespan for the Landfill existence	MDM not responding to correspondence	Pursue matter through IGR forums	Correspondence with MDM Minutes of Meetings
BSD	Improve access to sustainable and affordable services	Waste management	Village waste collection	30/06/2013			Prioritisation of 13 Waste Service Areas and Draft of individual SLA's.	13 x Waste Service Areas demarcated and of individual DRAFT SLA's being workshopped with 7 x Pilot Groups being concluded	Submit prioritised list of WSA's to Council and submit to IDP for budgeting	66 x Rural Waste Service Areas is demarcated and Service Level Conditions ((SLC s)) was work shopped with 7 x Pilot Groups successfully. The position of WMO for this tasks is now vacant for 6 x months + now further progress can be made	Ensure inclusion in 2013/14 IDP for prioritisation	66 x Rural Waste Service Areas is demarcated and Service Level Conditions ((SLC s)) was work shopped with 7 x Pilot Groups successfully. The position of WMO for this tasks is now vacant for 6 x months + now further progress can be made	Submit prioritised list of WSA's to Council and submit to IDP for budgeting Ensure inclusion in 2013/14 IDP for prioritisation	66 Rural Waste Service Areas is demarcated and Service Level Conditions ((SLC s)) was work-shopped with 7 Pilot Groups successfully. The position of WMO for this tasks is now vacant for 12 months. Still awaiting Pilots - Groups to sign the Section 25 "Registration" as "Transporter of Waste"	The position of WMO for this task is now vacant for 12 months.	Appointment of Waste Management Officer	SLA Council Item
BSD	Improve access to sustainable and affordable services	Waste management	Waste Management mass containers - 10mx6m ²	30/06/2013		R 100 000	Draft Specifications for quotations, obtain quotations via Supply Chain	Busy with draft specifications for quotations, not yet quotations requested via Supply Chain	Technical evaluation and recommendations for purchasing	Finalised specifications for quotations, to be forwarded in 2013 for quotations via Supply Chain	Place order for Skips	Forwarded finalised specifications for formal written quotations to Supply Chain on 15 Feb 2013.	Supply by service provider	Forwarded finalised specifications for formal written quotations to Supply Chain on 15 Feb 2013.	SCM process	All role players in SCM to improve on communication and turn-around times	Specifications Proof of payment

Quarterly targets per Project - Community Services Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Optimise infrastructure investment and services	Maintenance and upgrade of cemeteries	Cemetery Management	30/06/2013			Maintain existing cemeteries and liaise with Land, Property and Housing Division for the acquisition of land for new cemeteries	Existing cemetery maintenance is on going. Land was acquired for Lenyeny cemetery but became not suitable for cemetery development.	Maintain existing cemeteries and liaise with Land, Property and Housing Division for the acquisition of land for new cemeteries	Land was acquired for Lenyeny Cemetery and the land was paid by PED, only left with land transfer so the Environmental Impact Assessment Study can resume. Existing cemeteries maintenance at proclaimed towns is on going.	Maintain existing cemeteries and liaise with Land, Property and Housing Division for the acquisition of land for new cemeteries	Land was acquired for Lenyeny cemetery and the land was paid by PED, only left with land transfer so the Environmental Impact Assessment Study can resume. Existing cemeteries maintenance at proclaimed towns is on going.	Maintain existing cemeteries and liaise with Land, Property and Housing Division for the acquisition of land for new cemeteries	All existing cemeteries are maintained, PED acquired land for Lenyeny cemetery, but the matter is still to be finalised with Nkuna and Mkgoboya Tribal Authorities			Maintenance Schedule, Records of correspondence
BSD	Optimise infrastructure investment and services	Maintenance and upgrade of cemeteries	Cemetery Register (Rural)	30/06/2013			Train ward committee members on the utilisation of the cemetery register. Capture rural cemetery register data on a monthly basis	Requested quotes from SCMU for registers so training can start.	Monitor the usage of the rural cemetery register and capture data on a monthly basis	Cemetery registers purchase is still awaiting for quotations from the SCMU so the training can follow.	Monitor the usage of the rural cemetery register and capture data on a monthly basis	Training was done on the 15 March 2013 at Old Fire Building and 30 wards attended.	Monitor the usage of the rural cemetery register and capture data on a monthly basis	136 cemetery registers were handed over to all GTM wards in April 2013. Consolidated data is collected monthly from end April 2013			Cemetery Register Training attendance register Consolidated data
BSD	Optimise infrastructure investment and services	Maintenance and upgrading of municipal buildings	Expansion of storeroom at Nkwankowa DLTC	30/06/2013		R 40 000	Not applicable this quarter	Not applicable this quarter	Planning for alterations. Monitor Alterations to existing structure	Planning in progress	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Done, installed shelves and security doors			Correspondence
BSD	Optimise infrastructure investment and services	Municipal assets	Furniture - Tzaneen DLTC	30/06/2013		R 25 000	Purchase new furniture for Tzaneen DLTC	Not yet purchased	Not applicable this quarter	Not yet purchased	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Furniture bought for an amount of R 22 898.04			Invoice & Proof of payment
BSD	Optimise infrastructure investment and services	Municipal assets	Furniture for Letsitele, Haenertsburg and Tzaneen Libraries	30/06/2013		R 30 000	Procure furniture for the Libraries	No furniture purchased	Not applicable this quarter	Furniture not yet purchased	Not applicable this quarter	Request for 50% of the furniture needed submitted to Supply Chain.	Not applicable this quarter	Procured Librarian's desk, Trestle tables for Study room, 12 Compartment locker Fridge (Shiluvane) Cement table and chairs for outside area Letsitele Library Small safe, Stepstool (Letsitele) & shelves	DSAC unexpectedly supplied some of the furniture budgeted for, making further purchases unnecessary.	Request to DSAC to communicate what can be expected from them, enabling accurate planning and budgeting.	Invoice & Proof of payment
BSD	Promote environmentally sound practices and social development	Environmental management	Agatha Cemetery Environmental Impact Assessment	30/06/2013		R 100 000	Prepare tender specifications and submit to SCM.	Specifications prepared and submitted to SCMU	Appointment of service provider	87% Implementation of the EHP (affected by filling of vacancy of pest control attendant) 65% review of the plan.	Monitor the drafting of the EIA	Service provider not yet appointed. EHS will monitor once consultant is appointed.	Monitor the drafting of the EIA.	Consultant not yet appointed	Delay in the confirmation of the specifications. Bid evaluation committee sat in May.	Enquiries were done	Correspondence with SCM
BSD	Promote environmentally sound practices and social development	Environmental management	Environmental Health Plan	30/06/2013			Implement Environmental Health plan. Review Environmental Health Plan	Environmental Health Plan implemented. 25% progress on review of the plan	Implement Environmental Health plan. Review Environmental Health Plan	65% Implementation of the plan.	Implement Environmental Health plan. Submit revised Environmental Health plan for inclusion in the IDP.	88% Implementation of the EHP (affected by filling of vacancy of pest control attendant) 65% review of the plan.	Implement Environmental Health plan	97% Implementation of Environmental Health plan	Delay in the appointment of Pest control attendant	Pest control attendant appointed in April	Environmental Health Plan
BSD	Promote environmentally sound practices and social development	Environmental management	Environmental management plan	30/06/2013			Implement Environmental Management plan	Implemented Environmental Management Plan	Implement Environmental Management plan. Review current Environmental management plan	Specifications developed and forwarded to supply chain for processing	Implement Environmental Management plan. Review current Environmental management plan and submit for inclusion in draft IDP	Environmental management is being implemented, joint inspections are conducted with LEDET. Review of Environmental management plan is at 87%	Implement Environmental Management plan.	Environmental management plan is implemented. 4 internal landfill site audits and 1 external done. Audits were conducted on the Makgoebaskloof pass upgrade and 4 joint inspections with LEDET were done.			Environmental management plan EIAs/ Environmental Management reports & monitoring reports
BSD	Promote environmentally sound practices and social development	Environmental management	Hawkers Esplanade - Letsitele	30/06/2013		R 70 000	Plan and design hawkers esplanade	Hawkers esplanades draft designs completed awaiting comments and finalisation	Procure service provider	Awaiting appointment of service provider	Construction of Hawkets Esplanade	Service provider not yet appointed.	Construction of Hawkets Esplanade	Service provider not yet appointed.	Delay in the development of specifications which needed technical input	Continuous enquiry was done through e-mails.	Plans, Designs & progress report

Quarterly targets per Project - Community Services Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Promote environmentally sound practices and social development	Environmental management	Industrial impact management	30/06/2013			Evaluate industrial premises Respond to air pollution incidents Issue contravention notices and follow up on contraventions Attend training course for EMI's (Industrial)	22 Industrial premises evaluated. 2 incidents of air pollution responded to and one forwarded to MDM Air Pollution Control Officer. 4 Contravention notices issued.	Evaluate industrial premises Respond to air pollution incidents Issue contravention notices and follow up on contraventions Attend training course for EMI's (Industrial)	97 evaluations, 226 condemnations. 1x blitz operation in Nkwankowa 38 contravention notices and 27 follow up notices.	Evaluate industrial premises Respond to air pollution incidents Issue contravention notices and follow up on contraventions Attend training course for EMI's (Industrial)	32 Industrial premises evaluated 4 Joint inspections with LEDET. 14 Contravention notices issued. 4 Follow up notices.	Evaluate industrial premises Respond to air pollution incidents Issue contravention notices and follow up on contraventions Attend training course for EMI's (Industrial)	34 industrial premises evaluated. One certificate of competence issued to a mortuary. 6 air pollution incidents responded to; forwarded 3 to Mopani Air quality officer. Did joint complaint investigation with LEDET. 16 contravention notices issued. Issue contravention notices and follow up on contraventions Attend training course for EMI's (Industrial)			Monthly report
BSD	Promote environmentally sound practices and social development	Environmental management	Star grading system (Food handling premises monitoring)	30/06/2013			Evaluation of food handling premises Issue contravention notices and follow up on contraventions Issuing of certificates of acceptability	Evaluation of food handling premises Issue contravention notices and follow up on contraventions Issuing of certificates of acceptability	Evaluation of food handling premises Issue contravention notices and follow up on contraventions Issuing of certificates of acceptability	Larviding started at the beginning of the raining season. Areas cannot be covered as scheduled due to the delay in the filling of the vacancy for a pest control attendant	Evaluation of food handling premises Issue contravention notices and follow up on contraventions Issuing of certificates of acceptability. Host Food hygiene Seminar	97 Evaluations, 26 condemnations. 2x Blitz operations in Nkwankowa and Tzaneen, 48 follow up notices issued.	Evaluation of food handling premises Issue contravention notices and follow up on contraventions Issuing of certificates of acceptability and star grading certificates	84 Evaluation, 18 condemnations, 3x Blitz operations in Lenyenye, Nkwankowa and Tzaneen, 28 follow up notices issued. 4 Certificates of acceptability issued.			Monthly report Seminar Report
BSD	Promote environmentally sound practices and social development	Environmental management	Vector control	30/06/2013	R 6 500		Procurement of insecticide and implementation of vector control program	Insecticide procured and vector control program is implemented as scheduled.	Implementation of vector control program	80 water samples collected from Oct to Dec period. 75 samples meet the minimum requirements for drinking water as set out in the SANS 244	Procurement of insecticide and implementation of vector control program	Vector control program is not implemented	Implementation of vector control program	Vector control programme was only implemented in the quarter after the appointment of the Pest Control attendant	Delay in appointment of pest control attendant.	Continuous enquiry was done through the department administrator.	Vector control program
BSD	Promote environmentally sound practices and social development	Environmental management	Water quality monitoring	30/06/2013	R 72 000		100% compliance to water quality monitoring schedule and 25% expenditure. Liaise with Dep't Water Affairs to roll out water Quality monitoring programme	97 water samples collected. Meeting with DWAF held to roll out water quality programme	100% compliance to water quality monitoring schedule and 50% expenditure. Liaise with Dep't Water Affairs to roll out water Quality monitoring programme	Monitoring 6 wetlands with the weed control committee to observe any re-invasion of the wetlands	100% compliance to water quality monitoring schedule and 75% expenditure. Liaise with Dep't Water Affairs to roll out water Quality monitoring programme	176 water samples collected. Held meeting with DWAF to establish a project steering committee for the catchment area.	100% compliance to water quality monitoring schedule and 100% expenditure. Liaise with Dep't Water Affairs to roll out water Quality monitoring programme	100% compliance to the WOM schedule 98 water samples collected from 1/04 to 30/06/2013. We part of the LEVHUBU/LETABA water catchment project steering committee			Water monitoring schedule Monthly reports Correspondence with DWA
BSD	Promote environmentally sound practices and social development	Library Services	Assistance to community libraries	30/06/2013	Donations		Assist with the establishment of community Libraries through facilitating Biblionef donations providing a simplified Library management guide and rudimentary training.	Library management guide and Biblionef forms for requesting book donations given to one school and one fledgling community library. 21 Books and 50 magazines donated to schools and 100 paperback books donated to a fledgling community library.	Assist with the establishment of community Libraries through facilitating Biblionef donations providing a simplified Library management guide and rudimentary training.	Library management guide and Biblionef forms given to two fledgling community libraries and two schools. 121 Books and 250 National Geographic magazines donated to schools and fledgling community libraries. Rudimentary training in accessioning given to the library staff of the Lenyenye	Assist with the establishment of community Libraries through facilitating Biblionef donations providing a simplified Library management guide and rudimentary training.	Library management guide and Biblionef forms given to two fledgling community libraries and two schools. 171 Books and 250 National Geographic magazines donated to schools and fledgling community libraries. Rudimentary training in accessioning given to the library staff of the Lenyenye	Assist with the establishment of community Libraries through facilitating Biblionef donations providing a simplified Library management guide and rudimentary training.	Library management guide and Biblionef forms given to three fledgling community libraries and two schools, 171 Books and 250 National Geographic magazine donated to schools and fledgling community libraries. Rudimentary training in accessioning given to the library staff of the Lenyenye			Reports to Arts & Culture cluster

Quarterly targets per Project - Community Services Department

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Promote environmentally sound practices and social development	Library Services	Book related events	30/06/2013	R6.000 & Donations		2 Book related arts and culture events arranged and hosted.	3 Big and 3 smaller book related arts and culture events arranged and hosted.	2 Holiday programmes and 3 Book related arts and culture events arranged and hosted.	Library management guide and Bible of forms given to two fledgling community libraries and two schools. 121 Books and 250 National Geographic magazines donated to schools and fledgling community libraries. Rudimentary training in accessioning given to the library staff of the Lenyene Community Library.	2 Holiday programmes and 5 book related arts and culture events arranged and hosted.	2 Holiday programmes, 7 big and 11 smaller book related events arranged and hosted.	3 Holiday programmes and 6 book related arts and culture events arranged and hosted.	3 Holiday programmes, 10 big and 16 smaller book related arts and culture events arranged and hosted.			Relevant section from annual report, dates, programmes, photos, press
BSD	Promote environmentally sound practices and social development	Library Services	Library development and reading promotion	30/06/2013	R 3 968 179		Ensure that accurate information services, continues user education, prompt lending services and balanced collection development takes place	25022 Library users; 23855 Library items circulated; 45 Displays mounted; 18 School groups hosted; 211 School project themes assisted with; 239 Donated books processed; DSAC 2nd quarter performance assessment documents finalized and submitted.	Ensure that accurate information services, continues user education, prompt lending services and balanced collection development takes place	Two site meetings at the Molati Library attended. Lists of furniture, books and equipment for the library compiled and submitted. EXCO item on the Molati Library drafted and distributed to directors for comments.	Ensure that accurate information services, continues user education, prompt lending services and balanced collection development takes place	66099 Library users; 59330 Library items circulated; 90 Displays mounted; 79 School groups hosted; 464 School project themes assisted with; 490 Donated books processed.	Ensure that accurate information services, continues user education, prompt lending services and balanced collection development takes place	93984 Library users 80907 Library items distributed, 116 Displays mounted, 104 School groups hosted, 650 school project themes assisted with 889 Donated books processed.			Monthly reports
BSD	Promote environmentally sound practices and social development	Sport and recreation	SAIMSA Games	30/06/2013	R 500 000		Co-ordinate and facilitate SAIMSA Games to be held during 22-29 September in Botswana	103 participants inclusive 3 Councillors and Acting Director attended the SAIMSA event on the 22-29/09/12.	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	103 participants inclusive 3 Councillors, and Acting Director attended the SAIMSA event on the 22-29/09/12.			Advertisements and Programmes , Reports and minutes.
GG	Effective and Efficient administration	Regulatory Framework	Hawkers Policy & By-law	30/06/2013			Review Hawkerc policy and By-law	No progress	Submit Hawkerc Policy to Council for adoption and the By-law for public participation	No progress	Submit Hawkerc Bylaw to CORP for gazetting	No progress		No progress	Public participation meetings not completed remaining areas : Nkowankowa and Letsitele		Council Resolution on Hawkerc Policy
GG	Effective and Efficient administration	Safety and Security	Building Access control	30/06/2013			Ensure that access to all Council buildings are monitored and access controlled by managing the Security Service Provider. Manage Morphy access control system upon installation. Keep records of complaints regarding security	Tender advertised in August.	Ensure that access to all Council buildings are monitored and access controlled by managing the Security Service Provider. Manage Morphy access control system upon installation. Keep records of complaints regarding security	Bid Evaluated and waiting for Adjudication process	Ensure that access to all Council buildings are monitored and access controlled by managing the Security Service Provider. Manage Morphy access control system upon installation. Keep records of complaints regarding security	Awaiting relocation of PED security door before implementation. Department and Legal busy with service level agreement.	Ensure that access to all Council buildings are monitored and access controlled by managing the Security Service Provider. Manage Morphy access control system upon installation. Keep records of complaints regarding security	Service provider appointed. Contractor on site	SCM processes were not concluded	Improve SCM processes through implementation of Forward Planning	Security Monthly reports Complaints Register Morphy Access Control System functionality report
GG	Effective and Efficient administration	Safety and Security	Securing Council Property	30/06/2013			Ensure that Security Service Provider guard Council property. Keep record of all stolen property and follow all the necessary steps to report theft to the Police.	Theft register opened in July 2012	Ensure that Security Service Provider guard Council property. Keep record of all stolen property and follow all the necessary steps to report theft to the Police	Theft register opened in July 2012	Ensure that Security Service Provider guard Council property. Keep record of all stolen property and follow all the necessary steps to report theft to the Police	Theft register opened in July 2012. 2 cases reported. 1 theft of computer monitor screen and theft of traffic speed camera	Ensure that Security Service Provider guard Council property. Keep record of all stolen property and follow all the necessary steps to report theft to the Police	1 theft recorded of 16kv transformer from electrical power station and case opened with SAPS			Security Monthly Reports Stolen property register including case numbers
LED/ MTO	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	30/06/2013			Participate in the Annual Performance Assessment for 2011/12. Ensure that scoresheets are completed in time & POEs are complete	Not done	Conduct an informal assessment of 1st Quarter Performance of relevant employees in the Department and send report to the MM by 21 October '12	Not done	Participate in the mid-year employee performance evaluations for 2012/13. Ensure that scoresheets are completed in time & POEs are complete	Not done	Conduct an informal assessment of the 3rd Quarter Performance of relevant employees in the Department and submit report to the MM by 20 April '13	Annual Assessment for 2011/12 concluded, informal and mid-year assessments not conducted	Performance plans signed late	Sign performance plans by end August '13	1st & 3rd Qtr Informal Departmental Individual Performance Reports Correspondence

Key Performance Indicators (KPIs) - Planning and Economic Development

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual end Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Human Settlements	# of housing units constructed	733	100	0	200	21	333	41	333	146	There was a delay of Geo-Tech and design from COGHSTA	Liaising with COGHSTA	Provincial PMU reports
BSD	Promote environmentally sound practices and social development	Youth, Gender & Disability support	# of jobs created for youth, women and people with disabilities through LED initiatives	2052	Reporting only - no target	FY = 762 FA = 330 MY = 439 MA = 294 DIS = 2	Reporting only - no target	1825	Reporting only - no target	1825	Reporting only - no target	1931			Job creation register
GG	Effective and Efficient administration	Council Support	% of Departmental Council resolutions implemented	22	100%	36%	100%	100%	100%	100%	100%	100%			Departmental Resolution register
GG	Effective and Efficient administration	Information management	% Of land use changes captured on GIS	34	100%	85%	100%	90%	100%	100%	100%	100%			Human & Financial Resource commitments for GIS/MIS List of requests for cadastre changes submitted to services provider
GG	Effective and Efficient administration	Management and Administration	# of departmental meetings	6	2	5	3	1	5	0	6	6	Busy with projects as per deadlines		Minutes and Attendance registers of Departmental meetings
GG	Effective and Efficient administration	Management and Administration	# of Manager meetings	6	1	1	3	2	4	3	6	0	Meetings postponed due to unavailability of staff/managers		Minutes and Attendance registers of Manager meetings
GG	Effective and Efficient administration	Management and Administration	# of Stakeholder meetings held	8	1	4	2	5	3	4	4	8			Minutes and Attendance Registers Correspondence with stakeholders Signed TOR/MOU's with stakeholders
GG	Effective and Efficient administration	Performance monitoring and reporting	# of PED Departmental monthly reports submitted on time	12	3	2	6	6	9	9	12	12			Monthly, quarterly, half yearly and annual reports
GG	Effective and Efficient administration	Regulatory Framework	# of Departmental policies developed/reviewed	3	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	8	3	Awaiting the approval of National legislation by Cabinet		1. Regulation of Spaza Shops policy 2. Tavern policy 3. Alienation of municipal owned land policy 4. Policy on Allocation and occupation of municipal houses 5. Prevention of illegal occupation of Land Policy 6. Pioneers Policy 7. Review of SDF
GG	Effective and Efficient administration	Sound Governance	% of Internal Audit queries responded to within 10 days	100%	100%	100%	100%	100%	100%	100%	100%	100%			Register of Internal Audit queries & corresponding reports

Key Performance Indicators (KPIs) - Planning and Economic Development

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual end Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
GG / MFVM	Increase financial viability	Budget management	% of departmental budget spent	85%	25%	19%	50%	47%	75%	65%	100%	80%	Requested adjustment on budget, not approved by Finance	Improved budget Management and SCM processes	Monthly financial budget reports
GG / MFVM	Increase financial viability	Financial reporting	% of AG queries responded to within 2 working days	100%	Not applicable this quarter	Not applicable this quarter	100%	70%	Not applicable this quarter	70%	Not applicable this quarter	70%		Updated property data base	Register of Audit queries & corresponding reports
LED	Create a stable economic environment by attracting suitable investors	Economic Growth and Investment	# of GTEDA board meetings attended	8	1	2	2	2	3	4	4	1	Board term of office expired, awaiting final approval from National Treasury	Extended term of office for the board until 31 Dec 2013	Attendance Registers
LED	Create a stable economic environment by attracting suitable investors	Economic Growth and Investment	# of networking meetings	0	2	2	4	4	6	6	8	12	LED: Gala Dinner (5 June 2013) Land Reform Summit (6 June 2013)		Attendance Registers Correspondence
LED	Create a stable economic environment by attracting suitable investors	Economic Growth and Investment	# of joint projects initiated with related stakeholders		Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	5	5			Signed MOUs
LED	Create Community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	# of jobs created through municipal LED initiatives	503	Reporting only - no target	1827	200	1388	Reporting only - no target	1827	600	1827			LED monthly job creation report Capital projects job creation reports
LED	Create Community beneficiation and empowerment opportunities	Poverty Reduction and empowerment	% reduction in unemployment	Not available	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	5%	-5%	Only source of information is Stats SA 2001 vs. 2011, unemployment increased	LED, EPWP & CWP initiatives to create jobs	Unemployment Results from Stats SA or other accepted source
LED	Create Community beneficiation and empowerment opportunities	Community Works Programme	Number of job opportunities created through the CWP	2052	No target - reporting	1800	No target - reporting	2000	No target - reporting	2063	No target - reporting	1931	CWP initiated from COGHSTA, target not set by GTM initially	Job creation targets to be set	CWP Employment register
LED	Create Community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	R-value sourced for LED initiatives	R3,5M	Not applicable this quarter	Not applicable this quarter	1M	R300,000 from LDA, R10,000 from ABSA, R48m from COGHSTA	Not applicable this quarter	Not applicable this quarter	R 2 500 000	R 4 000 000			Signed MOU
LED	Integrated developmental planning	Integrated development planning	No of strategic planning documents revised	0	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	3	0	Awaiting the approval of National legislation by Cabinet (SDF)	Update SDF & LUMS as soon as legislation (Spatial Planning and Land use management Bill) is approved	LED Strategy SDF Housing Plan

Key Performance Indicators (KPIs) - Planning and Economic Development

KPA/ Theme	Strategic Objective	Programme	Key Performance Indicator	Baseline (end June 2012)	Target Sept '12	Actual Sept '12	Target Dec '12	Actual end Dec '12	Target Mar '13	Actual Mar '13	Target Jun '13	Actual Jun '13	Reason for deviation	Efforts to improve performance	Means of verification
LED	Integrated developmental planning	Land acquisition	# of land parcels acquired for development	0	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	3	0	Portion 37 of the Farm Hamawasha has been handed over to Council, waiting for transfer	Beyond GTM control	Deed of sale
LED	Integrated developmental planning	Land acquisition	% of serviced proclaimed sites sold	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%	100%			Register of Proclaimed sites Deed of sale
LED	Integrated developmental planning	Township Revitalisation	# of NDPG projects finalised	2	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	0	Not applicable this quarter	0	3	3	Design plans finalised		Reports from Project Manager
GG	Effective and Efficient administration	Sound Governance	% of NDPG reports submitted in time	100%	100%	100%	100%	100%	100%	100%	100%	100%			NDPG reports submissions
LED	Integrated developmental planning	Township Revitalisation	# of monthly NDPG meetings	9	3	3	6	6	9	9	12	12			Minutes of NDPG meetings
LED/ MTOD	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	% of PED Manager's with signed performance plans by 31 July	100%	100%	0%	Not applicable this quarter	100%	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	100%			Signed Performance Plans

Quarterly targets per Project - Planning and Economic Development

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
BSD	Improve access to sustainable and affordable services	Human settlements	560 units for un blocking of the blocked project. Wards- 4,5,10,11,16,19,23,24,28,29, 30 and 34	30/06/2013	R 20 000		Verification of beneficiaries and effect changes on status quo report where possible	417 blocked has been unblocked. The remaining 143 units is submitted to COGHSTA.	Continuous monitoring through meetings and site visits	417 blocked has been unblocked. The remaining 143 units is submitted to COGHSTA.	Continuous monitoring through meetings and site visits	Continuous monitoring through meetings and site visits	Continuous monitoring through meetings and site visits	143 beneficiaries verified, still waiting for respond from COGHSTA.	COGHSTA intend to rollover the project to 2013/14 financial year	Liaising with COGHSTA	Correspondence with COGHSTA Minutes and attendance registers Quarterly Council reports /Items
BSD	Improve access to sustainable and affordable services	Human settlements	Acquisition of land parcels for development	30/06/2013		R 364 300	Liaise with all relevant stakeholders for the acquisition of land for the realisation of the 2030 vision (Berlyn, Pusela, Portion 36 & 37 of Hamawasha, Muhlaba's Location, Gelukaut Farm, Haenertsburg town, Shivurali and Ledzee)	25% The identified land for transfer has been submitted to housing development agency to facilitate the negotiation and transfer on behalf of GTM.	Liaise with all relevant stakeholders for the acquisition of land for the realisation of the 2030 vision (Berlyn, Pusela, Portion 36 & 37 of Hamawasha, Muhlaba's Location, Gelukaut Farm, Haenertsburg town, Shivurali and Ledzee)	25% The identified land for transfer has been submitted to housing development agency to facilitate the negotiation and transfer on behalf of GTM.	Liaise with all relevant stakeholders for the acquisition of land for the realisation of the 2030 vision (Berlyn, Pusela, Portion 36 & 37 of Hamawasha, Muhlaba's Location, Gelukaut Farm, Haenertsburg town, Shivurali and Ledzee)	We have liaised with all relevant stakeholders. A Council resolution to mandate Housing develop agency to negotiate further on behalf of Council is available. Department of Rural development and Land Reform is in an advance stage to acquire	Liaise with all relevant stakeholders for the acquisition of land for the realisation of the 2030 vision (Berlyn, Pusela, Portion 36 & 37 of Hamawasha, Muhlaba's Location, Gelukaut Farm, Haenertsburg town, Shivurali and Ledzee)	Rural Development purchased Portion 37 of Hamawasha with the intention to donate to Council. Currently the caretaker agreement has been signed while waiting for transfer. Ledzee is purchased by Rural development.	Berlyn, Haenertsburg Town and Town lands, Muhlaba's location and Gelukaut has been referred to HDA for further negotiation because it is a long term project to attain vision 2030	Liaising with HDA	Correspondence Minutes of meetings with TA, PW, Rural Development and Land reform, HDA, COGHSTA
BSD	Improve access to sustainable and affordable services	Human settlements	Administration of tenants at Portion 6 of Pusela 555LT and development of plans	30/06/2013			Allocation and administration of tenants Handling of queries	The Lease Agreements has expired	Administration of tenants and handling of queries	The Lease Agreements has expired we requested the Director to extend the lease agreement. The Director referred the matter to the Cluster committee. however the continue to pay for rental and services.	Administration of tenants and handling of queries	The Lease Agreements has expired we requested the Director to extend the lease agreement. The Director referred the matter to the Cluster committee. however the continue to pay for rental and services.	Administration of tenants and handling of queries	All tenants are paying rent and services.		Item will serve before Cluster Committee for extension of lease agreements.	Lease agreements
BSD	Improve access to sustainable and affordable services	Human settlements	Emergency Housing (44 units)	30/06/2013	R 20 000		Completion of beneficiary lists and attach documents and details Submission of forms to COGHSTA Verification of beneficiaries Monitor project implementation to be completed by end of September	The beneficiary lists has been completed and application forms submitted to COGHSTA and captured and approved in the housing subsidy system(HSS). Progress Report: Foundation : 34 Wall Plate : 26 Roof & Finishes :16 VIPToilets : 30	Monitor implementation and report progress	42 units completed and 2 units at roof and finish. 30 Toilets	Monitor implementation and report progress	333 beneficiaries lists an attached documents details for 2012/13 has been submitted to COGHSTA. 600 potential beneficiaries forms were submitted to COGHSTA.	Monitor implementation and report progress	All 44 Emergency Units are completed.			Updated RDP Housing Beneficiary list Correspondence regarding Housing Project steering Committee minutes & attendance registers
BSD	Improve access to sustainable and affordable services	Human settlements	Low Cost housing - RDP Housing (333 units)	30/06/2013		COGHSTA	Completion of beneficiary lists and attach documents and details Submission of forms to COGHSTA Verification of beneficiaries Monitor project implementation	100% of beneficiary lists and application forms has been submitted to COGHSTA. and verification of beneficiaries has been done.	Monitor Project implementation and report progress on the building of houses at the allocated villages	21 foundations completed	Monitor Project implementation and report progress on the building of houses at the allocated villages	333 beneficiaries lists an attached documents details for 2012/13 has been submitted to COGHSTA. 600 potential beneficiaries forms were submitted to COGHSTA.	Monitor Project implementation and report progress on the building of houses at the allocated villages	Out of 333 units there is 29 at foundations, 77 at Roof & finishes, 132 VIP Toilets and 59 Untouched progress is very slow, Developers not paid since April 2013.	Progress is very slow because developers were not paid by COGHSTA since April 2013.	Liaising with COGHSTA	Report on Marirone (22), Mluti (20), Bordeaux (20), Seruluting (20), Matslapata (20), Ramotshinyadi (18), Moleketla (19), Nsako (10), Bonn(10), Rikhotso (10), Mawa Block 6(10), Xihoko (10), Mookgo (10), Pharare (10), Ezekhanya(10), Makhubedung(10), Mogapeng(10), Ga-Wally(10), Nyakelani(10), Radoo (10), Ramotshinyadi(10), Burgersdorp (8), Rwanda (6), Mkambako (4), Mugwazeni (4), Fobeni (3), Nyakelang (3), Motupa (2), Nwajaheni(2), Mandakazi (2), Lefara(2), Maramofase (2), Bokhuta (1), Maphlula (1), Radoo (1), Myakayaka (1), Runnymede(1), Sunnyside(1), Sariveni(1), Relele(1), Pulane(1), Dae(1).
LED	Integrated Developmental Planning	Township revitalisation	Community Parks(PP5)	30/06/2013	R 600 000		Monitor the development of community parks and report progress	Service Provider appointed. Designs in place.	Monitor the development of community parks and report progress	Relocation of grave site needs to take place	Monitor the development of community parks and report progress	Projects commenced on site	Monitor the development of community parks and report progress	Construction underway, completed about 60%			Minutes of meetings and monthly reports
BSD	Optimise infrastructure investment and services	Municipal assets	Furniture for PED offices	30/06/2013		R 50 000	Procure new furniture for the PED office	No progress.	Not applicable this quarter	In process of finalizing appointment of town planner and office for LED	Not applicable this quarter	Not applicable this quarter	Not applicable this quarter	4 Chairs were purchased			Invoice & Proof of payment
GG	Effective and Efficient administration	Information management	Archiving (Filing) for PED	30/06/2013		R 60 000	Establish nature of filing system required at Town Managers Offices in conjunction with Records	No progress.	Establish filing system with the assistance of the Records section	No progress	Ensure that filing system are maintained with the assistance of Records	Records division and supply chain are assisting with the acquisition process	Ensure that filing system are maintained with the assistance of Records	Awaiting the appointment of the Service provider by the SCMU, all other processes have already been finalised.			Proof of purchase Communiqués

Quarterly targets per Project - Planning and Economic Development

KPA/Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
LED	Integrated Developmental Planning	Township revitalisation	Rural Broadband connectivity (PP4)	30/06/2013		R 5 000 000	Monitor the implementation of the Rural Broadband connectivity and report to Council	Service provider on site initial work already commenced.	Monitor the implementation of the Rural Broadband connectivity and report to Council	7 sites satellite office connected and online (Lenyenye & Nkwankowa Town Managers offices, Nkwankowa testing ground, Letele Library, Bulamaho, Relela & Runnymede Thusong Centres).	Monitor the implementation of the Rural Broadband connectivity and report to Council	All 7 sites satellite office completed	Monitor the implementation of the Rural Broadband connectivity and report to Council	Project completed, 7 satellites connected, monthly report submitted			Minutes of meetings & Monthly reports
LED	Create a stable and enabling economic environment by attracting suitable investors	Economic Growth and investment	Alienation of sites	30/06/2013			Identify available land for alienation. Manage the alienation of sites. Prepare documentation for the servicing of sites and implementation to ESD and submit to CFO for advertising and awarding of bids.	Awaiting Council Resolution	Identify available land for alienation and submit proposals and recommendations to Director PED by 31 October 2012. Manage the alienation of sites. Identify available land for alienation. Prepare documentation for the servicing of sites and implementation to ESD and submit to CFO for advertising and awarding of bids.	Still waiting for Council resolution for approval of alienation of sites. Dan Ext 2 and for the 30 even in Nkwankowa Industrial site waiting for valuation price	Manage the alienation of sites. Identify available land for alienation. Prepare documentation for the servicing of sites and implementation to ESD and submit to CFO for advertising and awarding of bids.	53 available sites was forwarded to supply chain for alienation.	Manage the alienation of sites. Identify available land for alienation. Prepare documentation for the servicing of sites and implementation to ESD and submit to CFO for advertising and awarding of bids.	2 sites donated for RDP houses, 49 sites at Dan Ext 2 process of being sold through SCM process	Delays in SCM, the tender was evaluated and waiting for adjudication by BAC	BAC to be convened at regular intervals to avoid delays	Deed of sale for all alienated sites
LED	Create community beneficiation and empowerment opportunities	Agriculture	Land Reform/Agriculture project support	30/06/2013	R	100 000	Facilitate land reform forum meeting. Attend monthly and quarterly meetings for identified agricultural projects and facilitate services to be provided to the identified projects (Tours, Mokgolobotho, Sapekoe, Banareng, Bathlabine, Kgatle, Mkomomonto, Matjeng and Balepye). Engage stakeholder in freight study through DRT and support during events	Mokgolobotho: Facilitate meetings with Land Reform on Capespan's intended to withdraw from the partnership. Adjudicated the Bid applications with Vumelana on the 21st of September. Nkomomonto: Assisting the Coop in reviewing the composting project. Bathlabine: facilitated meetings with Land Reform on CPA issues and wages.	Facilitate land reform forum meeting. Attend monthly and quarterly meetings for identified agricultural projects and facilitate services to be provided to the identified projects (Tours, Mokgolobotho, Sapekoe, Banareng, Bathlabine, Kgatle, Mkomomonto, Matjeng and Balepye). Engage stakeholder in freight study through DRT and support during events	Land Reform: Coordinated the land reform meeting on the 9th of November. Bathlabine: Held 3 meetings for Bathlabine with rural development on 5th, 11th and 16th of October. Mamahloa: Still in process of acquisition of Strategic partner/ investor for Mamahloa through Vumelana. Management appointed and payments done to employees. Mokgolobotho: Withdrawal by Capespan. Tours: Still on halt due to allegations by potential funder. Farmers continue with subsistence farming of mealies. Nkomomonto: Held poultry farmers meeting on 18th of October for Adluck presentation.	Facilitate land reform forum meeting. Attend monthly and quarterly meetings for identified agricultural projects and facilitate services to be provided to the identified projects (Tours, Mokgolobotho, Sapekoe, Banareng, Bathlabine, Kgatle, Mkomomonto, Matjeng and Balepye). Engage stakeholder in freight study through DRT and support during events	Land Reform meeting held on the 1st of March and visit by the Deputy Minister for Rural Development on the 25th of January. Facilitated and attended the following meetings for the identified projects	Facilitate land reform forum meeting. Attend monthly and quarterly meetings for identified agricultural projects and facilitate services to be provided to the identified projects (Tours, Mokgolobotho, Sapekoe, Banareng, Bathlabine, Kgatle, Mkomomonto, Matjeng and Balepye). Engage stakeholder in freight study through DRT and support during events	3 Land reform forum meetings facilitated. Attended monthly and quarterly meetings for Tours, Mokgolobotho, Sapekoe, Banareng, Bathlabine, Kgatle, Mkomomonto, Matjeng and Balepye projects and facilitated services to be provided to these projects.			Monthly reports Minutes & agendas
LED	Create community beneficiation and empowerment opportunities	Agriculture	Renovation of Sapekoe staff compound	30/06/2013	R	1 000 000	Report on progress with the implementation of the Renovation of the Sapekoe staff compound by GTEDA	Sapekoe steering committee held on the 20th August.	Report on progress with the implementation of the Renovation of the Sapekoe staff compound by GTEDA	Staff compound completed by Dec 2012	Report on progress with the implementation of the Renovation of the Sapekoe staff compound by GTEDA	Staff compound completed by Dec 2012	Report on progress with the implementation of the Renovation of the Sapekoe staff compound by GTEDA	Staff compound completed by Dec 2012			GTEDA Progress reports
LED	Create community beneficiation and empowerment opportunities	Community Works	Community works support	30/06/2013			Facilitation and identification of areas for the implementation of community works programme. Chair meetings of Reference Committee. Report quarterly on jobs created through the CWP	The project is extended 5 wards: 22, 29, 30, 32. New local agent appointed as Golang Kuisi and Currently 1800 participants are on site. Mvula Trust as the Service Provider. Coordinators appointed in ward 22 and 29 to finalize appointments in October. Participants have not yet been appointed.	Support, attend and chair meetings and liaise with internal departments regarding the implementation and maintenance of the identified projects. Report quarterly on jobs created through the CWP	Supported and attended 1 meeting on 29th Nov and 3 events for CWP on the 3rd Nov, 10th Dec and 13th Dec. Jobs created is still standing at 1800.	Support, attend and chair meetings and liaise with internal departments regarding the implementation and maintenance of the identified projects. Report quarterly on jobs created through the CWP	CWP back to school campaign held from the 7th to 31st of January. CWP Reference committee meeting held on the 8th of February and 26th of March. Attended EPWP meeting in Mopani on the 25th of February. Provincial CWP meeting held on the 14th of March.	Support, attend and chair meetings and liaise with internal departments regarding the implementation and maintenance of the identified projects. Report quarterly on jobs created through the CWP	Attended the CWP Local Reference Committee held on the 26th of March 2013. Interviews coordinators for wards 29 and 30 were held on the 8th of April 2013 and appointed to start in May 2013.			Quarterly Job reaction report Correspondence Minutes of meetings and attendance registers

Quarterly targets per Project - Planning and Economic Development

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
LED	Create community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	Commercialisation of the Tzaneen Airfield	30/06/2013			Liaise with MDM on implementing the Airfield Feasibility study	Waiting for Mopani to take over	Liaise with MDM on implementing the Airfield Feasibility study	Negotiations between MDM and Greater Tzaneen Municipality underway	Liaise with MDM on implementing the Airfield Feasibility study	Facilitated the appointment of a Training Service provider to conduct training on costing and pricing for all co-operative staff on the 13th and 14th March 2013. Facilitated procurement of materials to the value of R52 627.00 at Win Sun and Company in Pretoria to assist the factory to start manufacturing goods for the market, the material has been collected. Held four management support meetings to discuss challenges and successes of the co-operative and plan for the future. Facilitated co-operative governance training for Totha primary co-operative (tannery project). Hosted a Taiwanese	Liaise with MDM on implementing the Airfield Feasibility study	MDM function, meeting of the airfield control board is taking place.			Correspondence
LED	Create community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	GTEDA Sustainability	30/06/2013	R 2 500 000		Provide continuous support to GTEDA to ensure self-sustainability. Attend board and monthly meetings as per invitation and schedule. Monitor implementation of SLA. Monitor progress with Business Support hub.	Sustainability plan is finalized and approved by board.	Provide continuous support to GTEDA to ensure self-sustainability. Attend board and monthly meetings as per invitation and schedule. Monitor adherence to SLA	Board meeting attended on the 27th of October and Strategic workshop from the 30th Nov to 2nd December 2012.	Provide continuous support to GTEDA to ensure self-sustainability. Attend board and monthly meetings as per invitation and schedule. Monitor adherence to SLA	Facilitated and held GTEDA Public Participation meetings from the 8th January to 1st February. Facilitated the payment of 2nd tranche of R1,2m with the Finance Division.	Provide continuous support to GTEDA to ensure self-sustainability. Attend board and monthly meetings as per invitation and schedule. Monitor adherence to SLA	Packaged the GTEDA public participation report and submitted to National and Provincial Treasury, Auditor General, COGHSTA and SALGA on the 8th of May 2013. Attended the Tours agriculture and Tourism meetings per their invites.			Monthly reports Minutes & agendas
LED	Create community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	LED strategy review	30/06/2013	R 150 000		Submit LED projects from revised strategy to GTEDA & DP for prioritisation and implementation. Monitor	Final copy of the LED strategy is submitted.	Not applicable this quarter	Final copy submitted and Division to work on the implementation plan and generate item for approval to Council.	Not applicable this quarter	Generated an item for adoption of the LED Strategy.	Not applicable this quarter	LED strategy was adopted on 29 June 2013, Council Resolution number A 17			LED Strategy
LED	Create community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	Partnerships and Stakeholder meetings	30/06/2013	R 10 000		Facilitate the development of MOU's with LDA, Hand in Hand and Limpopo LED Resource Centre. Facilitate meetings with identified stakeholders. Establish and conclude clear terms of references for the establishment of LTPA, Hand in Hand and the LED forum.	MOU with Seda is reviewed. MOU with TIL is signed awaiting signatures from TIL. Finalizing the MOU with Univen on Poverty Research and Monitoring Pilot. The following MOU are still to be facilitated: LTPA, Hand in Hand and Business Chamber.	Facilitate the breakfast session for LED report and planned projects. Facilitate the development of MOU's with LDA, Hand in Hand and Limpopo LED Resource Center. Strengthening of partnerships and facilitate bi-monthly meetings with LED forum members.	Supported and attended 1 meeting on 29th Nov and 3 events for CWP on the 3rd Nov, 10th Dec and 13th Dec. Jobs created is still standing at 1800.	Facilitate the development of MOU's with LDA, Hand in Hand and Limpopo LED Resource Center. Strengthening of partnerships and facilitate bi-monthly meetings with LED forum members.	MOU's Hand in Hand, Limpopo LED Resource Center still a draft. Reviewed MOU with Univen. Finalized MOU with TIL.	Facilitate the development of MOU's with LDA, Hand in Hand and Limpopo LED Resource Center. Strengthening of partnerships and facilitate bi-monthly meetings with LED forum members.	Managed to facilitate MOU for Hand in Hand, TIL and Univen. MOU with Seda signed, to be reviewed for financial year 2013/2014. Sector forum meetings held for Agriculture, Tourism and Business Chamber.	TIL MOU on hold due to amalgamation to LEDA.		3 signed MOU's LED forum meeting minutes and attendance registers
LED	Create community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	SMME strategy development	30/06/2013	R 150 000		Facilitate meetings with relevant stakeholders for the development of the SMME strategy.	The development of the SMME strategy is delayed awaiting approval of the LED Strategy.	Advertising for the development of the SMME strategy. Appointment of the service provider	The development of the SMME strategy is delayed awaiting approval of the LED Strategy.	Monitoring the service provider for the development of the strategy	Project suspended due to finalization of the LED Strategy.	Presentation of the final document and Council resolution.	Project suspended, awaiting the finalization of the LED Strategy.			Minutes and monthly reports
LED	Create community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	SMME Support	30/06/2013	R 200 000		Facilitate the establishment of partnerships with development agencies. Facilitate establishment of cooperatives within CWP projects and other cooperatives and build relationships	MOU with Seda is reviewed. Relationship maintained.	Facilitate the establishment of partnerships with development agencies. Facilitate establishment of cooperatives within CWP projects and other cooperatives and build relationships	Board meeting attended on the 27th of October and Strategic workshop from the 30th Nov to 2nd December 2012. Partnership with SEDA in place for support on SMME's. Report on cooperatives establishment from report from SEDA.	Facilitate the establishment of partnerships with development agencies. Facilitate establishment of cooperatives within CWP projects and other cooperatives and build relationships	Facilitated the following events for SMME support in partnership with: DTI - Road Show held at Nkwankowa Community Hall on the 25th of January. Facilitated the event for handing over of the cheque to Hulan Drop in Center on the 5th of February. Facilitated the identification of projects	Facilitate the establishment of partnerships with development agencies. Facilitate establishment of cooperatives within CWP projects and other cooperatives and build relationships	4 cooperative were established through CWP in ward 34: Horticulture, Decor Waving, Sewing and Solar Energy. Identified 40 cooperative members to attend the New Venture Creation skills development training facilitated by Tzaneen FET to start from the 22nd April to 26 July 2013.			Monthly reports Co-operatives establishment records

Quarterly targets per Project - Planning and Economic Development

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
LED	Create community beneficiation and empowerment opportunities	Enterprise Development (SMME support)	Tannery and Leather making	30/06/2013	R 800 000		Report on progress with the implementation of the Tannery and Leather making project by GTEDA	The development of the SMME strategy is delayed awaiting approval of the LED Strategy.	Report on progress with the implementation of the Tannery and Leather making project by GTEDA	1. Facilitated a meeting between GTEDA management, Monye-le-shako staff and Mawasha Chemicals cc on the 27th November 2012 at GTEDA offices, the following resolutions were taken. a. The close-out report must be worked to include inputs of all stakeholders and submitted to GTEDA on the 06th December 2012. b. The evaluation process of learners must be fast tracked and POEs must be completed by the 5th December 2012. c. Monye-Le-Shako must be helped with quotations for materials and firms where they can buy leather making raw materials at a reasonable price in the future. 2. Facilitated a strategic planning meeting of Monye-Le-shako Cooperative with SEDA where the following resolutions were taken. a. A production line must be set up to enable smooth operation at the factory b. Leather racks must be	Report on progress with the implementation of the Tannery and Leather making project by GTEDA	Facilitated the appointment of a Training Service provider to conduct training on costing and pricing for all co-operative staff on the 13th and 14th March 2013. Facilitated procurement of materials to the value of R52 627.00 at Win Sun and Company in Pretoria to assist the factory to start manufacturing goods for the market, the material has been collected. Held four management support meetings to discuss challenges and successes of the co-operative and plan for the future. Facilitated co-operative governance training for Totha primary co-operative (tannery project). Hosted a Taiwanese	Report on progress with the implementation of the Tannery and Leather making project by GTEDA	Cooperative members were trained on Financial Management, Cooperative Governance, Costing and pricing, Marketing, fund raising customer care. Trained in the making of leather products.			GTEDA Progress reports
LED	Create community beneficiation and empowerment opportunities	Poverty reduction & Empowerment	Employment Database Development	30/06/2013	R 400 000		Arrangements for Job Creation Summit. Cleaning of Job creation Database	MOU with Seda is reviewed. Relationship maintained.	Host Employment Creation Summit for the District and report to Council	Not done	Maintain Employment Creation Database	Job creation Summit not coordinated. Submit quarterly job creation data.	Maintain Employment Creation Database	Database on jobs created through CWP, jobs created is 1931.	Budget constraints, also coordinated through the District.	Budget for establishment of a database	Job Creation summit report
LED	Create community beneficiation and empowerment opportunities	Poverty reduction & Empowerment	Poverty Alleviation strategy	30/06/2013	R 450 000		Pilot the development of a Poverty Alleviation strategy in Ward 1. Report progress. Ensure capacity building of Municipal Employees by UNIVEN	Job creation summit still in plan. Job creation data acquired and submitted for CWP/EPWP projects	Pilot the development of a Poverty Alleviation strategy in Ward 1. Report progress. Ensure capacity building of Municipal Employees by UNIVEN	Project launched on the 8th of November and training of enumerators started on the 9th to the 13th of November. Actual data capturing started on the 11th of December.	Pilot the development of a Poverty Alleviation strategy in Ward 1. Report progress. Ensure capacity building of Municipal Employees by UNIVEN	Data collection completed. Currently University busy with verification. Training on data capturing attended.	Pilot the development of a Poverty Alleviation strategy in Ward 1. Report progress. Ensure capacity building of Municipal Employees by UNIVEN	Data capturing is completed. Received a delegation from Philippines on the 15th of May 2013. Village mapping was done from Currently the university is busy with data capturing data.			Progress Reports
LED	Create community beneficiation and empowerment opportunities	Tourism	Tourism Support	30/06/2013	R 150 000		Facilitate LTA meetings and ensure inclusive participation by other community Tourism structures. Coordinate monthly meetings and share information based on Tourism Database and finalize the TOR/MOU.	Item on the project is approved and a meeting held with University on 21st of August. 2 meetings held with stakeholders in ward 1 on 10th and 21st of September. 13 fieldworkers identified. Awaiting revise process plan and signing of MOU to start with trainings.	Facilitate LTA meetings and ensure inclusive participation by other community Tourism structures. Coordinate monthly meetings and share information based on Tourism.	A workshop on Tourism Signage was held on the 30/11/2012.	Facilitate LTA meetings and ensure inclusive participation by other community Tourism structures. Coordinate monthly meetings and share information based on Tourism.	Attended Local Government Tourism Conference on the 26th to 27th February at Sandton.VIC workshop held on the 13th of March. LTA meeting held on the 19th March. Indaba plenary meeting for Mopani Region held on the 19th March. Limpopo Support. Package meeting held on the 20th of March.	Facilitate LTA meetings and ensure inclusive participation by other community Tourism structures. Coordinate monthly meetings and share information based on Tourism.	Attended the GLM tourism Forum meeting on the 11th of April. Organized training in customer care from 12 - 30 of April 2013. Held plenary meetings for Indaba on the 12th and 16th of April 2013. Undertaken site visits to Sekgopo on the 11th of June and Thabana on the 28th of June 2013.			Monthly reports Minutes & agendas Database of tourism stakeholders/beneficiaries
LED	Create community beneficiation and empowerment opportunities	Tourism	Tourism Events	30/06/2013	R 270 000		Co-ordinate tourism activities as per annual calendar and in conjunction with business and marketing division Finalisation and adoption of events calendar Letaba Show Springair. Support Tourism month & Arrive Alive	Held meetings with Tzaneen Info In preparation for the Letaba Expo. Partnered with LEDET during the Tourism road show.	Co-ordinate tourism activities as per annual calendar and in conjunction with business and marketing division Facilitate Getaway show Tourism month Muhlaba day Tzaneen flea market. Coordinate the funding for the Crisis Centre. Facilitate Tourism route meeting	Getaway show attended 30th August to 3rd September. Muhlaba day held on the 1st of December.	Co-ordinate tourism activities as per annual calendar and in conjunction with business and marketing division Facilitate Arrive alive, Marula festival and 4X4 Rally. Advertise and appoint the service provider to develop the tourism route.	Attended Marula Festival from the 6th to the 9th of March. Facilitated and held Arrive Alive Campaign on the 28th of March.	Co-ordinate tourism activities as per annual calendar and in conjunction with business and marketing division Facilitate Indaba, Flea market. Finalise and adopt the developed route	Attended the Indaba show from the 10th to the 14th of May 2013. Flea market not coordinated			Minutes and agendas Tourism Route Marketing plan

Quarterly targets per Project - Planning and Economic Development

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
LED	Create community beneficiation and empowerment opportunities	Tourism	Tourism Framework	30/06/2013	R 200 000		Draft Tender documentation and follow Supply Chain processes for the acquisition of a service provider	No progress.	Appointment of a service provider. Monitor progress with the drafting of a framework and report progress	No progress.	Monitor progress with the drafting of a framework and report progress	Obtained permission from the Masoma community to use the claim for development. Planning to conduct environmental impact assessment and plans to structures. Organising meetings with Department of Water affairs for their inputs on the proposed project. Hosted a Taiwanese delegation who were in Tzaneen to visit GTEDA projects and checking of investment opportunities in the area.	Monitor progress with the drafting of a framework and report progress. Draft Framework ready for discussion	Tourism Concept document on various projects has been compiled.			Draft Tourism Framework
LED	Integrated Developmental Planning	Land administration	Development of Portion 11 of Mntlaba's location (Bindzulani)	30/06/2013			Not applicable this quarter	Not applicable this quarter	Re-open negotiations with Limpopo Provincial Department of Public Works, LIMDEV, Chief Moghlabla to develop Bindzulani	No progress yet	n/a	10% PED Director met with LIMDEV	n/a	No progress yet	Disagreement between department, GTEDA, LIMDEV, Premiers Office, Engineering Services on utilisation of the land	Strategic Direction to be secured through the IDP process	Correspondence document with LIMDEV and Public Works
LED	Integrated Developmental Planning	Land administration	Transfer of state owned land	30/06/2013			Negotiate with Public Works and LIMDEV and co-Ordinate the transfer of Haerertsburg Town and other state land to Greater Tzaneen Municipality	Matter referred to Housing Development Agency to negotiate on behalf of Greater Tzaneen Municipality	Negotiate with Public Works and LIMDEV and co-Ordinate the transfer of Haerertsburg Town and other state land to Greater Tzaneen Municipality	No transfers done for this quarter	Negotiate with Public Works and LIMDEV and co-Ordinate the transfer of Haerertsburg Town and other state land to Greater Tzaneen Municipality	No transfers done	Negotiate with Public Works and LIMDEV and co-Ordinate the transfer of Haerertsburg Town and other state land to Greater Tzaneen Municipality	No transfers completed	Process still to be finalised by the Housing Development Agency		Correspondence -Minutes of meetings
LED	Integrated Developmental Planning	Township revitalisation	Nkawkowa Central Activity Development initiative (PP6)	30/06/2013	R 5 000 000		Monitor progress with implementation of Nkawkowa Central Activity Development Initiative and report to Council	design completed , public participation underway with community and business sector	Monitor progress with implementation of Nkawkowa Central Activity Development Initiative and report to Council	Consultants busy, awaiting inputs from public participation.	Monitor progress with implementation of Nkawkowa Central Activity Development Initiative and report to Council	Detail Design underway pending public participation	Monitor progress with implementation of Nkawkowa Central Activity Development Initiative and report to Council	Public Participation undertaken Designs and plans ready for construction			Minutes Monthly reports
LED	Integrated Developmental Planning	Township revitalisation	Nkawkowa East Integrated (PP6)	30/06/2013	R 23 000 000		Monitor progress with PP6 implementation and report to Council	Tender for the construction of the ring Road 'reservised' and awaiting adjudication	Monitor progress with PP6 implementation and report to Council	tender pending appointment of contractor by Adjudication committee	Monitor progress with PP6 implementation and report to Council	Tender awarded, site handed to contractor.	Monitor progress with PP6 implementation and report to Council	Contractor ready to commence on site.			Minutes and Attendance Registers
LED/MTOD	Develop high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	Performance monitoring & evaluation	30/06/2013			Participate in the Annual Performance Assessment for 2011/12. Ensure that scoresheets are completed in time & POEs are complete	Annual performance assessment has not taken place	Conduct an informal assessment of 1st Quarter Performance of relevant employees in the Department and send report to the MM by 21 October '12	Annual performance assessment has not taken place	Participate in the mid-year employee performance evaluations for 2012/13. Ensure that scoresheets are completed in time & POEs are complete	Assessment conducted satisfactorily	Conduct an informal assessment of the 3rd Quarter Performance of relevant employees in the Department and submit report to the MM by 20 April '13	Annual Assessment for 2011/12 concluded, informal and mid-year assessments not conducted	Performance plans signed late	Sign performance plans by end August '13	1st & 3rd Qtr Informal Performance Reports Correspondence
SR/LED	Integrated Developmental Planning	Integrated Developmental Planning	Partial Cancellation of General plan of Tz Ex 13.15 of Erf 3078	30/06/2013	R 50 000		Appoint service provider to create a park site	documents at for advertisements to procure service provider.	Submission of application to surveyor general	tender specification submitted to Supply Chain for appointment.	Monitor the approval of General Plan by Surveyor General	Project still on hold	Approval of General plan	Project deferred to 2013/14 budget	Budget adjustment not catered for the project	Secure budget for the project	General Plan SG diagram
SR/LED	Integrated Developmental Planning	Integrated Developmental Planning	Rural Development Strategy	30/06/2013			Appoint service provider for drafting a Rural Development Strategy. Monitor the drafting of a Rural Development Strategy. Ensure that all Departments are actively involved in the drafting of the strategy.	Project on hold to be undertaken simultaneously with the 2030 Vision document.	Monitor the drafting of a Rural Development Strategy. Ensure that all Departments are actively involved in the drafting of the strategy	Projects not undertaken	Draft Rural Development Strategy Ready by 30 March '13 for public consultation.	Project on hold to be undertaken simultaneously with the 2030 Vision document.	Submit Rural Development Strategy to Council for adoption along with the IDP.	Project deferred to 2013/14 budget	No budget for the project	Secure budget for the project	Correspondence & public Participation records Rural Development Strategy Council Minutes on Rural Development Strategy
SR/LED	Integrated Developmental Planning	Integrated Developmental Planning	Rural Nodal Development Plans Bulamhlo (Community Centre)	30/06/2013	R 500 000		Appointment of Service Provider	Township Application submitted to Department Of Rural Development for processing.	Appointment of service provider to implement identified project	Draft application submitted to Rural Development , pending adoption.	Draft feasibility study presented to Council/ Council Approve Conditions of Establishment	Project underway application submitted to Rural Development Department	Proclaimed township	Awaiting outcome of public participation	Traditional Authority delaying calling up of community participation	Public Participation unit facilitate community participation	Township approval
SR/LED	Integrated Developmental Planning	Integrated Developmental Planning	Socio - Economic survey	30/06/2013			Investigate possible partnership between the Socio - Economic survey. Appoint service provider. Ensure that TOR covers poverty alleviation, indicators of economic growth & indigent management	Council has resolved the partnership between Greater Tzaneen Municipality and Univen on Socio-economic Survey. Univen to sign the MOU for the implementation of the survey in Ward 1.	Monitor the Socio - Economic Survey processes and report progress to Council	Adopted by Council on 4 July 2012- Item B42	Monitor the Socio - Economic Survey processes and report progress to Council	Survey completed Enumerators paid Univen busy with data analysis Visit by Philippines delegation for best practice on 13 & 14 May 2013	Submit report to Council on the findings of the Socio - Economic survey	Draft report submitted to Cluster	Finalization/competition of the project delayed due to closing of school term by University to capture and analyse the data and mapping. Only draft report submitted.	Continuous liaison with the University	Signed SLA Progress Reports Council Item
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Digital Camera	30/06/2013	R 10 000		Source quotations	quotations obtained in the process of procuring	Procure digital cameras	Two cameras purchased	Not applicable this quarter	Two cameras procured	Not applicable this quarter	Two cameras procured asset register updated			Proof of acquisition

Quarterly targets per Project - Planning and Economic Development

KPA/ Theme	Strategic Objective	Programme	Project	Planned end date	Opex 2012/2013	Capex 2012/2013	Qtr Ending Sept '12	Actual Achieved Sept '12	Qtr Ending - Dec '12	Actual End Dec '12	Qtr Ending - Mar '13	Actual end Mar '13	Qtr Ending - Jun '13	Actual end June '13	Reason for deviation	Efforts to improve performance	Means of verification
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Formulation of Density Policy (social contribution)	30/06/2013	R150 000		Appointment of Service Provider. Report progress of service provider	Resubmitted to for re-advertising due to poor responses	Draft Density Policy ready. Report progress of service provider	Pending adverts by supply chain.	Council adoption. Report progress of service provider	Projects under procurement service	Implementation of Policy Report progress of service provider	Awaiting finalisation of appointment of Service Provider by Bid Adjudication Committee	Slow SCM processes	Implementation of forward planning during 2013/14	Council Item Density Policy
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Formulation of Tavern Policy	30/06/2013			Implement Tavern Policy and report number of applications received and approved	Policy adopted by Council on the 28.08.2012.	Implement Tavern Policy and report number of applications received and approved	Finalised and adopted by Council on the 07th August 2012	Implement Tavern Policy and report number of applications received and approved	Policy adopted by Council and currently implemented to date 6 applications were dealt with under the policy.	Implement Tavern Policy and report number of applications received and approved	Policy implemented throughout GTM			Applications Register
SR/LED	Integrated Developmental Planning	Integrated Spatial development	GPS	30/06/2013		R 9 000	Source quotations	Quotations obtained in the process of procuring	Procure digital GPS	Purchased and registered in the asset register.	Not applicable this quarter	Asset procured and registered in the asset register.	Not applicable this quarter	Purchased and registered in asset register			Proof of Purchase
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Implementation of Nkwankowa Local Area Plan (Acquisition of shopping mall site)	30/06/2013	R200 000		Negotiation with the Traditional Authorities through the Councilors to release Bindzulani land for development. Report progress	land for development identified, negotiations through the T.A commenced	Negotiation with the Traditional Authorities through the Councilors to release Bindzulani land for development. Report progress	Negotiations underway with investor and Chief Mhlabi for land release.	Formation of a partnership for the development of land into a shopping Mall upon release.	The TA is currently in the process of finalising procurement with the investor, design plans underway.	Formation of a partnership for the development of land into a shopping Mall upon release.	Designs Pending approval of TA thereafter to be submitted to Council for approval			Service level agreement Correspondence
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Metal Detector	30/06/2013		R 5 500	Source quotations	Quotations obtained in the process of procuring	Procure digital cameras	Acquired and registered in our inventory.	Not applicable this quarter	Asset procured and registered in the asset register	Not applicable this quarter	Purchased and registered in asset register			Proof of acquisition
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Pusela 6 - Township Establishment (former Public Works prefabs houses)	30/06/2013	R 450 000		Appointment of Service Provider. Report progress of service provider	Township establishment application submitted by Consultants, currently on circulation to internal Departments.	Report progress of service provider	application pending cluster approval	Report progress of service provider	Application approved by Council awaiting a General Plan	Implementation of Policy Designs for land development. Handover to Housing Division to secure funding for Gap-Market houses. Report progress of service provider	Awaiting approval of GENERAL PLAN BY S.G.			Proclamation Handover report
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Review of Nodal Plans	30/06/2013	R 100 000		Re-advertisement. Appointment of Service Provider	Resubmitted to for re-advertising due to poor responses	Draft Nodal plan ready	Documents at supply chain for readers	Council adoption	Documents at supply chain for readers	Proclamation of Nodal Plan	Awaiting finalisation of appointment of Service Provider by Bid Adjudication Committee	Slow SCM processes	Implementation of Forward Planning during 2013/14	Nodal Plan
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Talana (Erf 292 & 293) Township establishment	30/06/2013		COGHSTA	Negotiate with COGHSTA to establish a township at Talana. Report progress	The housing development agency has appointed a service provider to conduct a feasibility study. 25%	Negotiate with COGHSTA to establish a township at Talana. Report progress	The project is in the pipeline. Projects of COGHSTA programme	Negotiate with COGHSTA to establish a township at Talana. Report progress	Feasibility Study was conducted to determine the developmental potential. The site is feasible for housing and industrial development.	Negotiate with COGHSTA to establish a township at Talana. Report progress	Feasibility study has been done, waiting for final report from COGHSTA.	The project is listed on the provincial budget for 2013/14 financial year.		Correspondence with COGHSTA
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Township establishment - Shiluvane Library	30/06/2013		R 500 000	Appointment of Service Provider. Report progress of service provider	application for land acquisition submitted by consultant to the Department of Rural Development	Report progress of service provider	Draft application pending approval by Rural Department	Report progress of service provider	Project underway application submitted to Rural Development Department	Implementation of Policy Report progress of service provider.	Awaiting outcome of public participation	Traditional Authority delaying calling up of community participation	Follow up discussion with TA	Township establishment approval
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Tzaneen Ext 89 Township establishment	30/06/2013	R 240 000	COGHSTA	Negotiate with COGHSTA to establish a township at Talana. Report progress	Awaiting COGHSTA with regards to funding.	Negotiate with COGHSTA to establish a township at Talana. Report progress	Draft feasibility study presented to Councilors. Approve Conditions of Establishment	Negotiate with COGHSTA to establish a township at Talana. Report progress	Feasibility Study was conducted to determine the developmental potential. The site is feasible for housing and industrial development.	Negotiate with COGHSTA to establish a township at Talana. Report progress	Feasibility study has been done, waiting for final report from COGHSTA.	The project is listed on the provincial budget for 2013/14 financial year.		Correspondence with COGHSTA
SR/LED	Integrated Developmental Planning	Integrated Spatial development	Wheel Tape measure	30/06/2013		R 1 200	Source quotations	quotations obtained in the process of procuring	Procure wheel tape measure	Purchased and registered in the asset register.	Not applicable this quarter	Asset procured and registered in the asset register.	Not applicable this quarter	Wheel tape measure procured and asset register updated			Proof of acquisition

CAPITAL WORKS PLAN 2012/13 - 2015/16

WARD	CAPITAL ITEM	START DATE	END DATE	CAPITAL BUDGET 2012/13	Projected Expenditure						Projected Expenditure						TOTAL EXPENDITURE 2012/2013	CAPITAL BUDGET 2013/2014	CAPITAL BUDGET 2014/2015	Source of Funding
					Jul '12	Aug '12	Sep '12	Oct '12	Nov '12	Dec '12	Jan '13	Feb '13	Mar '13	Apr '13	May '13	Jun '13				
31	Refurbishment of streets - Lerenvye	01/07/2012	30/06/2013	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	tbd	R 2 000 000		GTM
23	Refurbishment of streets - Letsitele	01/07/2012	30/06/2013	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	tbd	R 2 000 000		GTM
19/21	Refurbishment of streets - Nkawkawa	01/07/2012	30/06/2013	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	tbd	R 2 000 000		GTM
15	Refurbishment of streets - Tzaneen Town	01/07/2012	30/06/2013	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	tbd	R 2 000 000		GTM
Community Services Department																				
8 & 27	Construct and establish new libraries (Shiluvane Library)	01/07/2012	30/06/2013	R 135 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R 135 000			GTM
ALL	Waste Management mass containers - 10x6m³	01/07/2012	30/06/2013	R 100 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	100 000			GTM
16	Expansion of storeroom at Nkawkawa DLTC	01/07/2012	30/06/2013	R 40 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -				GTM
16	Furniture - Tzaneen DLTC	01/07/2012	30/06/2013	R 25 000	R -	R -	R 25 000	R -	R -	R -	R -	R -	R -	R -	R -	R -				GTM
16	Agatha Cemetery Environmental Impact Assessment	01/07/2012	30/06/2013	R 100 000	R -	R -	R -	R -	R -	R 50 000	R -	R -	R -	R -	R -	R -	50 000			GTM
23	Hawkers Esplanade - Letsitele	01/07/2012	30/06/2013	R 70 000	R -	R -	R -	R -	R -	R -	R -	R -	R 35 000	R -	R -	R -	35 000			GTM
23/14/15	Furniture for Letsitele, Haenertsburg and Tzaneen Libraries	01/07/2012	30/06/2013	R 30 000	R -	R -	R 30 000	R -	R -	R -	R -	R -	R -	R -	R -	R -				GTM
31	New Registration Authority and Drivers Licence Testing Centre at Lenyene	01/07/2012	30/06/2013	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		R 6 000 000	R 100 000	Dpt Road and Transport & GTM
Planning and Economic Development																				
All	Acquisition of land parcels for development	01/07/2012	30/06/2013	R 364 300	R -	R -	R -	R -	R -	R -	R 50 000	R -	R -	R -	R -	R -	R 314 300			GTM
ALL	Furniture for PED offices	01/07/2012	30/06/2013	R 50 000	R -	R -	R 50 000	R -	R -	R -	R -	R -	R -	R -	R -	R -				
19/20/21	Archiving (Filing) for PED	01/07/2012	30/06/2013	R 60 000	R -	R -	R -	R 60 000	R -	R -	R -	R -	R -	R -	R -	R -				GTM
ALL	Digital Camera	01/07/2012	30/06/2013	R 10 000	R -	R -	R -	R -	R -	R -	R 10 000	R -	R -	R -	R -	R -				GTM
ALL	GPS	01/07/2012	30/06/2013	R 9 000	R -	R -	R -	R -	R -	R -	R 5 500	R -	R -	R -	R -	R -				GTM
ALL	Metal Detector	01/07/2012	30/06/2013	R 5 500	R -	R -	R -	R -	R -	R -	R 5 500	R -	R -	R -	R -	R -				GTM
27	Township establishment - Shiluvane Library	01/07/2012	30/06/2013	R 500 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -				
ALL	Wheel Tape measure	01/07/2012	30/06/2013	R 1 200	R -	R -	R -	R -	R -	R -	R 1 200	R -	R -	R -	R -	R -				GTM
All	Rural Broadband connectivity (PP4)	01/07/2012	30/06/2013	R 5 000 000	R -	R -	R 2 666 000	R -	R -	R -	R 2 334 000	R -	R -	R -	R -	R -				NDPG
Total				R 119 154 828													tbd			

ACTUAL CAPITAL EXPENDITURE 2012/13

WARD	CAPITAL ITEM	START DATE	END DATE	CAPITAL BUDGET 2012/13	Actual Expenditure						Actual Expenditure						TOTAL EXPENDITURE 2012/2013	Source of Funding	
					Jul '12	Aug '12	Sep '12	Oct '12	Nov '12	Dec '12	Jan '13	Feb '13	Mar '13	Apr '13	May '13	Jun '13			
OWN SOURCE & LOANS																			
Office of the Municipal Manager																			
All	Furniture - MM	01/07/2012	30/06/2013	R 500 000	R -	R -	R -	R -	R -	R -	R -	R 9 260	R 1 170	R 7 999	R 427	R 18 856	GTM		
Office of the Chief Financial Officer																			
All	Furniture -CFO	01/07/2012	30/06/2013	R 500 000	R -	R -	R -	R -	R -	R -	R 22 930	R -	R 10 070	R 1 995	R 3 372	R 38 367	GTM		
All	Revenue enhancement	01/07/2012	30/06/2013	R 1 000 000	R -	R -	R -	R -	R -	R 10 511	R -	R 11 443	R -	R 63 740	R 101 140	R 43 368	R 590 267	R 820 469	GTM
Corporate Services Department																			
All	Mayoral Furniture (Banquet and Entertainment Hall)	01/07/2012	30/06/2013	R 105 000	R -	R -	R -	R -	R -	R -	R -	R 63 277	R 3 710	R 1 450	R 24 495	R 2 595	R 95 527	GTM	
All	Task software	01/07/2012	30/06/2013	R 70 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
All	Digital Cameras	01/07/2012	30/06/2013	R 15 000	R -	R -	R 6 000	R -	R -	R -	R -	R -	R 7 999	R -	R -	R -	R -	R 13 999	GTM
All	Municipal Audio System	01/07/2012	30/06/2013	R 60 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
All	Municipal Branding Equipment	01/07/2012	30/06/2013	R 100 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R 31 403	R -	R 31 403	GTM
All	Public Loud Hailing system	01/07/2012	30/06/2013	R 70 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R 24 586	R -	R -	R 24 586	GTM
All	Video cameras	01/07/2012	30/06/2013	R 20 000	R -	R -	R -	R 7 890	R -	R -	R -	R -	R 1 935	R -	R -	R -	R -	R 9 825	GTM
All	Records Binding Machine	01/07/2012	30/06/2013	R 60 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R 16 230	R -	R -	R -	R 16 230	GTM
Electrical Engineering Department																			
All Wards	Capital Tools (Outlying)	01/07/2012	30/06/2013	R 250 000	R -	R -	R 17 232.00	R 7 902.00	R 11 033.00	R -	R 1 277.00	R 6 558.00	R 0.00	R 1 269.00	R 2 644.00	R 64 374.00	R 112 289	GTM	
All Wards	Capital Tools (Town)	01/07/2012	30/06/2013	R 250 000	R -	R -	R -	R 10 687.00	R 11 284.00	R -	R 25 381.00	R 27 384.00	R 0.00	R 5 488.00	R 9 429.00	R 9 429.00	R 89 653	GTM	
All Wards	Electricity network upgrading	01/07/2012	30/06/2013	R 12 000 000	R -	R -	R -	R -	R -	R -	R 0.00	R 9 788.00	R 119.00	R 35 794	R 25 520	R 8 261 960	R 8 333 181	GTM	
14, 15, 16	Upgrading Tzaneen Town network including cables	01/07/2012	30/06/2013	2,000,000 (carried over)	R -	R -	R -	R 11 288.00	R 304 992.40	R 291 912.74	R 20 782.00	R 0.00	R 0.00	R 242 659.00	R 158 317.00	R 1 479 446.00	R 2 509 397	GTM	
Engineering Services Department																			
31	Lenyenyeni new cemetery tar road	01/07/2012	30/06/2013	R 2 000 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
22/25	Mafarana to Sedan Tar (6km)	01/07/2012	30/06/2013	R 10 500 000	R -	R -	R -	R -	R -	R -	R -	R 1 088 734	R -	R 474 774	R -	R -	R 1 563 508	GTM & MIG	
8	Khwekwe Low level bridge	01/07/2012	30/06/2013	R 500 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
2	Mawa Block 12 Low level bridge	01/07/2012	30/06/2013	R 500 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
32	Mokonyane low level bridge	01/07/2012	30/06/2013	R 500 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
4	Rikhotso low level bridge	01/07/2012	30/06/2013	R 500 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
2 & 3	Ramatshinyadi to Mokhwati Tar road (Phase 2)(3.5km)	01/07/2012	30/06/2013	R 12 751 569	R -	R 2 150 745	R 1 223 305	R 4 215 048	R -	R -	R 1 520 270	R 2 274 111	R 3 584 110	R 120 781	R 1 273 991	R 3 434 770	R 5 638 721	R 25 435 853	GTM & MIG
21/24	Sasekani to Nkowanowa Tar road (Phase 2)	01/07/2012	30/06/2013	R 8 473 559	R -	R -	R -	R -	R -	R 1 574 800	R -	R -	R 182 542	R 8 129 422	R -	R -	R 9 886 764	GTM & MIG	
1	Senakwe to Maropalala Tar (Phase 2)	01/07/2012	30/06/2013	R 31 285 000	R -	R -	R -	R 197 254	R -	R -	R -	R 1 538 711	R -	R 8 589 261	R 11 251 039	R 391 521	R 21 967 786	GTM & MIG	
All	Speed humps	01/07/2012	30/06/2013	R 2 200 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
7&11	Thapane to Moruji Tar	01/07/2012	30/06/2013	R 11 144 700	R -	R -	R -	R -	R -	R -	R 697 181	R -	R -	R 1 586 457	R -	R -	R 2 283 638	GTM & MIG	
Civic Centre	Additional Office space	01/07/2012	30/06/2013	R 3 000 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
Civic Centre	Replacing Aircon and furniture in Engineering Department	01/07/2012	30/06/2013	R 500 000	R -	R -	R -	R -	R -	R -	R -	R 64 880	R 83 000	R 1 584	R -	R -	R 149 464	GTM	
All	Capital Equipment	01/07/2012	30/06/2013	R 150 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
15	Tzaneen Airfield Fencing	01/07/2012	30/06/2013	R 650 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM
2 & 3	Ramatshinyadi Bridge	01/07/2012	30/06/2013	R4 564 500	R -	R -	R -	R -	R -	R -	R -	R 948 055	R -	R -	R 2 034 235	R 2 101 786	R 5 084 076	GTM	
15	Claude Wheatly Tar	01/07/2012	30/06/2013	Roll over	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R 2 362 588	R 1 844 914	R 4 207 502	GTM	
14	Politisi Low Level Bridge	01/07/2012	30/06/2013	R500 000 Roll over	R -	R -	R -	R -	R -	R -	R 256 126	R -	R -	R -	R -	R -	R 256 126	GTM	
9	Mopje Low Level Bridge	01/07/2012	30/06/2013	R500 000 Roll over	R -	R -	R -	R -	R -	R -	R 109 768	R -	R -	R -	R -	R -	R 109 768	GTM	
Civic Centre	Security Rates Hall (Morphy access system)	01/07/2012	30/06/2013	R 1 384 009	R -	R -	R 20 640.00	R 174 625.00	R 1 773.00	R 339 564	R -	R 3 032	R -	R 4 556	R -	R 2 819	R 547 009	GTM	
Civic Centre	Fleet Management	01/07/2012	30/06/2013	Roll over	R 2 215 442.00	R 843 527	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R 3 058 969	GTM
Community Services Department																			
8 & 27	Construct and establish new libraries (Shiluvani Library)	01/07/2012	30/06/2013	R 135 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	GTM

ACTUAL CAPITAL EXPENDITURE 2012/13

WARD	CAPITAL ITEM	START DATE	END DATE	CAPITAL BUDGET 2012/13	Actual Expenditure						Actual Expenditure						TOTAL EXPENDITURE 2012/2013	Source of Funding	
					Jul '12	Aug '12	Sep '12	Oct '12	Nov '12	Dec '12	Jan '13	Feb '13	Mar '13	Apr '13	May '13	Jun '13			
ALL	Waste Management mass containers - 10mx6m³	01/07/2012	30/06/2013	R 100 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -				R -	GTM
16	Expansion of storeroom at Nkowankowa DLTC	01/07/2012	30/06/2013	R 40 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -				R -	GTM
16	Furniture - Tzaneen DLTC	01/07/2012	30/06/2013	R 25 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -			R 22 898	R 22 898	GTM
16	Agatha Cemetery Environmental Impact Assessment	01/07/2012	30/06/2013	R 100 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -				R -	GTM
23	Hawkers Esplanade - Letsitele	01/07/2012	30/06/2013	R 70 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -				R -	GTM
23/14/15	Furniture for Letsitele, Haenertsburg and Tzaneen Libraries	01/07/2012	30/06/2013	R 30 000	R -	R -	R -	R -	R -	R -	R -	R 3 383	R 3 799	R 3 119	R 1 740			R 12 041	GTM
Planning and Economic Development																			
All	Acquisition of land parcels for development	01/07/2012	30/06/2013	R 364 300	R -	R -	R 40 000	R -	R -	R -	R -	R -	R -	R -				R 40 000	GTM
ALL	Furniture for PED offices	01/07/2012	30/06/2013	R 50 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -				R 3 151	
19/20/21	Archiving (Filing) for PED	01/07/2012	30/06/2013	R 60 000	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -				R -	GTM
ALL	Digital Camera	01/07/2012	30/06/2013	R 10 000	R -	R -	R 4 500	R -	R -	R -	R -	R -	R -	R -				R 4 500	GTM
ALL	GPS	01/07/2012	30/06/2013	R 9 000	R -	R -	R 3 000	R -	R -	R -	R -	R -	R -	R -				R 3 000	GTM
ALL	Metal Detector	01/07/2012	30/06/2013	R 5 500	R -	R -	R 1 500	R -	R -	R -	R -	R -	R -	R -				R 1 500	GTM
27	Township establishment - Shiluvane Library	01/07/2012	30/06/2013	R 500 000	R -	R -	R 147 000	R -	R -	R -	R -	R -	R -	R -				R 147 000	
ALL	Wheel Tape measure	01/07/2012	30/06/2013	R 1 200	R -	R -	R 600	R -	R -	R -	R -	R -	R -	R -				R 600	GTM
All	Rural Broadband connectivity (PP4)	01/07/2012	30/06/2013	R 5 000 000	R -	R 238 000	R -	R -	R -	R 2 814 356	R -	R -	R -	R 233 929	R 530 270	R 266 415		R 4 082 970	NDPG
Total				R 1 075 38 837	R 2 215 442	R 3 232 272	R 1 463 777	R 4 624 694	R 339 593	R 6 906 797	R 3 053 105	R 7 353 723	R 468 515	R 20 696 315	R 19 910 433	R 20 714 087		R 90 981 904	