

MUNICIPAL MANAGER’S OFFICE QUARTERLY REPORT – OCTOBER TO DECEMBER

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements</u>					<u>Evidence Information</u>	<u>Annual Budget</u>	<u>% Spent</u>
				TN	TA	TPA	✓			
Reported on municipality’s legal compliance	Designed template; Endorsed template by stakeholders; Incorporated indicator into s57 managers' PAs; Engagement of Internal Audit Unit to validate compliance	Signed off quarterly compliance certificate for each department - validated by the Internal Audit Unit	Compliance certificate has been developed and needs to be discussed with HODs.	TPA				Reporting template Correspondence re inability of internal audit unit to assist re various other matters Advertisement for legal and compliance officer		
<u>Explanation for deviation from the planned targets</u> The internal audit unit has generally been unable to execute assignments outside of the approved internal audit plan.				<u>Mechanism proposed to address the performance shortfall</u> The Office of the Municipal Manager is fast tracking the appointment of a legal and compliance officer who will be entrusted with the responsibility of validating the completeness of the reporting template and the accuracy and completeness of the reports submitted by HODs.						

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements					Evidence Information	Annual Budget	% Spent
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Signed off Quarterly Newsletter; Signed off Internal Briefs; Monitored municipal indicators on the legislative compliance of the website	1. Produce, translate and print the newsletter. 2. Initiate the process of website upgrading. 3. Identify material for branding and draft specifications	Monitored and signed off communication undertaken during the quarter	Second quarter Blue Snow newsletter published Website information uploading template has been developed and circulated to all HODs and senior managers	TA				Vol 10 Blue Snow newsletter published Website information uploading template Website uploading receipts		
Facilitated purchasing of a Customer Relationship (tracking) System; Facilitated purchasing of a Community Response Management System;	Developed specification; Procurement; Installation; Operation	Installation, testing and training	Customer care management system acquired and installed Training of employees from different departments conducted on the systems Monthly reports received from service provider re complaints registered	TA				Invoice from service provider Attendance register and certificate pertaining to training Copy of monthly reports		

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				TN	TA	TPA				
Ensured prioritisation of Special Programmes in the municipal budget	Identified programmes presented to committees and/or Council for approval	Overseen and monitored implementation of SPU projects	<p>SPU projects</p> <p>Dare to Dream R0,8m</p> <p>Mayoral Cup R0,6m</p> <p>Training of Women (KAIROS)</p> <p>HIV/AIDS partnership with HCBCs</p> <p>Activities that were implemented were as follows:</p> <p>Provision of support to Elundini Sports Council to participate in SALGA games and T.H. Godi tournament at Ward 7.</p> <p>A networking session for ELundini Women in Business was organised and funding departments like SEDA, ECDC, DTI, & DEDEAT were invited to share information.</p> <p>Partnership with HCBCs</p> <p>Walk against HIV and AIDS</p> <p>appointment of an assistant to oversee implementation of SPU projects.</p> <p>HIV/AIDS strategic plan review process was initiated.</p>	TA				<p>Dare to dream report</p> <p>Mayoral cup report</p> <p>Training report on women empowerment</p> <p>HIV and AID Strategic plan</p> <p>Correspondence with ETU</p>		

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				TN	TA	TPA	✓			
Functional IGR Forum	Approved schedule of meetings; Developed ToR for IGR Forum	Quarterly reported on activities of the IGR Forum	Terms of reference for the IGR forum developed	TPA				IGR terms of reference Concept document – Intergovernmental relations in Elundini Municipality – An implementation conundrum		
<u>Explanation for deviation from the planned targets</u> A meeting has been held with the IGR unit of the DLGTA in November 2012, wherein it was felt that due to the existence of a public participation forum in ELM, which has assumed the role of an IGR forum, that the Municipal Manager ought to develop a proposal on how to rationalise the functioning of the public participation forum and the IGR forum				<u>Mechanism proposed to address the performance shortfall</u> A concept document under the title “Intergovernmental relations in Elundini Municipality – an implementation conundrum” has been developed and circulated to the IGR unit in DLGTA						

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				TN	TA	TPA	✓			
Proposed risk mitigation interventions are properly managed	Performed risk assessment; Developed risk register; Quarterly meetings of the Risk Management Committee; Revised Risk Management Charter	Quarterly Risk Management Committee meeting convened	Risk assessment undertaken in July 2012 and risk based internal audit plan developed DLGTA invited to conduct workshop at the municipality on 28 November 2012	TPA				Correspondence with the department of local government and traditional affairs		
<u>Explanation for deviation from the planned targets</u> All attempts to have the internal audit unit, who facilitated the risk assessment , to assist the municipality develop a risk register have been in vain				<u>Mechanism proposed to address the performance shortfall</u> A request for assistance has been escalated to the Department of Local Government and Traditional Affairs. The CFO has also been request to persuade Mr Thys de Beer of Grant Thornton, the internal auditors, for their assistance						

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				TN	TA	TPA	✓			
Overseen and monitored Institutional Public participation Programme	Developed Public participation Plans; Consolidated plans into a composite Municipal Programme	Monitored and reported on participation including attendance and quality of participation	Ward Committee meetings were organised and met the quorum. Minutes of all meeting were compiled	TA				Attendance register Detailed report on ward committee meetings		
All EXCO members, Speaker, Chief Whip and management are trained on leadership and people management.	Identified training needs; Selected interventions; Identified training and Development service provider; Training undertaken	Train identified participants	Service provider appointed for leadership training	TPA				Appointment letter		

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Departments, sections and satellite offices are visited by the Mayor, Speaker & Municipal Manager quarterly to improve leadership visibility & interaction for improved organizational acumen.	Developed road-map and Crafted Visibility Programme/ Schedule; Identified issues to be included in the Visibility Programme; Sensitised community of the intended visits	Quarterly reported on issues raised by the community during the Visibility tours	Municipal Manager has visited satellite office – 5/9/2012 meeting in Mt Fletcher, 6/9/2012 – meeting in Ugie, 10/10/2012 meeting with all water services workers in Maclear 18/12/2012 – meeting in Mt Fletcher, 19/12/2012 – meeting with Maclear staff	TA				Notice of meetings		
Team-based performance planning and implementation with rewards is tested as part of introducing a new culture.	Implemented Reward and Recognition Strategy	Established, trained and inducted Team-based Performance Management Governance structure with ToR	Service provider appointed	TPA				Appointment letter of service provider		

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				TN	TA	TPA				
Facilitated strategic positioning of the municipality within the Remuneration market; Competency modelling developed that supports the municipality's IDP and caters for all positions designated in the organogram	Regular/annual remuneration reviewed for employees outside bargaining until , overseen implementation of the municipality's competence model	Submitted policy and remuneration structure to REMCO for support	Service provider appointed and remuneration framework for fixed term contract employees considered by EXCO 29/11/2012 and approved by Council 11/12 2012	TA				Service provider appointment letter		

STRATEGIC PLANNING AND LOCAL ECONOMIC DEVELOPMENT: QUARTERLY REPORT – OCTOBER TO DECEMBER

ECONOMIC DEVELOPMENT

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements</u>					<u>Evidence Information</u>	<u>Annual Budget</u>	<u>% Spent</u>
				TN	TA	TPA	✓			
Reduce incidents of unlicensed informal trading	Registration and licensing of street traders (hawkers); Building of Hawker Stalls in Maclear; and Training of Street traders	Commenced and completed training of traders	<ul style="list-style-type: none"> - 26 Street traders trained by SEDA - 47 SMME trained by SEDA - 19 street traders licensed 	TA				Attendance Register, and training module Certificates, Attendance registration and module.		
		Commenced construction of hawker stalls	<ul style="list-style-type: none"> - Tender advertisement (design & implementation of hawker stall project) - Stall designs - Tender for supply & delivery of materials (for site preparation) 	TPA				Designs (hawker stalls) tender notices Pictorials (area plan)	1, 5000	0%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
<ul style="list-style-type: none"> • Pre construction activities were not considered during planning phases • The project plan with clear project activities to monitor the implementation was a missing link. 				Project plan to be developed .						

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Up to date and functional SMME database; Fully operational Furniture-Manufacturing Project adjacent to PG Bison;	Verified and updated SMME database in all 17 wards; Activated Furniture manufacturing plant at PG Bison; Operationalised Crafts Centre at Mt Fletcher	Commenced construction of the Crafts Centre in Mt Fletcher	<ul style="list-style-type: none"> - Tender notice issued for construction of craft centre in Mt Fletcher - Construction of the palisade fencing in progress - craft centre. - Draft operational plan for the centre developed - Registration of cooperative facilitated 	TPA				Copy of the advert Copy of appointment of service provider to build palisade fencing Copy of registration certificate Copy of operational model designed	2,5 00.000	0%
		Training of beneficiaries by the supplier on the use of the equipment		TN						
		Official opening of the Furniture manufacturing project	-	TN						

<p><u>Explanation for deviation from the planned targets</u></p> <ul style="list-style-type: none"> • Delayed appointment of both the Manager and Assistant manager has played a role in the slow implementation. (Appointed in October) • The procuring process has taken too long, it dates back in the last financial year 	<p><u>Mechanism proposed to address the performance shortfall</u></p> <p>When the service provider is not found to build the Craft Centre in the bid adjudication scheduled for the 18th January, deviation will be requested from the MM to speed the delivery process of the project since the project has not been implemented for the last years.</p>
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				TN	TA	TPA	✓			
Give effect to the SLA entered into with JOGEDA for the implementation on local catalytic projects within Elundini	Signing of SLA; Identification of land parcels for development; Signed MoAs	Report on progress of the implementation of the MOA	Packaged documents for <ul style="list-style-type: none"> - Locality map for 100 sites - Registered and rezoned 120 sites - Land Zoning 	TA				Locality map for 120 rezoned and registered sites	300,000	0

<p><u>Explanation for deviation from the planned targets</u></p> <ul style="list-style-type: none"> - Joe Geda has not yet developed implementing plan, but has been done at their request for the middle income housing project 	<p><u>Mechanism proposed to address the performance shortfall</u></p> <p>The municipality will respond as per their request as a they are the leading institution in the implementation</p>
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IDP & PMS

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements				Evidence Information	Annual Budget	% Spent
				TN	TA	TPA			
Developed and adopted credible IDP and SDBIP complete with a credible Performance Management mechanism that is informed by validated community needs	Process Planning; Consultation; Approval; Performance Evaluation; Performance Reporting	Implemented IDP and Budget Process Plan; Conducted Mid-Term institutional performance evaluation; Completed and submitted first quarterly institutional performance evaluation; Compiled data for second quarterly performance report	<ul style="list-style-type: none"> ✓ The 2nd IDP & Budget Steering Committee Meeting was held on 5/12/2012; ✓ Mayor's conversations with stakeholders took place; ✓ Community concerns and needs have been gathered and compiled; ✓ The scheduled 2nd IDP & Budget Rep Forum couldn't take place as the Mayor was not available due to the preparations of ANC Elective Conference; ✓ The 1st quarterly institutional performance report was compiled and submitted to the Municipal Manager; 	TPA			<ul style="list-style-type: none"> ✓ Attendance register; ✓ Programme of the meeting; ✓ Consolidated list of community needs; ✓ Consolidated 1st quarter performance report 	R 400 000	

SPARTIAL PLANNING AND DEVELOPMENT

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Implemented Spatial Development Framework; Compliance with applicable legislations; Reduction/ addressing of Land invasions	Support Infrastructure Planning and Development; Oversee compliance with legislation;	Quarterly Progress reporting on the projects that are aligned to the SDF	Application for subdivision and rezoning , submitted for approval Legal case opened against land invaders	TA				Registration of application Case Number 54/11/2012		

CORPORATE SERVICES- OCTOBER – DECEMBER 2013

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements</u>					<u>Evidence Information</u>	<u>Annual Budget</u>	<u>% Spent</u>
				TN	TA	TPA	✓			
A successfully implemented talent management strategy	Set up a Talent Management Committee linked to staff motivation; Implementation ;	Set up Talent Management Committee; Developed ToR and inducted committee members	Bid for the Strategy evaluated on 7th November 2012; <ul style="list-style-type: none"> • Bid adjudicated on 9th November 2012; • Service provider, Spontaneous Consulting appointed on 9th November 2012 and appointment accepted by service provider on 12th November 2012; •Service provider to proceed with the implementation of the project 	TPA				Bid Evaluation Report; Bid Adjudication Report • Appointment letter with endorsed acceptance by service provider.	350 000,00	100%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
Committee could not be set up as same would be informed by the Talent Management Strategy still to be formulated.										

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements					Evidence Information	Annual Budget	% Spent
				T	TA	TPA	✓			
Fully integrated ICT Management Systems	Procurement; Implementation Monitoring	Appointed Service Provider to develop Implementation and Project Management Plan	<ul style="list-style-type: none"> • A deviation of the tendering processes was done and appointed ION Consulting to implement relocation of server room, configuration and maintenance of ICT; Progress on implementation is as follows: <ul style="list-style-type: none"> • Deployment of an IBM Server with windows 2008 and Exchnge 2010 - 100%; • Installation of Trend antivirus - 0%; • Deployment of DRP and Backup Strategy - 30%; • Implementation of Backup and Remote Storage Soluton - 90%; • Crones certified cabling of new points - 95% • Server Room Relocation - 100%; • Installation of UPS in Server Room - 100%; • Firewall Reconfiguration & Securing - 100% • Supply and Installation of Email and Internet Control Devices - 100%; • Development of ISS policy to cover new technologies - 0 %; 	TA				<ul style="list-style-type: none"> • Service Provider's Progress report as at 30th November 2012; • Service provider's Tax Invoice dated 30th November 2012 for the work done to date. • Microsoft License Acceptance; • Quotation for the Microsoft License. 	2 000 000,00	85,79%

		<ul style="list-style-type: none">• Provision of alternate Stable and high speed Internet Connection - 100%;• Provision of Domain Hosting, Spooling, Gateway Spam Filter and Mail Routing - 100% ✓ Microsoft Licenses have been purchased.			
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				TN	TA	TPA	✓			
A credible records management system and access to information manual in place	Acquired Records Management System; Uploaded Access to Information Manual onto website; Fully established Records Management Unit with systems.	Fully functional and monitored operation of the Unit - Staff and Councillors inducted on the functioning of the Unit	<ul style="list-style-type: none"> The renovations have just been completed; Records Management Operational Plan has been formulated with clear target dates. 	TN				<ul style="list-style-type: none"> Records Management Operational Plan; 	200,000	0%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
There are those outstanding issues that have not yet been fully addressed by Telkom				<ul style="list-style-type: none"> There will be continuous monitoring of the execution of the outstanding tasks by Telkom; Project to have been finalised by end March 2013. 						

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Improved telephone system and usage	Upgraded telephone system; Reviewed telephone usage policy; capacitated personnel on the use of the new system.	Monitored and reported on implementation of system (to reflect improvement)	<ul style="list-style-type: none"> Meeting arranged with Telkom on 19th November 2012 to discuss the following issues: <ul style="list-style-type: none"> Implementation of the Service Standard Charter; Indoor Transfer of Telkom's Telephone Circuits; Upgrading of Telephone System to VoIP; Upgrading of Internet Speed; Progress on 30 PRI Lines. Progress made is as follows: <ul style="list-style-type: none"> Indoor Transfer has been effected on 17th November 2012; 30 PRI Lines have been installed and certification issued on 30th November 2012. 	TPA				<ul style="list-style-type: none"> Minutes of the meeting of the 19th November 2012; BPX Installation Acceptance Certificate from Telkom; ISDN 30 PRA Service Agreement. 	300,000	0%
<u>Explanation for deviation from the planned targets</u> <ul style="list-style-type: none"> There are those outstanding issues that have not yet been fully addressed by Telkom 				<u>Mechanism proposed to address the performance shortfall</u> <ul style="list-style-type: none"> There will be continuous monitoring of the execution of the outstanding tasks by Telkom; Project to have been finalised by end March 2013. 						

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				TN	TA	TPA	✓			
Facilitated Promulgation of By-Laws and number of By-Law Forum's meetings convened	Establishment of a By-law Forum with ToR; Promulgation of By-Laws;	Monitored and reported on functioning of the Forum	<ul style="list-style-type: none"> Two departments have responded to the resolution to submit names of representatives; 	TPA				<ul style="list-style-type: none"> Letters from the Hawkers Forum and the Taxi Operators sending representatives to the By Law Forum; 	400,000	0%
<u>Explanation for deviation from the planned targets</u> <ul style="list-style-type: none"> Non co-operation from the stake holders 				<u>Mechanism proposed to address the performance shortfall</u> <ul style="list-style-type: none"> To continue pressurising stakeholders to furnish the names of the representatives within the spirit of IGR; To identify those Draft By Laws require to be promulgated and proceed to have them promulgated. the target date is end March 2013. 						

BUDGET AND TREASURY OFFICE: QUARTERLY REPORT – OCTOBER TO DECEMBER 2012

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Unqualified audit opinion	Audit Action Plan	Unqualified audit opinion	Achieved unqualified audit opinion; audit action plan developed and work shopped with senior management on remedial actions necessary to address inherent weaknesses within AOPO	TA				Audit Opinion Audit Response Plan Presentation of findings to management	R 2.7 Million	100%
Collection Rate	Implementation of debt reduction strategy	50%	64.56%	TA				Monthly Billing Reports- Billing Vs Cash Receipts	R 1.06 Million	53%
% of Municipal Capital Budgets actually spent	Development of a demand management plan and reporting templates- projects management report to Management and Council	100%	Demand Management Plan and projects report has been developed and reported to Council, current spending is positioned 40.3% or R 18.66 Million	TA				Quarterly demand management report Projects Report	R 46.29 Million	40.3%

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
% of total operating budget	Development of maintenance schedule(routine preventative/backlog maintenance) linked to consolidated asset positioning	100%	Budgetary allocations provided to all line departments equates to 7.2% of opex	TA				Approved Budget-table C4- Other materials	R 11.85 Million	15.2%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
				Whilst the Budget and Treasury Office has provided sufficient budgetary provision to ensure continued maintenance of all infrastructure, the Directorate of Technical Services must be project managed to provide Management and Council with progress reports on the implementation of maintenance plan						

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				TN	TA	TPA	✓			
Undertake review of the Rates Policy Framework	Development of Rates Policy Framework	60% complete	Draft Policy framework developed, to be tabled before Council in March 2013, as part of the budget related policies as per budget circular	TA				Draft Policy	R 20 000	100%
Develop and adopt a revised General Valuation Roll effective 1/07/2013	To develop a general valuation roll, adoption by Council, advertisement for objections, and finalisation of appeals process	50%	SP Appointed, project plan presented and implemented- SP currently engaged in data gathering exercise, draft valuation roll expected to be presented in February 2013 as per the project activity plan	TA				Letter of Appointment Project Activity Plan Communication letters to public around GV process	R 1.5 Million	0%
Institutional Procedural Manual adopted by 30/06/2013	Progress in the development of a procedural manual- to be in place June 2013	60%	Terms of reference have been developed and submitted to BSC bid advertised on 20/12/2012 bid expected to close on 11/01/2013	TA				Terms of Reference Bid Advert	R 400 000	0%

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Fully Implemented SCM Strategy	Implement of the SCM turnaround Strategy	50%	SCM Strategy developed and implemented; placement process engaged and concluded, 3 positions that could not be filled through internal placement process have been advertised externally	TA				Approved SCM Strategy BTO placement proposal Placement outcomes report	R 1.3 Million	50%
Improved ability to cover fixed monthly expenditure	Compilation of section 71 reports	5:1(5 times)	6.78 times- refer to section 71 report 31 December 2012- available cash and investments = R 65.8 Million/ fixed operating costs R 9.7 Million per month	TA				Section 71 report as at 31/12/2012	R 9 Million	50%
Current Ratio	Compilation of section 71 report	1.5:1	Current assets: current liabilities R 102.8 Million: R 53.86 Million = 1.91:1	TA				Section 71 report as at 31/12/2013	R 9 Million	50%
Outstanding debtors to revenue ratio	Compilation of section 71 report	0.9:1(90%)	Outstanding service debtors to revenue- R 23.87 Million/R 35 Million = 61.5%	TA				Section 71 report as at 31/12/2013	R 9 Million	50%
Debt Cover Ratio	Compilation of section 71 report	1.2:1 (1.2 times)	Total operating revenue- operating grants/debt service payments due = R 35 Million/ R 185 996 = 188 times	TA				Section 71 report as at 31/12/2013	R 9 Million	50%

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
100% receipt of gazetted allocations	DORA reconciliation	50%	Received 77.5% of yearly allocation of R 106 Million (100% of allocations as per the publicised transfer scheduled received to date)	TA				DORA allocations DORA reconciliation	R 106.3 Million	77.5%
All identified risks successfully mitigated	Risk Mitigation action plan	50%	Risk Assessment has been conducted, Risk based audit plan developed to mitigate all risks identified	TA				Risk Assessment	R 9 Million	50%
No of Indigents Registered	Launching indigent support campaigns and registration drives	6300 Households	4207 Indigents current registered on system; Indigents registered currently awaiting council approval 754= total 4961	TPA				Indigent Register/Statistical reports	R 5.08 Million	50%
<u>Explanation for deviation from the planned targets</u> December 2012 has seen the expiration of 1500 beneficiary subsidies for the 12 months; BTO currently in process to re-register all beneficiaries who's subsidies for the year has lapsed, it is anticipated that the process will be finalised within the ext 60 days				<u>Mechanism proposed to address the performance shortfall</u>						

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				TN	TA	TPA	✓			
% of households earning less than R 1100 per month with access to free basic services	Co-ordinate infrastructure rollout plan with BTO	100%	Total of 4961 beneficiaries currently registered out of anticipated 8675 households equating to 57.2% coverage	TPA				Statistical Report on FBS end December 2012	R 2.09 Million	50%
<u>Explanation for deviation from the planned targets</u> The primary reasons for the reduction in the number of households with access to Free Basic Services is that the District Municipality on the provision of free basic water and sanitation no longer provided 6kl of water free and pit latrine clearances free to all residents based on level of service(basic), this policy change was effected during July 2012, and only registered indigents now qualify; The Municipality has amended the Indigent targeting and registration strategy to now register these users to ensure compliance with new policy statements of the JGDM				<u>Mechanism proposed to address the performance shortfall</u>						

COMMUNITY SERVICES: QUARTERLY REPORT – OCTOBER 2012 TO DECEMBER 2012

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Developed Public Amenities Master Plan	Developed Specifications; Developed ToR; Appointed Service Provider; Developed Master Plan	Appointed Service Provider to develop the Master Plan	The terms of reference for The Public Amenities Master Plan have been approved by The Bid Adjudication and the Bid Evaluation Committees. A briefing session was also held for prospective bidders. The next Bid Adjudication Committee will be choosing the preferred bidder for the development of the Master Plan compilation exercise.	TPA				Public Amenities Master Plan copy of the tender document	R400 000	0%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
Since contractors had closed for the end of the year, the institution had to hold the sitting of relevant committees like the BSC, BEC and BAC in abeyance, no decisions could be taken to facilitate the finalization of tendering processes during the holiday period.				The PMU Assistant Manager will be available in the next BEC meeting to present the functionality aspect for the development of the Master Plan.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Fully functional and maintained community halls.	Repair and replacements	Ongoing maintenance as required	The cleaning of community halls is conducted regularly. Public toilets are manned and cleaned daily. Functionality challenges in Mt Fletcher are being Attended to with the help of The Joe Gqabi contingent	TN					R100 000	27%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
There has been no deviation from the target as the matter of maintenance is an operational aspect.				Mitigating measures will be employed as and when the need arises.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Facilitated provision of housing to qualifying beneficiaries	Facilitation of meetings between DoHS & Community, and handing over of finished houses.	Compiled schedule of meetings, maintained record of attendees, and maintained record of proceedings for each quarter	Interactions with beneficiaries will be more relevant after the allocation of housing units and the subsequent “happy letters” period	TN				Housing Project beneficiary list	R10 000	0%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
The need to hold a meeting with beneficiaries arises when a beneficiary list is being compiled. Other meetings may only be necessary to explain delays in implementation. The next round of meetings expected will be when housing units are handed over to beneficiaries.				When performance targets cannot be met, mitigating mechanisms will be agreed upon between the municipality, JOGEDA, Bigen Africa and the Department of Human Settlements.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Beautified towns by planting of trees and flowers in all municipal parks and mowed grass	Planting of trees and Flowers; Mowing of grass.	Ongoing greening and tree planting	Grass cutting takes place according to schedule. There is an ongoing schedule of eliminating illegal dumping sites	TA				Service Level Agreement between Elundini Local Municipality and the Department of Roads and Public Works.	R100 000	40%
<u>Explanation for deviation from the planned targets</u> No deviation has been experienced around this aspect. However, since it is operational in nature, constant risk analysis will be conducted to update effectiveness and efficiency aspects around it.				<u>Mechanism proposed to address the performance shortfall</u> Constant risk analysis will be ensured.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TP	✓			
Removed refuse and maintained clean streets and public areas of Elundini	Educated communities on littering; Cleaned streets; and Removed refuse as scheduled.	Cleansed towns and removed refuse as per predetermined schedule	Departmental Supervisors both at Cleansing and Parks have control tools for the monitoring of the activities of their spans of control. The shift system is being implemented in Mt Fletcher and is soon to commence in Maclear. within two weeks. The challenge the department currently faces are technicalities around the payment structure for shift allowance	TA				Supervisors' control tool sample.	R100 000	73,8%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
The programme is on track and proceeding satisfactorily.				The Department is open to advice from concerned stakeholders whenever shortfalls are being witnessed.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Effective law enforcement leading to compliance by community	Employment of law enforcement officers; Execution of law enforcement duties	Inducted appointees, defined roles, completed and signed-off work-plans	The posts have been advertised. Processes are now towards shortlisting	TPA				Posts advert		0%
<u>Explanation for deviation from the planned targets</u> Delays in the unfolding of HR processes stifle the expectations of the Department in its attempts to deal with the matter.				<u>Mechanism proposed to address the performance shortfall</u> The HOD intends to maintain an open line of communication with his counterpart in the Corporate Services Department in an attempt to share views around how to fast-track vacancy existence tolerance within the institution.						

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements/Progress					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Facilitated provision of fencing and security personnel for cemeteries in all three Elundini towns.	Fencing of Graveyards; Provision of security personnel.	Fencing of the current existing cemeteries at Ugie and Maclear	The status quo is still as at the end of September	TN				No work done	R200 000	0%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
The operational team of the Department have been reluctant to handle procurement aspects all-at-once as it had to pay attention to the relocation of pounds, the refurbishment of Sonwabile Community Hall and the development of the Public Amenities Master Plan.				The beginning of February will coincide with initiation measures towards dealing with the cemeteries issue.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Relocated and certificated Maclear and Ugie Pounds	Relocation; Certification; Refurbishment	Ugie relocation completed and application for certification submitted	The guard house is complete In Mt Fletcher and fencing Is underway. The Maclear pound has been completed save for the vandalism of the roofing of the guardhouse Fencing for the relocated Ugie pound will commence before the end of January. Certification of the pounds with SPCA is envisaged for the middle of March	TPA				Contractor appointment letter for Mt Fletcher pound and internal memo from Corporate to Community Services around technicalities surrounding the commencement of the Ugie relocation	R150 000	25%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
Progress in implementation is slightly above the 50% target projected for the quarterly target at 2/3. It is only the finalization of the entire project that is incomplete.				Finalization of the project within the financial year.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Reduced number of accidents	Appointment of service provider; Erection of speed humps	50% of identified speed humps erected	Speed humps have been completed in Maclear. Two more remain in Mt Fletcher. Two thirds of the work has been completed.	TPA				Appointment letter to the service provider for Speed humps	R150 000	0%
<u>Explanation for deviation from the planned targets</u> The project is on schedule and the 0% expenditure is caused by service providers not having as yet submitted their claims.				<u>Mechanism proposed to address the performance shortfall</u> The advent of February will coincide with a different picture in expenditure patterns as pay-outs to Service providers will have been effected.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					<u>Evidence Information</u>	<u>Annual Budget</u>	<u>% Spent</u>
				TN	TA	TPA				
Appointed Administrative Clerk to support traffic officers	Profiling; Recruitment; Placement	Inducted appointee, developed workplan and managed performance	The Community Services Department is currently interacting with Human Resources for an advert of the post as they (HR) omitted it in their last batch of adverts.	TA				Appointment letter, proof of induction	R80 000	0%
<u>Explanation for deviation from the planned targets</u> The post appears in our organizational structure and was budgeted for. Human resources omitted its advert processes erroneously.				<u>Mechanism proposed to address the performance shortfall</u> Engagements are underway between the Community and Corporate Services Departments to arrest the situation.						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA				
Signed Performance Agreements, developed & implemented Personal Development Plans and monitored performance of subordinates		Performance agreements signed at the beginning of the Performance Cycle; Personal Development Plans compiled and subordinate performance evaluated prior to the evaluation of the HoD	Performance agreements have been signed with the Chief Traffic and Law Enforcement Officer and the Assistant Manager Public Amenities and Housing. The post of Assistant Manager Cleansing is still vacant. The two Assistant Managers are in a state of readiness for evaluation.	TPA				Copies of the Performance Agreements are with the Manager and can be provided on request.	OPEX	N/A

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					<u>Evidence Information</u>	<u>Annual Budget</u>	<u>% Spent</u>
				TN	TA	TPA				
Documented proof of compliance with all the legislation applicable to the Community Services Department		Compliance certificate endorsed by the Internal Auditors submitted to the Municipal Manager for the Mid-Term	When items are identified for tabling before the Department's Standing Committee, they are verified for compliance with relevant legislation. The reporting format has a provision for pieces of legislation considered prior to the compilation of the item for discussion	TA				Pieces of legislation considered are reflected in all items prepared for tabling before the Standing Committee, EXCO and Council.	OPEX	N/A
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
N/A				<u>N/A</u>						

INFRASTRUCTURE SERVICES OCTOBER 2012 TO DECEMBER 2012

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Provided support in the design, specification, construction and maintenance of Public Amenities	SLA with Community Services + Strategy & Planning; Design and Specification; Procurement; Construction.	Handed over Sports field to Community Services; Finalized and submitted technical report	Mt. Fletcher Sports Filed progressing well and progress reviewed in a meeting held on 09 November 2012. Project behind the original programme due to weather delays, technical issues and the transport sector	TA				Minutes of all the meetings held	R9,036,454.00	41%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Provided support in the design, specification, construction and maintenance of Public Amenities	SLA with Community Services + Strategy & Planning; Design and Specification; Procurement; Construction	Continued maintenance of existing Public Amenities	October 2012, Gibb Engineering & Science completed and submitted the Final Technical Report for Mt. Fletcher Taxi Rank.	TN				Minutes of all the meetings held and Final Technical Report	R200,000.00	82.62%
<u>Explanation for deviation from the planned targets</u>				Project registration on MIG MIS to source funding for the implementation of the project						

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					<u>Evidence Information</u>	<u>Annual Budget</u>	<u>% Spent</u>
				TN	TA	TPA	✓			
Thembeni Housing Project registered on the MIS; Technical Report for both Thembeni & Eziblokweni produced.	finalized procurement of Service Provider to draw Technical Report; and Drawn and Council approved Technical Report for both Thembeni & Eziblokweni.	Both Technical reports to be approved by Council	Delays were experienced with procurement issues, Prior to the appointment of a service provider there was a view that there might be a duplication of work considering the fact that Bigen Africa has also been appointed to provide project management for Elundini Housing Project. This was also discussed and agreed in a meeting held in August with Bigen Africa. Hekima Projects was appointed on 07 December	TN				Project file, appointment letter & a preliminary report prepared by Hekima Projects.	R500,000.00	2.44%
<u>Explanation for deviation from the planned targets</u>				<u>Mechanism proposed to address the performance shortfall</u>						
				The municipality has to urgently appoint a Town Planner. To pre-plan the area and give draft layout plan, so as to enable the civil consulting engineer to begin his work.						

Performance Indicator	Activities as per the SDBIP	Quarter 2 Target/ As per the SDBIP	Achievements/Progress					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Constructed 17Km of road, a bridge and Stormwater drains; Maintained 459Km of existing roads	Procured Service Provider; Construction; Project Management; Developed Roads and Stormwater Master Plan.	50% of roads targeted for construction and maintenance completed;	Tokoana Access Road - Road has been practically completed with only side drains and ditch drains to be done. Precisely 95% of work done. Ntokozweni Streets & Stormwater - is underway and progressing well. Prentjiesberg Streets & Stormwater (road bed, road formation and stabilization to date has been in all sections of road to be done. Service Level Agreement - OHS practitioner has been appointed. All compliance issues met and approved. Project ready to commence. Dengwane Access Road – Contractor appointment was reviewed and Amadwala Trading 363 appointed on 12 November 2012 with an inception meeting held on 23 November 2012.	TA				Signed Snag list by PMU Section and project files with minutes and correspondences	R1,672,484.78	75%
									R16,500,000.00	41.5%
									R5,800,000.00	37.03%
									R6,600,000.00	0%
									R4,362,000.00	1.87%

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					<u>Evidence Information</u>	<u>Annual Budget</u>	<u>% Spent</u>
				TN	TA	TPA	✓			
Reduced financial losses associated electricity distribution from 34% to 15% during 2012/2013	Implementation of the Revenue Protection Strategy	Implementation of the Revenue Protection Strategy	Reduced loss to 15% by the end of 2012/2013	TA				Project File	R 1 260 000.00	73%
<u>Explanation for deviation from the planned targets</u>										
More than 80 % of households have been visited and verified and that only those households where there was no access are currently being done by switching off their meters in order to bring their attention. Most verified tempered meters have been replaced. Information is used to update the vending system.										

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Meet NERSA continuity & quality standards; Fully complied with OHSA	Have compliance structures in place; Training; Installation; Maintenance	Have compliance structures in place; Training; Installation; Maintenance	Compliance with NERSA continuity and Quality standards; Compliance with OHSA standards	T.A				Appointment Letter	R R 700 000.00	74%

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					<u>Evidence Information</u>	<u>Annual Budget</u>	<u>% Spent</u>
				<u>T</u>	<u>TA</u>	<u>TPA</u>	<u>✓</u>			
Turnaround time for the repair of lights and/or high mast to be within 14 days	Survey of street lights; Logging of faults; Repairs; Installation	Survey of street lights; Logging of faults; Repairs; Installation	All identified faults repaired; Cherry-picker registered; Survey concluded for the electrification of new areas	TPA				Complaint Register and Inspection Sheets.	R 1 291 550.00	0%
<u>Explanation for deviation from the planned targets</u>										
Inspection of Street lights is done in every 14 days. 60% street lights are working , this is due to delays on procurement of materials as we have to follow MFMA Regulation										

<u>Performance Indicator</u>	<u>Activities as per the SDBIP</u>	<u>Quarter 2 Target/ As per the SDBIP</u>	<u>Achievements/Progress</u>					Evidence Information	Annual Budget	% Spent
				TN	TA	TPA	✓			
Built dedicated Medium Voltage municipal line feeder for Ugie town from Eskom substation	Procured Service Provider; Construction; Project Management;	Procured Service Provider; Construction; Project Management;	Completed construction of the dedicated feeder line to Ugie town.					Copy of advert and Tender document	R 1 000 000.00	0%