

**Table 34: Municipal Transformation and Organisational Development: Development Priorities, Objectives And Strategies Score Card**

KPA	OBJECTIVE NO.	OBJECTIVE	STRATEGY	STRATEGY CODE
1. Human Resource Development	MTOD10/001	To build an enhance the human resource capacity of the municipality	Training	MTOD10/01STR1
2.	MTOD10/002	To review the organogram	Filling of vacant posts in each department and reviewal of the organisational structure	MTOD10/02STR2
3. Human Resource Management	MTOD10/003	Ensure proper employee records system and personnel policies	Review of municipal policies and records management	MTOD10/03STR3
4. Administration and Committee Services	MTOD10/004	To provide effective Council support	By employing: <ul style="list-style-type: none"> <li>• Effective data capturing and storage mechanisms</li> <li>• Effective information management</li> </ul>	MTOD10/04STR4
Democracy and governance	MTOD10/005	Ensuring smooth functioning of Council meetings, standing committees, Ward Committees, and Local Labour Forums	Preparations and distribution of agendas	MTOD10/04STR5
5. Municipal Vehicle Management	MTOD10/006	Ensure effective and efficient usage of municipal vehicles	By regularly inspecting municipal vehicles	MTOD10/005STR6
Monitoring of Municipal Drivers' Performance	MTOD10/007	Ensure drivers ability to handle municipal vehicle properly	By training municipal drivers on Fleet management procedure manual	MTOD10/006STR7
6. Performance Management Systems	MTOD10/008	Develop a strategic approach to provide a set of tools and techniques to plan regularly, monitor, measure and review performance of the municipality as well as individual employees in the	Develop a Performance Management System and cascade the system down to individual employees within the municipality	MTOD10/05STR8

KPA	OBJECTIVE NO.	OBJECTIVE	STRATEGY	STRATEGY CODE
		municipality		
7. Communication Management	MTOD10/009	To have an effective communication system To inform the community about the services rendered by the municipality	Development and distribution of both electronic and print media information	MTOD10/06STR9
8. Marketing Management	MTOD10/010	To project Maletswai as a preferred area to invest, live and work	Development and production of information brochures, articles and website development	MTOD10/07STR10
9. Public Participation	MTOD10/011	To ensure good governance	Organise effective public participation and stakeholder meetings	MTOD10/08STR11
			Strengthening of ward committees and CDWs	MTOD10/09STR11
10. Legal and Contract Management	MTOD10/012	Management of Legal Services	Sourcing of Legal Services	MTOD10/09STR12
11. Prevention & Awareness of HIV&AIDS	CC10/001	To educate and spread awareness of HIV&AIDS related issues within the community	Conducting awareness campaigns and workshops	CC10/001
12. Youth development	CC10/002			CC10/002
13. Women Development	CC10/003			CC10/003
14. Disabled Development	CC10/004			CC10/004
15. Elderly	CC10/005			CC10/005

**Table 33: Municipal Transformation and Organisational Development: Development Priorities, Objectives And Strategies Score Card**

KPA	OBJECTIVE	INDICATOR	MEASUREMENT SOURCE AND FREQUENCY	BASELINE	TARGETS 2010/2011				Custodian
					30 Sept	31 Dec	31 March	30 June	
<b>1. Human Resource Development</b>	To build and enhance the human resource capacity of the municipality.	Training of 30 staff members across all departments in the field of their competencies	Submission of training attendance registers and monthly reports to the Manager Corporate Services and Standing Committee	Skills Development Plan  WSP Implementation Plan	X	X	X	X	<b>Corporate Service Manager</b>
	Organisational Development to populate the organisational structure	Review of the organizational structure	Report	reviewed Organogram				X	<b>Corporate Service Manager</b>
<b>2. Human Resource Management</b>	Ensure proper management of employee records and	3 workshops on HR Policies to be conducted for all employees	Monthly reports	Municipal policies	X	X		X	<b>Corporate Service Manager</b>

KPA	OBJECTIVE	INDICATOR	MEASUREMENT SOURCE AND FREQUENCY	BASELINE	TARGETS 2010/2011				Custodian
					30 Sept	31 Dec	31 March	30 June	
	effective implementation personnel policies taking into cognisance the code of conduct of the municipality								
<b>3. Administration and Committee Services</b>	To provide effective Council support		Reports	To achieve the performance measures contained in the balanced score card	X	X	X	X	<b>Corporate Service Manager</b>
	Democracy and governance	Ensuring smooth functioning of the following meetings: <ul style="list-style-type: none"> <li>• Council meetings</li> <li>• Council committee meetings</li> <li>• Local Labor Forum meetings</li> <li>• Ward Committee meetings</li> </ul>	Preparation and distribution of Council, Council Committee and Local Labour Forum meetings agendas	Well organized and successful meetings	X	X	X	X	<b>Corporate Service Manager</b>

KPA	OBJECTIVE	INDICATOR	MEASUREMENT SOURCE AND FREQUENCY	BASELINE	TARGETS 2010/2011				Custodian
					30 Sept	31 Dec	31 March	30 June	
<b>4. Municipal Vehicle Management</b>	To ensure effective and efficient usage of municipal vehicles	Inspection reports	Monthly reports	Fleet Management Procedure manual	X	X	X	X	<b>Corporate Services Manager</b>
<b>Monitoring of Municipal Drivers' Performance</b>	To ensure drivers ability to handle municipal vehicle properly	Individual drivers assessment report	Monthly reports	Fleet Management Procedure manual	X	X	X	X	<b>Corporate Services Manager</b>
<b>Performance Management System</b>	Development of a strategic approach to provide a set of tools and techniques to plan regularly, monitor, measure and review performance of municipality as well as individual employees in the municipality	Performance Management System developed approved and implemented	quarterly reports	Performance Management Plan	X	X	X		<b>Corporate Service Manager</b>
<b>5. Communication Management</b>	Ensure effective communication	Publication of newsletter, outreach programmes,	Monthly reviews of these forms of communication	Communication Strategy and Plan	X	X	X	X	<b>Corporate Service</b>



**Municipal Transformation and Organisational Development KPA 1 Cluster: Identified Projects 2010/2011**

NO.	PROJECT NAME	PROJECT DESCRIPTION	SOURCE OF FUNDING			AMOUNT	AMOUNT
			Internal	MIG	Other source	2009/2010	2010/2011
MTOD10/001	Municipal policies	Development of new policies and review of the existing in line with the government legislation	X				
MTOD10/002	Promulgation of the remaining set of by-law and publication of those promulgated	The remaining set of by-laws be gazette and those promulgated be introduced to communities and stakeholders to ensure public participation and implementation	X				
MTOD10/004	Employment Equity Reports	Number of reports be submitted to Council	X				
MTOD10/005	WSP Implementation Plan	Development of Skills Development Plan and it be approved by Council	X		Mandatory Grants (LGSETA)		
MTOD10/006	Skills Training Plan	Number of employees trained	X				
MTOD10/007	Furniture and equipment	Purchasing of furniture and equipment for the Council	X				
MTOD10/008	Furniture and equipment	Purchasing of furniture and equipment for the department	X				
MTOD10/009	Computers	Purchasing of computers for the department	X				