

**MOTHEO DISTRICT MUNICIPALITY**



**2010 \11**

**DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP):**

## CORPORATE SERVICES

**Objective:** To promote institutional excellence that is responding to role players' needs

### Human Resource Development

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Conduct Re-search/situational analysis	Report on training needs assessment	Approved work skills plan	All employees assessed	Report on findings based on research & institutional analysis	Develop a programme based on WSP	Report on training bases based on based on training needs	Training report per directorate. Submission report to LGSETA	Staff, cooperation from department.
Career pathing	Records of profiles as per Database	Database of profiles	All employees profiled	Inform the MDM staff through/ HODs on procedure as to apply. Compilation of applica-	Monitoring the attendance of the staff (drops out & challenges. Compilation of results for the 1 <sup>st</sup> semester.	Report on the 1 <sup>st</sup> semester report	Report on final result of the MDM staff for the provision of the financial year.	Report not submitted on time to check progress

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				tions according to the requirements. Facilitation of payments to different institutions				
Implementation of bursary scheme	Report indicating number of employees registered	Bursary application as per policy	Bursary issued to successful applicants	Inform the MDM staff / HOD on procedures to apply. Compilation of applications of per requirements. Facilitation of the payment of the different institutions Communications	Monitoring the attendance of staff (drop out) Compilation of the result for 1 <sup>ST</sup> semester.	Report on the semesters results	Report on final results of the MDM staff for the provision of the money in the next financial year.	Report not submitted on time to check progress

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				with the staff to submit their quarterly reports semester				
Management of capacity building and skills development programmes	Reports on training conducted	Report on number of people trained	Integrated management of training	Updating skills auditing to report to check those trained the previous years. Compile a program for those not trained in specific program. Identification of the relevant accredited institution with	Report on updated skills audit report Ensure that departments embarked on needs analysis  Report on training took place in the 1 <sup>st</sup> quarter	Report on training took place in the 2 <sup>nd</sup> quarter	Report for 3 <sup>rd</sup> and 4 <sup>th</sup> quarters training	Self nominations and interference

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				relevant program for staff sending the staff to training				
Collate information on MDM/LM's skills auditing	Report on information collation	Approved work skills plan	Skills audit conducted for MDM and LM's	Update skill audit to check previous those trained previous year	Report on updated skill audit, collection of data	Report on training and gaps that r there.	Report on 3 <sup>rd</sup> quarter and 4 <sup>th</sup> quarter	Accurate data given by staff and co-operation.
Management of discretionary fund (LGSETA)	Compliance report	Work Skills Plan report	Discretionary fund successfully applied	Depends on the approval by LGSETA	Depends on the approval by LGSETA	Depends on the approval by LGSETA	Depends on the approval by LGSETA	No funds available
Ensure Skills development workshops and courses	Develop a programme on workshops and courses	2 workshops / courses	Workshops and courses conducted	Relevant of identification of the staff to be considered for courses workshop	Liase with HODs to submit the Training Evaluation reports, Submit quarterly report	Report	Report	
Promote internship and expe-	Identification of internal in-	Draft policy on man-	Reports on identified	Communicate with	Report on the internship in	Report & communicate	Report on findings on intern-	Budget constraints

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Experiential training programmes	Interns required by the directorates	Management of the programmes to bring in relevant interns and experiential trainees to the institution	Interns and/or experiential trainees excluding the interns that are brought by the National Treasury	Unions/ HODs about the application received.  Allocation of interns after appointment	the 1 <sup>st</sup> quarter.	with relevant SETA or Institution of Higher Learning about the progress	ship programme	

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Employee wellness plan								
Initiate and implement policies on Employee Assistance Programme / Occupational Health Safety	Submission of policy to Council	Draft policy developed	Implementation of approved Employee Assistance Programme / Occupational Health & Safety policy	Facilitate the submission of the draft policy to sec 80 for recommendation.  Ensure submission to the next council meeting  Develop a planned programme for implementation	Develop a planned programme for implementation  Needs assessments for implementation  Identification of the service providers for personal well-being	Continuous assessment of the environment for implementation  Continuous reporting	Continuous assessment of the environment for implementation  Continuous reporting on	Budget limitation as it is shared with sports club
Develop an EAP / OHS	Submission of pro-	Draft programme de-	Implementation of Em-	Implementation of em-	Report on identified	Continuous report on	Report	Budgeted limited

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
programme	gramme to relevant structures	veloped	ployee Assistance / Occupational Health & Safety programme	ployee assistance. Occupation health & safety programme.	aspects consider under the EAP/ OHS.	EAP/ OHS issue		

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Facilitate Labour relations awareness	Report on awareness workshops conducted	Programme on awareness workshops	Promote compliant workforce on labour relations	Identification of labour training as per challenges of the institution	Develop programme of labour awareness as per institutional requirements	Continuous assessment inclusive of locals and Report	Report on findings and implementation of the recommendations	Co-operation by the locals
Management of disputes	Report on disputes listed	Dispute procedures established	Report on dispute resolutions	Determined by issues	Ensure & assist that issues at	Report when available	Report on different disputes	



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
					hand are resolved amicably and report.		when	
Launch of the District Skills Development Forum (DSDF)	Minutes/ Reports of the Meetings held by the Forum	Quarterly meetings	Report on the establishment and launching of the Forum (DSDF)	Establish the task team for logistics  Written communication to different stake holders. Development of the action plan with responsibilities  launch of the DSDF. Report on the estab-	Continuous report on the discussion & programmes of the launch of DSDF  Reports based on the action plan .	Continuous report on the discussion & programmes of the launch of DSDF  Reports based on the action plan	Report indicating on programmes of the year Evaluation reports to check its impact.	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				lishment & the launch Evaluation Report				
Convene LLF meetings in compliance with the organizational rights agreement	Convene regular sittings of the LLF	Regular meetings to be scheduled	As per scheduled meetings per annum	Facilitate the development of the year schedule for meeting	Initiation of issues to be discussed in conjunction with the Union.	Report on meetings held and challenges of the LLF.	Full report matched to schedule. R	None initiations of the meeting by unions Non availability of members on the day of the meetings
Implementation of the Employment Equity plan on HRD issues	Report on Skills Development, Labour Related issues	Continuous management of EEP on HRD	Report on skills development, labour relations issues	Establishing the employment equity committee Compilations of the information  Submission	Submission of the EER & to Dept of Labour and report	Implementation programmes of the EER Continuous report on EER related issues	Continuous report on EER related issues	Compliance to new rules on Training & Development policy

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				of the EER to relevant structures				

### Administrative Support

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
To ensure that Scheduled Section 80, Mayco, Council and Special meetings take place.	Number of meetings held per schedule	As per scheduled by the office of the COO	To ensure meetings are held in compliance with legislation. To en-	To ensure that all meetings are held as per the approved schedule	To ensure that all meetings are held as per the approved schedule	To ensure that all meetings are held as per the approved schedule	To ensure that all meetings are held as per the approved schedule	Late submittal of items, postponement and re-scheduling

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			sure meetings take place in accordance with adopted schedule					
Compilation of concise Agendas and minutes	Concise agendas and accurate minutes compiled as per schedule	Concise agendas and accurate minutes compiled according to prescribed format	To ensure that concise agendas and accurate minutes are in accordance with prescribed formats	To ensure that concise agendas and accurate minutes are compiled in accordance with prescribed format	To ensure that concise agendas and accurate minutes are compiled in accordance with prescribed formats	To ensure that concise agendas and accurate minutes are compiled in accordance with prescribed formats	To ensure that concise agendas and accurate minutes are compiled in accordance with prescribed formats	Late submittal of items, postponement and re-scheduling
Distribution of	Acknowledgement	Distribution of	To ensure that	Agendas and min-	Agendas and min-	Agendas and min-	Agendas and min-	Change of ad-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Agendas and minutes	of receipt – Proof	agendas and minutes within 48 hours before meeting	agendas and minutes are delivered to the Councilors within 48 hours.	utes to be distributed to all councilors accordingly	utes to be distributed to all councilors accordingly	utes to be distributed to all councilors accordingly	utes to be distributed to all councilors accordingly	dress or unavailability of a councilor
Ensure distribution of all resolutions	Acknowledgement of receipt – Proof	Circulation and record keeping of all resolutions	All resolutions effectively and timely distributed	All resolution to be distributed to all relevant departments	All resolution to be distributed to all relevant departments	All resolution to be distributed to all relevant departments	All resolution to be distributed to all relevant departments	NONE

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
To implement Record Management Policy and the approved filling plan	Keep records of all hard copy documentation	To ensure that the filing system is in place and all documents of the institution are filed manually.	Establishment of the registry and the implementation of the filling system according to the approved records Management Policy	Processing of the advert for implementation of the filling plan	Appointment of the service provider for the filling plan	Continuous management and see to the operational effectiveness of the registry	Continuous management and see to the operational effectiveness of the registry	Shortage of staff

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
To provide clean office environment	Daily checklist monitored	Monthly reports on required cleaning standards	To ensure a clean office environment	All offices to be cleaned as per the daily checklist and be monitored on a daily basis	All offices to be cleaned as per the daily checklist and be monitored on a daily basis	All offices to be cleaned as per the daily checklist and be monitored on a daily basis	All offices to be cleaned as per the daily checklist and be monitored on a daily basis	Budget constrains for purchasing of cleaning material and shortage of manpower
To provide total quality management of document reproduction	<ul style="list-style-type: none"> <li>To ensure maintained equipment</li> <li>Record keeping of all incoming/outgoing documenta-</li> </ul>	<ul style="list-style-type: none"> <li>Monthly maintenance reports</li> <li>Documentation distribution reports</li> </ul>	Total quality management of document reproduction	All documents to be produced as per request by the reprographics clerk.	All documents to be produced as per request by the reprographics clerk	All documents to be produced as per request by the reprographics clerk	All documents to be produced as per request by the reprographics clerk	Photocopy machine beig out of order

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	tion							
To provide driver/messenger services	<ul style="list-style-type: none"> <li>• Perform duties as per job descriptions</li> <li>• Logbook of official km's travelled</li> </ul>	Provide proof of official duties in accordance with Fleet Management Policy	Provision of driver/messenger services and comply with Fleet Management Policy	To provide driver/messenger services to the entire institution as per request so as to comply with the fleet management policy. Monitoring of official trips and logbooks on a daily basis	To provide driver/messenger services to the entire institution as per request so as to comply with the fleet management policy. Monitoring of official trips and logbooks on a daily basis	To provide driver/messenger services to the entire institution as per request so as to comply with the fleet management policy. Monitoring of official trips and logbooks on a daily basis	To provide driver/messenger services to the entire institution as per request so as to comply with the fleet management policy. Monitoring of official trips and logbooks on a daily basis	



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Provide general support Services	Facilitate and record procurement procedures	Procurement of groceries, stationery, kitchenware and appliances	General support Services and Support offered to the institution	To ensure that consumables and stationary are available on a daily basis. To provide general support services to the institution.	To ensure that consumables and stationary are available on a daily basis. To provide general support services to the institution.	To ensure that consumables and stationary are available on a daily basis. To provide general support services to the institution.	To ensure that consumables and stationary are available on a daily basis. To provide general support services to the institution.	

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Develop maintenance plans for MDM buildings and vehicles including eventualities to ensure responsiveness	Submission of maintenance plans for approval	Submission of draft maintenance plans	Approved maintenance plans	Maintenance for the building is done when it's necessary. MDM vehicles are serviced when due for service by relevant service provider.	Maintenance for the building is done when it's necessary. MDM vehicles are serviced when due for service by relevant service provider.	Maintenance for the building is done when it's necessary. MDM vehicles are serviced when due for service by relevant service provider.	Maintenance for the building is done when it's necessary. MDM vehicles are serviced when due for service by relevant service provider.	
Implement maintenance plans for MDM	Quarterly reports on maintenance in compliance	Monitor maintenance routines and record	MDM buildings and vehicles maintained	The building is privately owned; therefore maintenance is	The building is privately owned; therefore maintenance is	The building is privately owned; therefore maintenance is	The building is privately owned; therefore maintenance is	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
buildings, vehicles and eventualities to ensure responsiveness	with maintenance plan			done only when necessary. MDM vehicles are also serviced when due for service as indicated in the service and maintenance books	done only when necessary. MDM vehicles are also serviced when due for service as indicated in the service and maintenance books	done only when necessary. MDM vehicles are also serviced when due for service as indicated in the service and maintenance books	done only when necessary. MDM vehicles are also serviced when due for service as indicated in the service and maintenance books	
General maintenance, repairs	Quarterly reports on maintenance	Monitor maintenance routines	MDM movable and immovable	Continuous repairs such as electric devices,	Continuous repairs such as electric devices,	Continuous repairs such as electric devices,	Continuous repairs such as electric devices,	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
and removals of movable property	in compliance with maintenance plan	and record	property maintained	plumbing, painting and etc	plumbing, painting and etc	plumbing, painting and etc	plumbing, painting and etc	

## Human Resource Management

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Develop clear roles and responsibilities for the staff	Job Descriptions to be in place	Submission of Job Descriptions to the Evaluation Committee	Roles and responsibilities identified as per approved organogram	Facilitate the restructuring process	Update the JDs of affected positions	Signing of the JDs by relevant incumbents	Submittal to the JD Committee for evaluation	Delay on restructuring process
Implementation of the	<ul style="list-style-type: none"> <li>Performance</li> </ul>	<ul style="list-style-type: none"> <li>Familiaris-</li> </ul>	Functional EPAS	Awareness campaigns	Submittal of quarterly	Coordination of Per-	Appraisal of employee's	Disputes

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
EPAS – Management of Performance Management	<p>plans to have clear key performance indicators that are SMART</p> <ul style="list-style-type: none"> <li>• Establishment of the Performance Evaluation Committee</li> <li>• Coordination of the sub-</li> </ul>	<p>ing employees</p> <ul style="list-style-type: none"> <li>• Determine schedule and responsibilities of committee</li> <li>• Facilitating the compilation all the performance plans</li> </ul>		<p>Consultation with relevant stakeholders</p> <p>Written circulars/memos and e-mails</p>	<p>reports</p> <p>Submission of Performance Plans</p>	<p>formance reviews according to reports and scores of individual employees</p>	<p>performances and coordination of review for 2010 financial year</p>	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	mission of the performance plans by directorates							
Procure EPAS software	Facilitate that the software is procured by 2 <sup>nd</sup> quarter	Manual System available	Implementation of the EPAS utilising the software	Invite quotations	Workshop responsible stakeholders, i.e. committee and shop-stewards	Implementation and report back to employees.	Availability of completed score sheets and reports	None
Procure E-Leave system	Facilitate the procurement of the E-leave system	Manual System available	Administration of leave utilising the software	Invite quotations	Workshop responsible stakeholders, i.e. committee and shop-stewards	Implementation and report back to employees.	Monitoring of the implementation process	None
Develop HR strategy Plan	Draft strategy to be submitted	Available HR strategy draft	Implementation of the adopted HR	Circulate draft for inputs	Submit to relevant committees	Implementation	Review	Disputes on organogram

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	to Section 80 and Council		strategy		for approval			

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Conduct HR needs analysis	Needs analysis report	Questionnaires developed and interviews conducted	Three Local Municipalities	Schedule of meetings	Reports and visits	Visits as per need	Visits as per need	None - The relevancy of the municipal need
Convene LLF meetings in compliance with the organizational rights	Convene regular sittings of the LLF	Regular meetings to be scheduled	As per scheduled meetings per annum	As per scheduled meetings	As per scheduled meetings	As per scheduled meetings	As per scheduled meetings	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
agreement								

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Conducting an organization restructuring process	Facilitate the time framed schedule with relevant stakeholders	To conduct an organization restructuring	Implementation of the restructuring process and recommendations	Advertisement and appointment of Service Provider	Consultation <ul style="list-style-type: none"> <li>- Sec. 80</li> <li>- LLF</li> <li>- Council</li> </ul>	Implementation of recommendations	Implementation of recommendations	None
Implementation of conditions of service	Create employee awareness campaign in respect of conditions of	MDM and Local Municipalities informed	At least two Conditions of service awareness campaigns conducted	Schedule of meetings	Circular Memos	Schedule of meetings	Schedule of meetings	



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	service							
Implementation of the Employment Equity plan on HRM issues	Report on recruitment, promotions, termination of service	Advice on the issues of EEP on HRM	Report on EEP on HRM	Schedule of meetings	Draft report Combine HRM & HRD reports Submit to LLF and other structures for inputs	Submit to Department of Labour	Monitoring	None

## Communications

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Management of the District Communi-	Progress reports on the functionality of	Action Plan	Proper management of the DCF	Determine the schedule of the meetings	Convene one meeting per quarter for informa-	Convene one meeting per quarter for informa-	Convene one meeting per quarter for informa-	Poor attendance by local municipalities

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
ators Forum	the District Communication Forum			Action plan for 2009/10	tion sharing	tion sharing	tion sharing	
Improve standard of communication equipment	Management of the developed maintenance plan	Continuous Maintenance of the communication plan	Utilisation of well maintained equipment	Continuous assessment the efficiency and effectiveness of the equipment for upgrading purposes	Continuous assessment the efficiency and effectiveness of the equipment for upgrading purposes	Continuous assessment the efficiency and effectiveness of the equipment for upgrading purposes	Continuous assessment the efficiency and effectiveness of the equipment for upgrading purposes	Non-availability of internal operators
Maintain and enhance communication (Investigate all alternatives)	Achieve maximum marketing through information brochures and other medium of communi-	Publication and management of newsletter	Quarterly update report	Facilitate the provision of options as communication tools (newsletter, brochure and or fly-	Distribution of material to relevant consumers	Distribution of material to relevant consumers	Distribution of material to relevant consumers	Non-compliance by other directorates in submitting information for publication

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	cations			ers)				
Maintain and enhance website	Quarterly update report	Update with available information	Website populated with latest information	Continuously upload the latest information in the website	Continuously upload the latest information in the website	Continuously upload the latest information in the website	Continuously upload the latest information in the website	Document security as the service is outsourced

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Embark on media and community road shows	Report on projects launched	Management of the programme on media and community road shows	Projects showcased to communities	Consult the Heads of Department to identify service delivery projects Convene a planning	Convene planning meetings (task team)  Site visits with media and political manage-	Profile Motheo service delivery projects  Distribute profiled hard information through	New projects identified will be profiled accordingly	Co-operation by the directorates for information submission on project progress.

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				meeting with role-players Develop a programme for implementation	ment	MDM publication library and reachable points locally		
District community media awards	Report on MDM's visibility in the media	Develop guidelines for the district community media awards	Improved relations and partnerships with the media	Establish a task team and develop a criteria for the awards  Develop a program for specific identified media awards  Implementation of the	Management of the implementation  Evaluation Report	Continuous assessment for media awards	Continuous assessment for media awards and report	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				initiative				

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Manage the implementation of community perception surveys report on matters relating to Communication	Quarterly update report	Action plan (Develop a customer care tool-kit)	Improved customer satisfaction	Report to be tabled to the Sec 80 and Council	Resolution to be distributed to the relevant directorates and locals as per recommendations	Follow – up on implementation for purposes of communication	Report on the implementation	Lack of response in terms of matters raised that relate to relevant service departments
Monitoring	Compilation	Monitoring	Continuous	Distribution	Publicise	Continuous	Continuous	Shortage of

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
of customer care line	of the information from Toll free hot line		monitoring and evaluation	of concerns to relevant departments	the responses	dissemination of the specific information	dissemination of the specific information	staff

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Management of an Electronic Translation System	Application usage report	Provide regular maintenance of the translation system	Compliance with Language Policy	Develop a maintenance plan for the equipment	Shortage of staff	Shortage of staff	Shortage of staff	Dynamics of technology that can challenge the system's compatibility
Translation and interpretation services for council	Assurance to provide the institution with translation	Continuous assurance of the provision of the facilities	To satisfy legislative requirement on language, and	Provide the service as per schedule	Provide the service as per schedule	Provide the service as per schedule	Provide the service as per schedule	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
meetings	and interpretation facilities		promote diversity across the language barrier					

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Enhance corporate branding	Approved corporate branding strategy	Action plan	Enhanced corporate branding	Management of the Motheo brand	Management of the Motheo brand	Management of the Motheo brand	Management of the Motheo brand	Non-compliance
Place promotional advertisements in both national and	Copies of adverts placed, brochures printed and memorabilia	MDM is currently doing well in marketing itself both inside and outside	Five adverts placed in each financial year, all the routes have bro-	Identification of strategic relevant local and national publications	Determined by need	Determined by need	Determined by need	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
international media and the printing of tourism marketing material such as brochures and memorabilia	bought	of South African borders	chures at all times					
Develop Signage for Motheo District Municipality	Visible and well-placed signage for Motheo District Municipality	Signage of Motheo District Municipality at small scale	Visibility of well-placed signage for Motheo District Municipality	Develop terms of reference for signage and ensure that the service is advertised	Facilitate the processes for visible signage for Motheo	Continuous maintenance of Motheo signage	Continuous maintenance of Motheo signage	None



## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Implementation and Management of events management policy	Develop an implementation Plan	Events Management Policy	Monitor progress on implementation of the policy	Submit the policy to the section 80 committee and Council	Resolution to be distributed to the relevant directorate	Management of specific events according to the institutional plans	Continuous management of events	Role clarification

## Information Communications Technology

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Procure and Implement EDRMS	Information System installed on Server	Product identified	Digital Information System populated	Identification of Product	Tender Process initiated	Installation of EDRMS	Population of EDRMS	Approval of ICT Strategy and appointment of Re-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			with information					cords Manager
Populate GIS as need arise	Report with available fields	GIS structure & database established	Growing District GIS populated with spatial data	Population of GIS	Population of GIS	Population of GIS	Population of GIS	Approval of ICT Strategy and lack of inputs from users

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Upgrade ICT equipment and infrastructure – Naledi, Mantsopa	Upgrading of current peer to peer network to client / server based network	Peer to peer network	90% of the total number of computers connected to the client / server based network	Procurement of Uninterruptable Power Supply Unit for Naledi.	Procurement of security door for Naledi	Maintain	Maintain	None
Maintain network in-	All ICT related	30% of the total number	90% of the total number	Maintain	Maintain	Maintain	Maintain	Level of general

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
frastructure in Naledi, Mantsopa	equipment connected to central network	of computers are currently connected	of computers connected					computer literacy of end-users

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Obtain and update Microsoft CAL's (Client Access Licenses) for Motheo, Naledi & Mantsopa)	Obtain and update Microsoft CAL's (Client Access Licenses)	150 Licences	All Users licensed	Identification of required licenses	Procure licenses	Monitor	Monitor	None
Obtain and update Microsoft of-	Obtain and update Microsoft Of-	<ul style="list-style-type: none"> <li>35 outstanding for</li> </ul>	All Computer licensed	Identification of required licenses	Procure licenses	Monitor	Monitor	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Obtain and update Anti-virus Licenses for Motheo, Naledi & Mantsopa	Obtain and update Annual Anti-virus Licenses	Motheo licenses <ul style="list-style-type: none"> <li>• 20 licenses – Naledi</li> <li>• 50 licenses- Mantsopa</li> </ul>	All Computer licensed	Identification of required licenses	Procure licenses	Monitor	Monitor	None
Obtain and update Licenses for other software utilized by the unit for support purposes	Obtain and update Licenses for other software utilized by the unit for support purposes	System Aid Annual	All Computer licensed	Identification of required licenses	Procure licenses	Monitor	Monitor	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Obtain additional Meeting Recording Licenses	Obtain additional Meeting Recording Licenses	1 Licenses	2 Additional License	Identification of required licenses	Procure licenses	Monitor	Monitor	None

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Technology Usage Policy updated with latest trends	Technology Usage Policy updated with latest trends	Technology Usage Policy	Technology Usage Policy updated with latest trends	Review	Review	Review	Review	None
ICT Disaster Prevention & Recovery Policy updated with latest trends	ICT Disaster Prevention & Recovery Policy updated with latest trends	ICT DPR Policy	ICT Disaster Prevention & Recovery Policy updated with latest trends	Review	Review	Review	Review	None

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Maintain 2-hour turn-around time on support calls	Maintain 2-hour turn-around time on support calls	Monthly call report	80% of support calls logged and attended to	Updates as new equipment is rolled out	Updates as new equipment is rolled out	Updates as new equipment is rolled out	Updates as new equipment is rolled out	None
Procure equipment to ensure effective support service to end users	Procure equipment to ensure effective support service to end users	None	effective support service to end users provided	Calls logged and admitted within 2 hours	Calls logged and admitted within 2 hours	Calls logged and admitted within 2 hours	Calls logged and admitted within 2 hours	Training on new technology

## Legal Services

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Motheo District Legal Forum (MD Legal Forum)	Manage Motheo District Legal Forum	2 LM'S and 1 District	Functional Motheo District Legal Forum	Invitations & Sitting of MD Legal Forum	Invitations & Sitting of MD Legal Forum	Invitations & Sitting of MD Legal Forum	Invitations, Last Sitting & Submission of Annual Report to MM	Mantsopa & Naledi do have Legal Divisions Mangaung's unwillingness to take part in the Forum
Agreements/Contracts	Develop, manage, and review	Number of contracts as and when required	Successfully developed, managed, and reviewed contracts and agreements	As and when required	As and when required	As and when required	As and when required	None
Legal Materials for Publication	Resource public library with	Identify relevant legal materi-	Legally resourced public library	Procure materials as and when	Procure materials as and when	Procure materials as and when	Procure materials as and when	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Library	legal materials	als		required	required	required	required	
Litigation Processes	Manage litigation processes	As and when arise	Successfully managed litigations	As and when arise	As and when arise	As and when arise	As and when arise, and annual report on cases MDM involved in	None
Legal Advices/Opinions and Assistance	Provide legal advices/opinions or assistance  Assist with drafting of any legal documents	As and when required	Adequate provision of legal advices/opinions  Successfully assisting with the drafting of any legal documents	As and when arise	As and when arise	As and when arise	As and when arise	None



## OUTPUT INDICATOR

### Policy & Research

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Conducting institutional analysis to determine the policies that need to be developed	Identify relevant policies that needs to be developed by the institutions	Conduct interviews and provide letter requesting relevant information from stakeholders	Policies to be developed identified.	Draft letter requesting directorates to identify policies for development.	Policy development need identified.	Ongoing.	Ongoing.	Departments not providing the information relating to policy development to the Unit.
Formulation of the identified policies to ensure an effective administration	Circulate draft policies to stakeholders  Assess inputs from the stakeholders	At least five draft policies formulated	Five policies submitted to the relevant structures for consideration.	Two draft policies formulated and circulated.	Another two draft policies formulated, circulated and submitted to relevant structure.	A draft policy formulated, circulated and submitted for consideration.	Consideration of outstanding draft policies by Council.	Departments not providing expert advice, guidance and cooperation regarding the formula-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	Submit draft policies to relevant council structures for consideration							tion of policies.
Conducting institutional analysis to determine the policies that need to be developed	Identify relevant policies that needs to be developed by the institutions	Conduct interviews and provide letter requesting relevant information from stakeholders	Policies to be developed identified.	Draft letter requesting directorates to identify policies for development.	Policy development need identified.	Ongoing.	Ongoing.	Departments not providing the information relating to policy development to the Unit.

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Verification of information contained in policies to ensure that policies comply with relevant legislation	<ul style="list-style-type: none"> <li>• Comparing the information in draft policy documents with relevant legislation and benchmark documents</li> <li>• Submit to Council</li> </ul>	At least five draft policies formulated	Five policies submitted to the relevant structures for consideration.	Two draft policies formulated and circulated.	Another two draft policies formulated, circulated and submitted to relevant structure.	A draft policy formulated, circulated and submitted for consideration.	Consideration of outstanding draft policies by Council.	Relevant training (formally and otherwise) for Researcher

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
To identify policy development needs with LM's	<ul style="list-style-type: none"> <li>• Consult with relevant LM's</li> <li>• Prepare a report on each municipality</li> </ul>	None	The policy development needs of local municipalities identified.	Draft letter requesting local municipalities to identify what form of support is required for policy development purposes.	Letter followed up, if necessary	Policy development needs identified.	Report prepared on local municipalities' policy development needs.	Report prepared on local municipalities' policy development needs.

**Human Resources:**

Position on staff established	No. of post	Filled	Vacant	Africans	White	Indian	Coloured
Management	1	1	0	1	0	0	0
General Managers	7	7	0	6	1	0	0
Managers	3	1	2	1	0	0	0
Co-ordinators	1	1	0	1	0	0	0
Professionals	6	1	5	1	0	0	0
Technical	0	0	0	0	0	0	0
Clerical	1	1	0	1	0	0	0
Co-ordinators	1	0	1	0	0	0	0
Auxiliary	28	27	1	25	2	0	0
Casuals	0	0	0	0	0	0	0
Adm. –officers	3	2	0	2	0	0	0

**ADMINISTRATION**

Vote according to GPS	July 2009			Aug 2009			Sept 2009			Total 1st Quarter 2009-2010		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	182,466	0	0	182,466	0	0	182,466	0	0	547,398	0

Communica- tions	0	158,449	0	0	158,449	0	0	158,449	0	0	475,347	0
Legal Sup- port	0	142,632	0	0	142,632	0	0	142,632	0	0	427,896	0
HR Man- agement	0	119,869	0	0	119,869	0	0	119,869	0	0	359,607	0
HR Devel- opment	0	88,464	0	0	88,464	0	0	88,464	0	0	265,392	0
Security	0	179,076	0	0	179,076	0	0	179,076	0	0	537,228	0
ICT	0	194,926	0	0	194,926	0	0	194,926	0	0	584,778	0
Policy & re- search	0	110,793	0	0	110,793	0	0	110,793	0	0	332,379	0
Admin	0	355,772	0	0	355,772	0	0	355,772	0	0	1,067,316	0
TOTALS	0	1,432,815	0	0	1,432,815	0	0	1,432,815	0	0	4,298,445	0

Vote ac- cording to GPS	October 2009			November 2009			December 2009			``		
	Reve- nue	Opera- tional	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	182,466	0	0	182,466	0	0	182,466	0	0	547,398	0

Communica- tions	0	158,449	0	0	158,449	0	0	158,449	0	0	475,347	0
Legal Sup- port	0	142,632	0	0	142,632	0	0	142,632	0	0	427,896	0
HR Man- agement	0	119,869	0	0	119,869	0	0	119,869	0	0	359,607	0
HR Devel- opment	0	88,464	0	0	88,464	0	0	88,464	0	0	265,392	0
Security	0	179,076	0	0	179,076	0	0	179,076	0	0	537,228	0
ICT	0	194,926	0	0	194,926	0	0	194,926	0	0	584,778	0
Policy & re- search	0	99,625	0	0	99,625	0	0	99,625	0	0	298,874	0
Admin	0	355,772	0	0	355,772	0	0	355,772	0	0	1,067,316	0
TOTALS	0	1,432,815	0	0	1,432,815	0	0	1,432,815	0	0	4,298,445	0
<b>Vote ac- cording to GPS</b>	<b>January 2010</b>			<b>February 2010</b>			<b>March 2010</b>			<b>Total 3rd Quarter 2009-2010</b>		
	<b>Reve- nue</b>	<b>Opera- tional</b>	<b>Capi- tal Exp</b>	<b>Reve- nue</b>	<b>Opera- tional Exp</b>	<b>Capi- tal Exp</b>	<b>Reve- nue</b>	<b>Opera- tional Exp</b>	<b>Capi- tal Exp</b>	<b>Reve- nue</b>	<b>Opera- tional Exp</b>	<b>Capi- tal Exp</b>
	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
Management	0	182,466	0	0	182,466	0	0	182,466	0	0	547,398	0
Communica- tions	0	158,449	0	0	158,449	0	0	158,449	0	0	475,347	0
Legal Sup- port	0	142,632	0	0	142,632	0	0	142,632	0	0	427,896	0

HR Management	0	119,869	0	0	119,869	0	0	119,869	0	0	359,607	0
HR Development	0	88,464	0	0	88,464	0	0	88,464	0	0	265,392	0
Security	0	179,076	0	0	179,076	0	0	179,076	0	0	537,228	0
ICT	0	194,926	0	0	194,926	0	0	194,926	0	0	584,778	0
Policy & re-research	0	99,625	0	0	99,625	0	0	99,625	0	0	298,874	0
Admin	0	355,772	0	0	355,772	0	0	355,772	0	0	1,067,316	0
TOTALS	0	1,432,815	0	0	1,432,815	0	0	1,432,815	0	0	4,298,445	0

Vote according to GPS	April 2010			May 2010			June 2010			Total 4th Quarter 2009-2010		
	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	182,466	0	0	182,466	0	0	182,466	0	0	547,398	0
Communications	0	158,449	0	0	158,449	0	0	158,449	0	0	475,347	0
Legal Support	0	142,632	0	0	142,632	0	0	142,632	0	0	427,896	0



HR Management	0	119,869	0	0	119,869	0	0	119,869	0	0	359,607	0
HR Development	0	88,464	0	0	88,464	0	0	88,464	0	0	265,392	0
Security	0	179,076	0	0	179,076	0	0	179,076	0	0	537,228	0
ICT	0	194,926	0	0	194,926	0	0	194,926	0	0	584,778	0
Policy & research	0	99,625	0	0	99,625	0	0	99,625	0	0	298,874	0
Admin	0	355,772	0	0	355,772	0	0	355,772	0	0	1,067,316	0
TOTALS	0	1,432,815	0	0	1,432,815	0	0	1,432,815	0	0	4,298,445	0

### EXPENDITURE BY CLASSIFICATION

EXPENDITURE CLASSIFICATION	EXPENDITURE 2008\09										TOTAL
	SUMMARY (Expenditure Classifications) - PER GPS VOTE										
	Man-agement	Communica-tions	Legal Support	HR Man-agement	HR De-velop-ment	Security	ICT	Policy & research	Admin		
Personnel expenditure	1,616,738	1,191,159	1,299,125	1,259,817	844,430	1,978,408	1,453,925	1,183,813	3,253,984		14,081,399
General expenditure	560,365	696,470	401,452	164,862	196,936	155,102	256,466	126,731	975,011		3,533,484

Repairs and maintenance	1,140	530	600	540	2,300	1,200	619,120	670	6,950	633,050
Contribution to capital layouts	0	0	0	0	0	0	0	0	0	0
Capital charges	0	0	0	0	0	0	0	0	0	0
Contribution to funds	11,340	13,220	10,400	13,200	17,900	14,200	9,600	18,300	33,310	141,470
<b>Total</b>	<b>2,189,583</b>	<b>2,347,836</b>	<b>1,711,577</b>	<b>1,438,419</b>	<b>1,061,566</b>	<b>2,148,910</b>	<b>2,339,111</b>	<b>1,329,514</b>	<b>4,269,255</b>	<b>18,389,403</b>

## PROJECTS

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/2010	Project cost – 2010/11	External source if any	2009/2010	2010/2011	Ward
1 2501	7138	Employees Wellness Programmes	July 2009	15 June 2010	405 000					
1 2501	7139	Microsoft CAL Software Licensing	July 2009	15 June 2010	150 000					
1 2501	7140	Management of the Legal Library	July 2009	15 June 2010	20 000					
1 2501	7141									
1	7142	Spatial Information Sys-	July 2009	15 June 2010	15 000					

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/2010	Project cost – 2010/11	External source if any	2009/2010	2010/2011	Ward
2501		tem								
1 2501	7143	Establish and launch the District Skills Development	July 2009	15 June 2010	70 000					
1 2501	7144	Implement Record Management Policy	July 2009	15 June 2010	200 000					
1 2501	7145	Develop Maintenance Plans for MDM Assets	July 2009	15 June 2010						
1 2501	7146	Situational Analysis/Research	July 2009	15 June 2010	60 000					
1 2501	7147				-					
			1 2501	7148	Collate Information on MDM/LA's Skills Auditing					
1 2501	7149	Develop EAP/OHS Program			-					
1 2501	7150	Facilitate Labour Relations Awareness			-					
1 2501	7151	Develop HR Strategy Plan – Maximum Effectiveness In supporting	July 2009	15 June 2010	65 000					
1	7152	Conducting a workstudy	July 2009	15 June 2010	100 000					

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/2010	Project cost – 2010/11	External source if any	2009/2010	2010/2011	Ward
2501		for Motheo								
1 2501	7153	Improve the Standard of Communications Equipment	July 2009	15 June 2010	-					
1 2501	7154	Maintain the District Communications Forum	July 2009	15 June 2010	80 000					
1 2501	7155	Facilitate Workshops on Customer Care	July 2009	15 June 2010	-					
1 2501	7156	Implementation of an Electronic Translation System	July 2009	15 June 2010	-					
1 2501	7157									
1 2501	7158	Establishment of Motheo District Legal Forum	July 2009							
1 2501	7159	Establishment of a Legal Library	July 2009							
1 2501	7160	Development of By-Laws	July 2009							
1 2501	7161									
1 2501	7162	Put in place Security Standards								
1 2501	7163	Translation and Interpretation Services for Council	July 2009	15 June 2010	70 000					

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/2010	Project cost – 2010/11	External source if any	2009/2010	2010/2011	Ward
		Meetings								
1 2501	7164	Maintain and Enhance Communication in the district (investigate alternatives)	July 2009	15 June 2010	1 000 000					
1 2501	7165	Maintain and Enhance Website	July 2009	15 June 2010	10 000					
1 2501	7166	Public Participation – Speakers Office								
1 2501	7167	Councillor Support – Office of the Council Whip								
1 2501	7168	Road Shows to the Local Municipalities	July 2009	15 June 2010	100 000					
1 2501	7169	Engage in Team Building Exercises for Officials and Councillors								
1 2501	7170	Implementation of Bursary Scheme	July 2009	15 June 2010	500 000					
1 2501	7171	Performance Rewards								
1 2501	7172	Effective Language Policy								
1 2501	7173									
1	7174									

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/2010	Project cost – 2010/11	External source If any	2009/2010	2010/2011	Ward
2501										
1 2501	7175	Conduct Media Road Shows	July 2009	15 June 2010	60 000					
1 2501	7176	Develop Corporate Policies	July 2009	15 June 2010	80 000					
1 2501	7177	Corporate Branding	July 2009	15 June 2010	360 000					
1 2501	7178	Security Risk Control Measures – Implement Security Policy								
1 2501	7179	Implement Document Management System	July 2009	30 December 2010	150 000					
1 2501	7180	GIS Development	July 2009	15 June 2010						
1 2501	7181	Development of Municipal Code								
1 2501	7182	ICT: Identify Shortfalls & Problems	July 2009	15 June 2010						
1 2501	7183	Management of Capacity Building & Skills Development Programs	July 2009	15 June 2010	1 100 000					
1 2501	7184	Purchase PMS Software	July 2009	October 2010	200 000					
	7313	ICT : Maintain network infrastructure in Naledi and Mantsopa	July 2009	15 June 2010	30 000					
	7314	ICT: Upgrade ICT equip-	July 2009	15 June	60 000					

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/2010	Project cost – 2010/11	External source if any	2009/2010	2010/2011	Ward
		ment and infrastructure in Naledi, Mantsopa		2010						
	7315	ICT: Obtain/update Microsoft Office select licenses : Motheo	July 2009	15 June 2010	10 000					
	7316	ICT: Obtain/update anti-virus license Motheo, Naledi & Mantsopa	July 2009	15 June 2010	30 000					
	7317	ICT: Purchase support tools and equipment	July 2009	15 June 2010	80 000					
	7318	Promoting and lobbying funding from national and international donors								
	7319	Comm.: Signage for Motheo District Municipality	July 2009	15 June 2010	300 000					
	7320	Comm.: MDM Corporate exhibitions for marketing purposes	July 2009	15 June 2010	100 000					
	7321	HR – Procure EPAS software	July 2009	September 2010	200 000					
	7322	HR – Procure E-Leave system	July 2009	September 2010	200 000					
	7323	Develop and implement DCF programme in LMs	July 2009	15 June 2010	40 000					

Main Vote	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/2010	Project cost – 2010/11	External source If any	2009/2010	2010/2011	Ward

## INFRASTRUCTURE SERVICES

### Sanitation - Naledi

Objective: To ensure that adequate support is provided in all local municipalities in eradicating water and sanitation backlogs through the provision of sustainable and acceptable level of service in the district.

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Sanitation backlog in schools and Clinics	Provide support in eradicating backlogs of sanitation in schools and clinics	Schools and Clinics	All schools and clinics	Facilitation of submission of Naledi projects	Approval by DWARF on identified projects	Appointment of the service providers and follow up on implementation	Final report on implementation	None



## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Installation of sewer network in Van Staudensrus (MDM Allocation)	To manage efficiently bulk sewer outfall works in Vanstaudensrus	113 households	113 households	Facilitation of the appointment of the service provider  Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Final report on installation of sewer network	None

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Provision of water network – Vanstadensrus	Number of connection to sites	200 Sites	200 sites	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None
Water backlogs in Schools & Clinics	Provide support in eradicating water backlogs in schools and clinics	Schools and Clinics	All schools and clinics	Facilitation of the submission by LM's	Approval by DWARF of the identified projects	Appointment of the service provider	Monitoring & Evaluation of the project	None

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Construction of 1.6 ml reservoir	Under Construction	Under Construction	Under Construction	Hand over report to be submitted to the Council	Submit the report to council for information	Facilitate the official handover of the project	Compilation of the report	None
Water master plan	Design stage (completion date end of June 2009)	Design stage (completion date end of June 2009)	Design stage (completion date end of June 2009)	Submit water master plan report on analysis findings by the consultant	Submission of master plan report to the council for Information	Submission of master plan report to the Naledi Local Municipality	Compilation of the report	None
Resuscitation of existing boreholes in (Dewetsdopr)Naledi	Resuscitation of existing boreholes in Naledi	Assessment has been done, revival of the boreholes seems appropriate	Resuscitation of existing boreholes in Naledi	Facilitation of the appointment of the service provider  Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Final report on resuscitation of boreholes	None
Upgrading	Bulk Water	1 Purifica-	1 Purifica-	Facilitation	Monitoring &	Monitoring &	Final report	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
of Van Staudensrus Water Purification Plant ( MDM Allocation)	Supply Lines	tion PlanDrilling o	tion Plan upgraded	of the appointment of the service provider	Evaluation of the project	Evaluation of the project	on the purification plant	

## SANITATION: MANTSOPA

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Construction of Main sewer line Manyatseng	Construction of main sewer line Manyatseng	Blockage of main sewer line due to development of the	Address the blockage of main sewer line	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		area		T				
Hobhouse Bucket Eradication	Construct 15km sewer outfall line to treatment works (1 <sup>st</sup> phase) Installation of flushing system in 250 toilet structures	3km of 1 <sup>st</sup> phase is complete.  Out of 1280 toilet structures, 1213 were constructed, 67 vacant sites	12 km to be constructed.  Phase 2 flushing points installation  Installation of flushing system in 250 toilet structures	Facilitation of the appointment of the service provider  T	Monitoring & Evaluation of the projec	Monitoring & Evaluation of the projec	Close-out report to the Council	None
Tweespruit Bucket Eradication	Installation of flushing system in 463 toilet structures	1353 buckets to be eradicated.  1245 toilet structures constructed without flushing sys-	Installation of flushing system in 463 toilet structures out of 1245 structures already	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		tem	constructed					
Upgrade Hobhouse Waste Water Treatment works	Next Financial Year	Next Financial Year	Next Financial Year	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrade Tweespruit Waste Water Treatment Works	Next Financial Year	Next Financial Year	Next Financial Year	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrade Thaba Patchoa Waste Water Treatment Works	Next Financial Year	Next Financial Year	Next Financial Year	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Mantsopa sewer master plan	Design stage (completion date end of June 2009)	Design stage (completion date end of June 2009)	Design stage (completion date end of June 2009)	Submit sewer master plan report on analysis findings by the consultant	Submission of master plan report to the council for Information	Submission of master plan report to the Naledi Local Municipality	Compilation of the report	None
Sewer Lines and pump station (Platberg) – Ladybrand	Erect a pump station	one	A new pump station erected	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Budget constraints
Upgrading of sewerage outfall works- Ladybrand	Provide sufficient bulk sewer outfall works	None	Eradicate continuous blockage of sewer outfall to treatment works	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Upgrade Bulk water lines – between Lovedale dam and Tweespruit	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	None
Upgrading of water treatment works – Hobhouse	Under Construction (completion date end June 2009)	Under Construction (completion date end June 2009)	Under Construction (completion date end June 2009)	Progress report to be submitted to Section 80 and the Council	Submission of Progress Report to be determined by the availability of the 1 <sup>st</sup> quarter report L	If no Progress Report, one will be submitted	Progress Report to be submitted I	No report
Water backlog in schools and clinics	Provide support in eradicating water backlogs in	Schools and Clinics	All schools and clinics	Facilitation of the submission by LM's	Approval by DWARF of the identified projects	Appointment of the service provider	Monitoring & Evaluation of the project	None



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	schools and clinics							

## SANITATION: MANGAUNG

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Bloemside 9 and 10	162 stands to be erected	1567 stands	162 stands to be erected	No MDM counter-funding	No MDM counter-funding	No MDM counter-funding	No MDM counter-funding	None
Grassland 2 and 3	216 stands to be erected	2094 stands	216 stands to be erected	No MDM counter-funding	No MDM counter-funding	No MDM counter-funding	No MDM counter-funding	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Botshabelo F ext.	100 stands to be erected	924 stands	100 stands to be erected	No MDM counter-funding	No MDM counter-funding	No MDM counter-funding	No MDM counter-funding	None

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Water backlog in schools and clinics	Provide support in eradicating water backlogs in schools and clinics	Schools and Clinics	All schools and clinics	Facilitation of the submission by LM's	Approval by DWARF of the identified projects	Appointment of the service provider	Monitoring & Evaluation of the project	No submissions yet

#### Electricity - Mantsopa

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
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### Roads - Mantsopa

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Gravelling of streets) – Borwa	Length of streets grav-elled	5.4 KM	5.4 KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Graveling of streets Dipelaneng	Length of streets grav-elled	6.4KM	6.4KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Storm water Drain concrete (39km) Mantsopa	Number of Km constructed	39 km	13 KM Per Annum	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of sub soil	Number of Km con-	150	50 KM Per Annum a	Target to be developed	Target to be developed	Target to be developed	Target to be developed	Target to be developed

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
(150km) pipes Mant-sopa	structured			once the budget is approved	once the budget is approved	once the budget is approved	once the budget is approved	once the budget is approved
Resealing of streets (Tweespruit)	Length of streets re-sealed	5km	5km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water(Tweespruit)	Length of roads constructed	2.5km	2.5km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water (Dipe-laneng)	Length of roads	2km	2km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water ( Hobhouse)	Length of roads constructed	4.3km	4.3km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction	Length of	27km	27km	Target to be	Target to be	Target to be	Target to be	Target to be

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
of roads and storm water (Manyat-seng)	roads constructed			developed once the budget is approved	developed once the budget is approved	developed once the budget is approved	developed once the budget is approved	developed once the budget is approved
Gravelling of streets(Mahlatswetsa)	Number of km graveling of streets	5km	5km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water (Excelsior)	Length of streets re-sealed	2.5km	2.5km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water (Thaba Patchoa)	Length of roads constructed	4.4km	4.4km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Gravelling of streets (Excelsior)	Length of gravelled streets	5.4km	5.4km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Construction of roads and storm water (Tweespruit)	Length of roads constructed	2.3km	2.3km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Gravelling of streets (Manyat-seng)	Length of gravelled streets	6.4km	6.4km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Resealing of streets (Excelsior)	Length of streets resealed	2.5km	2.5km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Resealing of streets (Hobhouse)	Length of streets resealed	5.3km	5.3km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water (Thaba	Length of roads constructed	4.4km	4.4km	Target to be developed once the budget is	Target to be developed once the budget is	Target to be developed once the budget is	Target to be developed once the budget is	Target to be developed once the budget is

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Patchoa)				approved	approved	approved	approved	approved
Construction of roads and storm water (Koma Village)	Length of Roads and storm water constructed	5km	5km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Manyatseng roads and stormwater	Length of roads constructed	8.7km	8.7km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water (Borwa)	Length of roads and storm water constructed	1.5km	1.5km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water (Dipe-laneng)	Length of roads and storm water constructed	3.0km	3.0km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water	Length of roads and storm water	3.5km	3.5km	Target to be developed once the	Target to be developed once the	Target to be developed once the	Target to be developed once the	Target to be developed once the

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
(Ladybrand)	constructed			budget is approved	budget is approved	budget is approved	budget is approved	budget is approved
Construction of roads and storm water ( Flamingo/Lusaka)	Length of roads and storm water constructed	2km	2km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of roads and storm water(Home 2000, Manyatseng)	Length of roads and storm water constructed	0.6km	0.6km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of access roads (Platberg)	Length of roads constructed	3km	3km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved

## OUTPUT INDICATOR



## Roads and Streets- Naledi

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Upgrading of tarred roads Dewetsdorp	Length of KM tarred	2.6 KM	2.6km	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrading of tarred roads Wepener	Length of KM tarred	2.4 KM	2,4 KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrading of tarred roads Van Stadensrus	Length of KM up-graded	1 KM	1 KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Paving internal streets- Thapelong	Length of KM Paved	1.5 KM	1.5km	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				T				
Paving of site walks-Naledi (EPWP Project)	Length of KM paved	6 KM	6 KM	Under construction	Under construction	Under construction	Under construction	Under construction
Paving internal streets-Dewetsdorp	Length of KM of Internal Streets Paved	2.5 KM	2.5 KM Paved	Under construction	Under construction	Under construction	Under construction	Under construction
Resealing of Internal Roads and Streets – Naledi (Dewetsdorp, V/Stadensrus & Wepener)	Length of KM resealed	5.7 KM	5.7 KM	Facilitation of the appointment of the service provider  T	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None
Upgrading of Storm Water	Length of KM of the Channel	4 KM	4 KM	Target to be developed once the	Target to be developed once the	Target to be developed once the	Target to be developed once the	Target to be developed once the

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Drainage-Qibing	Constructed			budget is approved	budget is approved	budget is approved	budget is approved	budget is approved
Upgrade internal roads Dewestdorp	Length of internal Roads upgraded	0.6 KM	0.6 KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrade internal roads Dewestdorp & Morojaneng	Length of internal Roads upgraded	0.7 KM	0.7 KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrade internal roads – Wepener (Qibing)	Length of internal Roads upgraded	1 KM	1 KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Construction of pedestrian bridges-Naledi	Number of Pedestrian Bridges Constructed	3 Pedestrian Bridges	3 Pedestrian Bridges constructed	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Paving of Internal	Length of Paved Road	1 KM Paved Road	1 KM Paved Road	Target to be developed	Target to be developed	Target to be developed	Target to be developed	Target to be developed

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Streets and Construction of culvert Bridge-Wepener (EPWP Project)	and number of Culvert Bridge Constructed	1 Culvert Bridge Constructed	1 Culvert Bridge Constructed	once the budget is approved	once the budget is approved	once the budget is approved	once the budget is approved	once the budget is approved
Paving of Internal roads and Streets and Construction of culvert Bridge-Dewetsdorp	Length of Paved Road And number of Culvert Bridge Constructed	1 KM Paved Road 1 Culvert Bridge Constructed	1 KM Paved Road 1 Culvert Bridge Constructed	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrading of gravel roads (Wepener)	Length of gravel Road upgraded	1KM	1KM	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None
Refurbishment of bitumen sur-	Length of refurbished Road	1km	1km	Facilitation of the appointment of	Monitoring & Evaluation of the pro-	Monitoring & Evaluation of the pro-	Close-out report to the Council	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
faced road in Marthius street ( MDM Allocation)				the service provider	ject	ject		
Paving of internal street in Thapelong	Length of Paved Road	1km	1km	Facilitation of the appointment of the service provider  T	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None

**Stormwater - Naledi**

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Upgrading of Storm Water - Morojaneng	Length of KM of the Channel Constructed	1.35 KM	1.35 KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrading of Storm Water – Qibing	Length of the KM of the Trapezoidal Channel	4 KM	4 KM	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Upgrading storm water drainage- Vanstadensrus	(1.0km)	(1.0km)	(1.0km)	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved
Implementation of Storm Water Plan ( Problem Area 4&5 Wepener)	Manage storm water in Wepener	4 & 5 Problem Area Completed	4 & 5 Problem Area Completed	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved	Target to be developed once the budget is approved

## CEMETERIES: NALEDI

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Develop new cemeteries: Naledi	New Cemeteries	1	1 New developed	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None
Public facilities: Naledi (Dewetsdorp)	public facilities constructed	None	Develop new public facilities	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None
Public facilities: Naledi (Wepener)	public facilities constructed	None	Develop new public facilities	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	None
Public facili-	public facili-	None	Develop	Facilitation	Monitoring	Monitoring	Close-out	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
ties: Naledi (Vanstadens-rus)	ties constructed		new public facilities	of the appointment of the service provider T	& Evaluation of the projec	& Evaluation of the project	report to the Council	

## CEMETERIES: MANTSOPA

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Develop	New Ceme-	Existing old	New devel-	<b>Complete</b>	Complete	complete	Complete	None



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
new cemeteries: Mantsopa	teries	cemeteries	oped					

## EXTENDED PUBLIC WORKS PROGRAMME

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Establishment of the district EPWP forum	Logical framework approach to develop the action processes towards an establishment of a functional EPWP District Forum	Provincial EPWP Forum exists	Functional EPWP District Forum	Co-ordinate and convene meeting with the stakeholders	Develop the action plan of the forum And prepare quarterly report	Quarterly Report	Final Report	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Coordination of the scheduled project plans	Interaction with relevant departments per scheduled project plans.	Legislative role to coordinate some processes by the District Municipality	Reports on management of the co-ordinated scheduled activities	Reports on identified specific projects with intensive labour element and training driven ones	Progress reports according to the scheduled project plans, and agenda items	Progress reports according to the scheduled project plans	Consolidation of all the four sector plans report	None
Assessment of EPWP to provide support	Conduct a need assessment	Legislative role by the District Municipality to support	Report on support provided on EPWP	Consultation with relevant stakeholders	Development of the assessment tool and the Action Plan	Report on assessment findings with recommendations	Continuous support, coordination and monitoring of the EPWP related matters.	Budget constraints
Monitor EPWP and advise the relevant stake-	Reports based on the logical framework as a tool to	Legislative mandate by the District Municipality	Monitoring and Reports	Consultation with relevant stakeholders	Midterm Report	Third Report	Final Report	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
holders	plan and control.							
Promote and ensure social facilitation of the Expanded Public Works Project	Develop tools and techniques for Monitoring and Evaluation processes.  Submission of the quarterly reports as indicated in the work schedules	None	Annual report on EPWP to be submitted	First quarter report	Mid term report	Third quarter report	Final report	None

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
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Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Identify and categorize EPWP on social, environmental, economic and infra-structural issues	Number of jobs created and training took place	Common practice to indicate on projects that are labour intensive, and training driven ones.	Jobs created and training for designated groups	First quarter report on jobs-created and training facilitated	Mid term report on job	Third quarter report on jobs created and training facilitated	Final report on jobs created and training facilitated	None

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Co-ordinate internship / learnership for EPWP trainees	Liaise with relevant training institutions	None	Database of trainees on Learnership/internships	First quarter report on trainees and learnership/internship	Mid term report on trainees and learner ship/internship	Third quarter report on trainees and learner-ship/internship	Final report on jobs trainees and learner-ship/internship	Budget constraints

#### Human Resources:

Position on staff established	No. of post	Filled	Vacant	Africans	White	Indian	Coloured
Management	1	0	1	0	0	0	0
General Managers	3	1	2	1	0	0	0
Managers	0	0	0	0	0	0	0
Co-ordinators	1	1	0	1	0	0	0
Professionals	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0
clerical	1	0	1	0	0	0	0
Co-ordinators	2	1	0	1	0	0	0
Part -time	1	1	0	1	0	0	0
Casuals	0	0	0	0	0	0	0
Admin -officers	2	0	2	0	0	0	0

## FUNDING OF STRATEGIC ACTIVITIES PER DEPARTMENT

**ADMINISTRATION**

Vote according to GPS	July 2009			Aug 2009			Sept 2009			Total 1st Quarter 2009-2010		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	142,355	0	0	142,355	0	0	142,355	0	0	427,065	0
Civil Engineering	0	55,079	0	0	55,079	0	0	55,079	0	0	165,237	0
Project management	0	127,160	0	0	127,160	0	0	127,160	0	0	381,480	0
EPWP	0	60,194	0	0	60,194	0	0	60,194	0	0	180,582	0
<b>TOTALS</b>	<b>0</b>	<b>384,788</b>	<b>0</b>	<b>0</b>	<b>384,788</b>	<b>0</b>	<b>0</b>	<b>384,788</b>	<b>0</b>	<b>0</b>	<b>1,154,364</b>	<b>0</b>

Vote according	October 2009	November	December	Total 2 <sup>nd</sup> Quarter 2009-2010
		2009	2009	

	Reve- nue	Opera- tional	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	142,355	0	0	142,355	0	0	142,355	0	0	427,065	0
Civil Engineering	0	55,079	0	0	55,079	0	0	55,079	0	0	165,237	0
Project management	0	127,160	0	0	127,160	0	0	127,160	0	0	381,480	0
EPWP	0	60,194	0	0	60,194	0	0	60,194	0	0	180,582	0
TOTALS	0	384,788	0	0	384,788	0	0	384,788	0	0	1,154,364	0

Vote ac- cording to GPS	January 2010			February 2010			March 2010			Total 3rd Quarter 2009-2010		
	Reve- nue	Opera- tional	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp	Reve- nue	Opera- tional Exp	Capi- tal Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	142,355	0	0	142,355	0	0	142,355	0	0	427,065	0
Civil Engineering	0	55,079	0	0	55,079	0	0	55,079	0	0	165,237	0

Vote according to GPS	January 2010			February 2010			March 2010			Total 3rd Quarter 2009-2010		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Project management	0	127,160	0	0	127,160	0	0	127,160	0	0	381,480	0
EPWP	0	60,194	0	0	60,194	0	0	60,194	0	0	180,582	0
TOTALS	0	384,788	0	0	384,788	0	0	384,788	0	0	1,154,364	0

Vote according to GPS	April 2010			May 2010			June 2010			Total 4th Quarter 2009-2010		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	142,355	0	0	142,355	0	0	142,355	0	0	427,065	0
Civil Engineering	0	55,079	0	0	55,079	0	0	55,079	0	0	165,237	0
Project management	0	127,160	0	0	127,160	0	0	127,160	0	0	381,480	0
EPWP	0	60,194	0	0	60,194	0	0	60,194	0	0	180,582	0
TOTALS	0	384,788	0	0	384,788	0	0	384,788	0	0	1,154,364	0



**EXPENDITURE SUMMARY BY CLASSIFICATION**

EXPENDITURE CLASSIFICATION	EXPENDITURE 2008/09				TOTALS
	SUMMARY (Exp Classifications) - PER GPS VOTE				
	Management	Civil Engineering	Project management	EPWP	
Personnel expenditure	1,496,813	583,629	1,305,620	581,871	3,967,933
General expenditure	194,350	76,220	200,856	127,688	599,114
Repairs and maintenance	700	1,100	950	1,200	3,950
Contribution to capital layouts	0	0	0	0	0
Capital charges	0	0	0	0	0
Contribution to funds	16,390	0	18,490	11,560	46,440
<b>Total</b>	<b>1,708,253</b>	<b>660,949</b>	<b>1,525,916</b>	<b>722,319</b>	<b>4,617,437</b>

## PROJECTS

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/2010	External source If any direct allocation form MIG to local municipalities	2009/10	2009-2010	Ward
Naledi	Refurbishment of 1km bitumen surfaced road in Marthius street	30 July 2009	30 June 2010	R1 500 000				
Naledi	Paving of internal streets in Thapelong (1km)	30 July 2009	30 June 2010	R1 500 000				
Naledi	Installation of sewer network in Van Standensrus for 113 household	30 July 2009	30 June 2010	R1 500 000				
Mantsopa	Lusaka Waterborne Sewarage and toilets	30 July 2009	30 June 2010	R3 000 000				
Mantsopa	Hobhouse Bucket Eradication	30 July 2009	30 June 2010	R1 500 000				
Mantsopa	Tweespruit Bucket Eradication	30 July 2009	30 June 2010	R1 500 000				

## Water

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/10	External source If any MIG to local municipality	2009/10	2009/10	Ward
Naledi	Resuscitation of existing boreholes	30 July 2009	30 June 2010	R1 500 000			1,500.000.00	
Naledi	Upgrading of water purification plant Van Standensrus	30 July 2009	30 June 2010	R1 200 000			1,200,000.00	
Naledi	Drilling of additional Borholes-Van Standensrus	30 July 2009	30 June 2010	R300 000			300,000.00	

## Electricity

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/10	External source If any	2009-2010	2009-2010	Ward
	No projects planned for 2009-2010 financial year							

## Roads and Storm water

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009 /10	External source If any	2009/10	2009/10	Ward
Naledi	Rescaling of streets-Naledi	30 July 2009	30 June 2010	R170 000			170,000,00	
Naledi	Paving of Roads and Street	30 July 2009	30 June 2010	R3 000 000			3,000.000.00	
Naledi	Upgrading of gravel roads	30 July 2009	30 June 2010	R150 000			150,000,00	

## CEMETRIES

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2009/10	External source If any	2008-2009	2009/10	Ward
Naledi	Development of new cemeteries-Naledi	30 July 2009	30 June 2010	R100 000			100,000.00	

## SOCIAL DEVELOPMENT

## HEALTH

**Objective:** To ensure the clean and healthy environment for inhabitants of Motheo District Municipality.  
 To implement DHS mandate as envisage in the legislation  
 Ensure occupational health and safety at workplace

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Provide environmental health services	Ensure the provision of the environmental health services	Three service level agreement concluded for 2008/09 financial year	<ul style="list-style-type: none"> <li>Three service level agreement to be concluded for 2009/10</li> <li>Submission of quarterly reports by</li> </ul>	<ul style="list-style-type: none"> <li>Conclude the signing of service level agreements with the three local municipalities</li> <li>Dispatch the first</li> </ul>	<ul style="list-style-type: none"> <li>Receive the reports from locals, evaluate progress and develop a second report to section 80 for council</li> </ul>	Receive the reports from locals, evaluate progress and develop a third report to section 80 for council consideration	Receive the reports from locals, evaluate progress and develop a fourth report to section 80 for council consideration	Cooperation from the local municipalities as well as delay in decision making processes

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			LM's to the district <ul style="list-style-type: none"> <li>Consolidate / Develop the district report</li> </ul>	25% of the allocations to the three locals <ul style="list-style-type: none"> <li>Develop/s submit the first quarterly report to section 80 for council consideration</li> </ul>	consideration <ul style="list-style-type: none"> <li>Dispatch the second batch of the allocation to the three locals</li> </ul>	Dispatch the third batch of the allocation to the three locals	Dispatch the fourth batch of the allocation to the three locals	
Ensure effective and	Number of programmes	Annual Report avail-	<ul style="list-style-type: none"> <li>Functional</li> </ul>	Schedule of meetings	Support one project from	Support one project from	Support one project from	Lack of decision-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
functional District Health Council	and projects undertaken	able	<p>and sustainable health structures</p> <ul style="list-style-type: none"> <li>• Prioritize and implement rural health programmes</li> <li>• Nutrition / Healthy life style</li> <li>• Co-ordinate / implement the district</li> </ul>	<p>developed and adhered to and meet all stakeholders</p> <p>Visit all clinics in mant-sopa and compile a report</p> <p>Conduct one campaign in all three locals</p>	<p>DHC and submit a report</p> <p>Visit all clinics in mangaug and compile a report</p> <p>Conduct one campaign in all three locals</p>	<p>DHC and submit a report</p> <p>Visit all clinics in Naledi and compile</p> <p>Conduct one campaign in all three locals</p>	<p>DHC to submit a report</p> <p>Conduct one campaign in all three locals</p>	<p>making</p> <p>Commitment from all stakeholders</p>

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			health plan	Develop concept document				
Render Provincial environmental health services	Integrated environmental health services	None	Service Level Agreement with the Department of Health	Consultation with the department of Health  Develop a draft MoU	Conclude a MoU and submit a report to DoH	Develop a report and submit to DoH	Develop a report and submit to DoH	Lack of decision making  Legal constraints  Political buy-in
Develop district health plan	Develop district strategies	Provincial Plan	<ul style="list-style-type: none"> <li>Develop the terms of reference</li> <li>Develop public participation process plan</li> <li>Submit</li> </ul>	Obtain approval on the process plan and undertake participation process	Compile the first draft document	Submit the final draft to section 80	Obtain approval and start the implementation	Commitment from stakeholders  Budgetary constraints  Decision making processes



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			the draft district health plan					

**Occupational Health**

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support Occupational Health, Safety and wellness programme of employees of the MDM	Number of programmes supported	None	Inputs towards the establishment of the OHS committee	Participation in the OHS committee  Implement the employee wellness program in collaboration with HRD and Community development sections	Participation in the OHS committee  Implement the employee wellness program in collaboration with HRD and Community development sections	Participation in the OHS committee  Implement the employee wellness program in collaboration with HRD and Community development sections	Participation in the OHS committee  Implement the employee wellness program in collaboration with HRD and Community development sections	Commitment from stakeholders

**Environmental Management**

**Objective:** To have a beautiful, clean, green and healthy environment in Motheo District Municipality that will serve as a foundation for sustainable development: economic; environmental and social de-

velopment so as to enhance the quality of life through protection of natural resources for the benefit of current and prospective generations

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Environmental consciousness and awareness/ celebration days in the district	Number of educational programmes and celebration days	Three awareness campaigns and celebrations conducted	Awareness programme and celebration days per LM	2 awareness campaigns on Sustainable Development and Livelihoods	2 awareness campaigns conducted on Water Conservation and Waste/Pollution Management	2 awareness campaigns conducted on the Biodiversity	2 awareness campaigns conducted on Energy and Climate Change  Report	Programme of Action developed in relation to National/Provincial Celebration Days
Implement MDM Air Quality Plan/monitoring in MDM	Compile an Air Quality Emissions Inventory and a Dispersion Model for MDM	Baseline study on Air Quality Management in MDM	Implement an Emissions Licensing Function for MDM	Conduct an internal Atmospheric Emission Licensing Capacity Assessment and respond to DEAT	Develop ToR for Emissions Inventory and Dispersion Modelling	Draft report on Dispersion and Emission Inventory for MDM	Final report on Air Quality of MDM and framework for AQMP	The licensing function is being handed over to District/Metros on 04 <sup>th</sup> Sept '09 by DEAT, the staff capac-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
								ity of MDM is inadequate
Sustain an Environmental Management Forum	Number of meetings held	One District Forum	One meeting per quarter	One meeting per quarter	One meeting per quarter	One meeting per quarter	One meeting per quarter and report	Availability of municipal and provincial personnel
Support municipalities for preparations on the Cleanest Town Competition (CTC)	All LM's capacitated for the preparation of the competition	Guidelines developed	Business plans submitted by LM's	Invitation of business plans; review of guidelines and develop participation programme	Draft implementation programme and budget implication report	Submit CTC report and SWOT analysis and Meeting for feedback with LM	Draft 2010/11 programme with DTEEA	Provincial programme not finalised
Develop IEMP for Naledi & Mantsopa	IEMP for Naledi developed and implemented	None	1 IEMP developed and implemented for Naledi & Mantsopa	Develop Terms of Reference (ToR) and advertise	Appoint service provider	Draft IEMP for Naledi & Mantsopa	Final Approved.	Not budgeted for

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Environmental Management Framework for the District	IEMF developed and implemented MDM		1 District Environmental Framework developed and implemented in relation to MDM- Air Quality Baseline Study; IEMP & IWMP	1 IEMP developed and implemented for Naledi & Mantsopa	Develop Terms of Reference (ToR) and advertise	Appoint service provider	Draft IEMP for Naledi & Mantsopa	Not budgeted for
Implement composting / greening recycling projects	Institutional buy-in in to a composting programme	Completed a feasibility study report	<ul style="list-style-type: none"> <li>• Develop terms of reference</li> <li>• Ensure identification of beneficiaries for training</li> <li>• Acquire relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Engage Mantsopa to allocate land for implementation;</li> <li>• Identification of</li> </ul>	Project tools obtained and training conducted and possible partnership e.g. ESKOM; FDC; DWAF	Community/stakeholder meeting(garden services) Continual supervision of project	Develop marketing and branding strategy for compost	Delay in the conversion of land-use and lack of partnership as well as lack of decision making Mantsopa.

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			resources for the implementation of the programme	training beneficiaries; <ul style="list-style-type: none"> <li>• Identify training service provider;</li> <li>• MOU on duration of training and composting business process</li> </ul>				

**Community Development**

## Sports & Recreation

**Objective: Enhance people skills and self-reliance in Sports, Arts, Culture, Heritage and Poverty Alleviation**

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Needs analysis on sport, Arts, Culture, Heritage and Poverty	Update the existing need analysis on Arts, Culture, Heritage and Poverty	Existing Database in the MDM	Update data on a quarterly basis	Quarterly update on Sports, Arts, Heritage and Poverty so that the support is provided when the needs arise Monitoring and Evaluation report	Quarterly update on Sports, Arts, Heritage and Poverty so that the support is provided when the needs arise Monitoring and Evaluation report	Quarterly update on Sports, Arts, Heritage and Poverty so that the support is provided when the needs arise Monitoring and Evaluation report	Quarterly update on Sports, Arts, Heritage and Poverty so that the support is provided when the needs arise Monitoring and Evaluation report	Lack of co-operation from LM's.
Assist with capacity building	Number of capacity building	One capacity building workshop in	One capacity building per Local	Develop the programme in consulta-	Capacity building as per the pro-	Assesment report	Issuing of the certificate	Selection of the <i>right</i> persons and

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
program on legislation and life skills	awareness and life skills programme	Mantsopa LM held	Municipalities for sports administrators	tion LMs	gram for Sport Coaches			their loyalty to the project.
Participate in sport and recreation projects and events in LMs	Number of programmes, projects and events in each LM's	Four sport programmes in the MDM held	<ul style="list-style-type: none"> <li>• At least one event per Local municipality</li> <li>• Support 2010 FIFA world cup</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation with stakeholders</li> <li>• Hub sport festival in partnership with Prov Gov</li> <li>• Women's Rugby Development Program</li> <li>• O.R. Tambo District Games</li> </ul>	<ul style="list-style-type: none"> <li>• Hub sport festival in partnership with Prov Gov</li> <li>• Women's Rugby Development Program</li> <li>• O.R. Tambo Prov Games</li> </ul>	<ul style="list-style-type: none"> <li>• Hub sport festival in partnership with Prov Gov</li> <li>• Support the Trans-Mohokare festival</li> <li>• Initiate Naledi Sport Festival</li> </ul>	<ul style="list-style-type: none"> <li>• Hub sport festival in Partnership with Prov Gov</li> <li>• Indigenous Games</li> <li>• Promote the indigenous games</li> </ul>	Budget Constraints



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
						<ul style="list-style-type: none"> <li>• Preparations for the 2010 FIFA Soccer World Cup</li> </ul>	<ul style="list-style-type: none"> <li>• Support to the 2010 FIFA Soccer World Cup</li> </ul>	
Participate in Arts and Culture	Number of programmes, projects and events in each LM's	Two sustainable Arts and culture events	Support the ff events in the LM's <ul style="list-style-type: none"> <li>• Mangaug – MAC UFE</li> <li>• Mant-sopa – Pelican</li> <li>• Naledi –</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate the research project on heritage site in Naledi</li> <li>• Training/ Workshop of Poets, performing art-</li> </ul>	<ul style="list-style-type: none"> <li>• Support and assistance to Macufe</li> <li>• Research project Continue</li> <li>• Workshop for fine – artists and Choir</li> </ul>	<ul style="list-style-type: none"> <li>• Pallean Arts and Sport Festival</li> <li>• Report on research to be tabled</li> <li>• Training/ workshop for perform-</li> </ul>	<ul style="list-style-type: none"> <li>• Perform-</li> </ul>	Budgetary limitations; Non participation by LM's;

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			Conduct a research on Heritage site in the district	ists and dancers in LM's	masters	ing artists and dancers in LM's	ance by new upcoming artists	
Support LMs with poverty alleviation programs	Development of a new poverty alleviation per LM's	One project supported (Boipithlelo project) in Mangaung	Support three poverty alleviation projects in the district	Consult all relevant stakeholders	Implementation	Monitoring and evaluation	Compile a report	Budgetary constraints;
Coordinating and monitoring safety in provisioning of community social services	Coordinate safety in provisioning of community social services	MoU developed and signed with SASSA	Submit a bi-annual report on social services to Council	Visits to pay points and report to Section 80 Committee	Visits to pay points and report to Section 80 Committee	Visits to pay points and reports and recommendations to Section 80 Committee.	Final report	Signing of MoU; Crime at pay points;

## Sport and Recreation: Mantsopa

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Upgrading sport grounds: Hobhouse-Mantsopa	Rehabilitate existing sports infrastructure	One	Hobhouse Sports Ground upgraded		Upgrading sport grounds: Hobhouse-Mantsopa	Rehabilitate existing sports infrastructure	One	Hobhouse Sports Ground upgraded

## Sport and Recreation: Naledi

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Wepener Multi purpose Sport Complex –	Construction of Multi-purpose Sports Com-	No Multi-purpose Sports complex	Construction processes regarding the Multi-					

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Thapelong	plex		purpose Sports complex					

## PUBLIC SAFETY AND DISASTER MANAGEMENT

### Disaster Management

**Objective:** To implement disaster management mandate and effectively mitigate potential disasters

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support for safety and security, crime prevention	Co-ordinate community safety and security and crime prevention programmes	None	<ul style="list-style-type: none"> <li>Partnership with the Province</li> </ul>	Consultation and Develop a concept document on the MoU with the Province	Draft , Approval and Signing of the MoU	Implementation	Implementation And report	Lack of commitment from the stakeholders and decision making

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			<ul style="list-style-type: none"> <li>• Signing of Memorandum of Understanding (MoU)</li> </ul>					
Support LM's to sustain Disaster Management Forum	Number of meetings held	Three LM's Disaster Management Forum established	One meeting per quarter	One meeting per quarter	One meeting per quarter	One meeting per quarter	One meeting per quarter And report	Lack of Human resource/.pers onnel
Partitioning and resourcing the Dis-	Develop an Institutional Disaster	Baseline study completed	One mini-Disaster Manage-	Design the layout of the Mini	Procure the Furniture	Install the equipments in the Con-	Report	Lack of Space and

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Disaster Management Centre	Management Centre		Management Centre	DMC (Disaster Management Centre)  Audit the available resources		Control room		finance
Improve the control rooms for LM's	Number of control rooms improved in LMs	One control room fully functional	One control room fully function per LMs	Identify the needs per each Control room(Naledi and Mant-sopa)	Advertise/procure the service provider	Install all the equipments	Report	Lack of Space and finance
High Sites rental payments	Annual payment of Licences	Two frequency licences maintained	Fully operational radio network system	Communication With the stake holders involved	Request the invoice from the Icasa and ITL Sysman  Programming of ra-	Payment of the Icasa licence	Status report	Lack of decision making

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
					dios			
Capacity building and Development	Number of awareness programmes developed and capacitating volunteers	<ul style="list-style-type: none"> <li>• 168 volunteers trained</li> <li>• Three awareness campaign</li> </ul>	One awareness programme per quarter	Develop the detail concept about the campaign intended to be implemented  Conduct Simulation exercises	Awareness campaign on International Disaster Risk Strategy	Awareness campaign organised by locals	Full Report to section 80 committee	Lack of Funds and political will
Establish Disaster relieve fund	Management of the Fund as and when required	None	Management of the Fund as and when required	Research the establishment	Present the research findings to the section 80 committee	Establish the Fund	Report on the Fund	Lack of Funds

#### Human Resources:

Position on staff established	No. of post	Filled	Vacant	Africans	White	Indian	Coloured
Management	1	1	0	1	0	0	0
General Managers	4	4	0	3	0	0	1
Managers	1	1	0	1	0	0	0
Co-ordinators	4	4	0	4	0	0	0
Professionals	1	0	1	0	0	0	0
Technical	0	0	0	0	0	0	0
Clerical	1	1	0	1	0	0	0
Part –time	0	0	0	00	0	0	0
Casuals	0	0	0	0	0	0	0

## ECONOMIC DEVELOPMENT

**Objective** :Facilitating sustainable economic growth evidenced by reduced poverty levels, reduced unemployment level and increased percentage contribution to the gross domestic product of the Republic of South Africa

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Maintain establishment of Local Business	Ensure centres such as SEDA outreach of-	Data base for all functioning businesses be in	At least 10 businesses to fully receive sup-	Consultation with SEDA and LM's regarding	Development of programme on small busi-	Joint assessment meeting between	Follow-up meeting to consolidate suggestions	Lack of co-operation



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support Centres-SEDA	Centres maintain constant support to emerging entrepreneurs.	Centres in place at outreach offices within Mantsopa and Naledi.	Support.	small business support.	business support and implementation thereof	SEDA and local municipalities.	to improve the operations in the centres and compilation of the report	
Training and mentoring of SMMES's to encourage self employment	To maintain a data base of SMME. that have been trained and train more to make a meaningful impact in the economy	Data base in place and 90 SMME's trained.	Train 90 SMME's in the district	Invite and Appoint a service provider to train municipal officials responsible for LED to attain an accredited course on areas of business management.	Coordinate Training of 30 SMME's per LM on areas that will assist them to manage their businesses and report .	Coordinate Training of 30 SMME's per LM on areas that will assist them to manage their businesses and report .	Coordinate Training of 30 SMME's per LM on areas that will assist them to manage their businesses and report.  Consolidate reports	Non attendance of relevant stakeholders
Supporting women ini-	Support women ini-	Women initiatives are	To support 5 functional	Consultation with LM's to	Support two identified	Support two identified	Support one identified	Women business

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Initiatives towards creation of jobs	Initiatives to support women empowerment	not separated from others	and sustainable initiatives by women	Identify existing/emerging companies led or run by women	projects per LM and provide mentoring.	projects per LM and provide mentoring.	project per LM and provide mentoring.	entities still struggling to surface and Lack of cooperation
Business /LED support and capacity building programmes	Support mainly existing projects/businesses and fairly support existing ones.	Ensure viability and sustainability of supported projects for purposes of economic growth.	At least 5 existing projects be supported. At least 2 projects that have the potential be supported	Consultation with LM's to Identify areas that are key for the economy of the district.	Invite creative proposals on re-engineering the economy and focus on identified areas.	Facilitate partnership with interested stakeholders.	Draw a list of projects and businesses that have attracted more support and report .	None.
Review of district LED strategy	Ensure effective strategy on economic development as one of the main priorities of	Redirect growth and development towards the main areas of economic opportunity	Reduce poverty level by at least 1%	Follow-up on the economic analysis report of the district.	Identify gaps from the analyses report, develop the terms of reference and appoint a	Consultation with the Service Provider and assess the strategy	Approval of the reviewed strategy and implementation thereof, and compilation of the	Non response of the Service Provider due to Lack of expertise

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	the district	and refocusing on the redevelopment of deteriorating areas within the district			service provider for reviewing the strategy.		report	
Support operations of district economic forum	Ensure creation of a conducive platform and environment for stakeholders to engage in implementing strategies and programmes of economic development	Effectively promote collective partnership of public, business and non-governmental sectors to advance economic growth in the region.	At least one meeting of all stakeholders (Economic Forum) to sit in a semester	Develop a programme and convene a district forum meeting to brainstorm on the economic challenges of the region as presented in the economic analysis report.	Assess and consolidate Mantsopa's forum's recommendations/resolutions and compile a report.	Assess and consolidate Naledi's forum's recommendations/resolutions and compile a report.	Implement resolutions in line with the strategy and report thereof.	Commitment and devotion of stakeholders remains the only threat to the success of the forum's programmes.

## LAND REFORM AND RURAL DEVELOPMENT

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Development of Agri-villages	To uplift living conditions in agri-villages	Two	One agri-village developed in each financial year.	Develop a programme in consultation with Naledi and develop an Assessment report to be submitted on the current state of agri-villages.	Monitoring of the implementation programme	Monitoring of the implementation programme	Compilation of a report on the impact of this development.	Funding may not be adequate to advance the development of agri-villages to the next or desired level.
Commonage Development	Locals to submit report/plan on the com-	200	To reach 200 targeted number by 2009/10	Develop a programme in consultation with	Meet the commonage development com-	Pay site visits.	Assess the impact that commonage develop-	Funding may not be adequate to advance the

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	monage development and management			Naledi and develop an Assessment report to be submitted on the current state of agri-villages.	mittee.		ment has had on the maintaining and sustaining live-stock.	development of common-ages particularly in Mantsopa considering the re-directing of funds to Vanstadensrus.
Identify Rural Development Projects in Vanstadensrus	Implement identified projects of rural development	R3 million allocation specifically for Rural development in Vanstadensrus	Achieve meaningful impact through rural development projects	Identify existing projects in the area through consultation with LM and stakeholders.	Facilitate a support program to revive and commercialise the activities.	Initial report on the projects supported to establish Mentoring and Evaluation tools to be used.	Assessment of the impact of the initiatives on the lives of the people in Vanstadensrus and surrounding areas.	Lack of available land might be a challenge. The capacity of Naledi Municipality to support and sustain monitoring could be a

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
								limitation.
Livestock improvement	Number of farmers assisted	200 farmers	120 assisted	Monitoring and Assessment report to be submitted on the current state of live-stock.	Meet the beneficiaries in consultation with Naledi	Progress report	Progress report on Assessment of the impact on commonage development, maintain and sustain live-stock and the lives of the people of Naledi and Mant-sopa in general .	Lack of financial resources to provide sustained support for grazing purposes could be a challenge, particularly in Mantsopa.
Homestead garden	By end of 2010, substantial number of homesteads (80) should	140	70 assisted	Monitoring and Assessment report to be submitted on the cur-	Meet the beneficiaries	Progress report	Progress report and Assessment of the impact of homestead	Lack of financial resources to provide sustained support on the

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	be producing quality products from their gardens to promote healthy eating standards and reduce poverty.			rent state for gardening purposes.			gardening and lives of the people of Wepener and surrounding areas.	project could be a challenge.
Small scale water provision and rehabilitation	Water is accessible to about 70 farmers in identified rural areas.	140	70 assisted	Monitoring and Assessment report to be submitted on the current state of water availability in the community for gardening purposes.	Meet the beneficiaries	Progress report	Progress report and Assessment of the impact of either available water or lack thereof has had on the as support base for homestead	Lack of financial resources to provide sustained support on the project could be a challenge

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
							gardening project..	
LRAD Farmer support	Meet the target by 2010	100	60 assisted	Assessment report to be submitted on the current state on the availability of land.	Meet farmers.	Pay visit to check on land availability.	Assess how many farmers have accessed land and what impact has it had on them and the people of the areas affected.	Lack of financial resources to provide sustained support on the project could be a challenge
Support emerging commercial farmers	To promote commercial farming in rural areas as to reduce poverty and create jobs.	80 commercial farmers	40 assisted commercial farmers.	Assessment report to be submitted on the current state on emerging commercial farmers.	Meet farmers	Pay visit to check on products and progress.	Assess how many farmers have accessed support and what impact has it had on them and the people of	Lack of financial resources to provide sustained support on the project could be a challenge



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
							the areas affected	
Investigate and establish Goat Farm in Vanstadensrus	Ensure viable and sustainable goat farm in Wepener	1000 goats be kept and bred in the farm for selling and dairy products	500 goats are kept in the farm by end of 2010.	Assessment report to be submitted on the potential and readiness to establish the project.	Meet farmers	Pay site visit.		
Land and Rural development projects/ programmes in Vanstadensrus (MDM R3 Allocation)	Promote land & rural development programmes in Vanstadensrus	Implement Identified projects in Vanstadensrus	Implement Identified projects in Vanstadensrus	Consult with Naledi Municipality	Consult with Naledi Municipality	Consult with Naledi Municipality	Consult with Naledi Municipality	

## TOURISM DEVELOPMENT

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
National and international exhibitions	Promotion of Motheo district tourism through attendance of local and international shows	Number of tourist inquiries & arrivals in the District	At least attend 3 domestic shows and one international show	Attend Get-away show and , Marketing Roadshows, Outdoor Expo and organise several media education / workshops	Attend Outdoor Expo	Attend Holiday makers Expo and ITB	Attend Indaba Durban and Outdoor Expo	Budgetary constraints
Support to existing Local Tourism Forums	Local forums properly maintained to fast track tourism delivery at local municipal level	All local tourism foras properly maintained with good operational capacity	3 local tourism foras supported accordingly in accordance with the relevant legislation	Consultation with Local Tourism Forums	Obtain / Receive submissions of business plans by LM's Forums	Disburse funding in Mantsopa Local Forum	Pre Launch of Mangaung and Naledi LM's and monitoring and evaluation report	Proper management of funds
Support all	To support	About 150	Half of the	Consultation	25 Estab-	40 estab-	30 Estab-	Escalation

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
establishments to receive grading	establishments to receive appropriate star grading	establishment in the district assisted to receive star grading	establishments supported to receive appropriate star rating	with Grading Council Assessors, B&B Associations, FEDHASA (Federated Hospitality Association of South Africa) of and Local municipalities To prepare for an awareness campaign of Grading	establishment graded, approximately establishment of 10 assisted with the star rating renewal	establishments graded, and consult with the B&B Association, FEDHASA and LM's	establishments completed	of of grading fees
Support and coordinate DEAT poverty Relief Projects	To provide support to funded DEAT pov-	Provide after discretionary support to funded	At least 3 projects supported	Not budget for	Not budget for	Not budget for	Not budget for	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	erty relief projects in the District	DEAT projects to function properly.						

**Human Resources:**

Position on staff established	No. of post	Filled	Vacant	Africans	White	Indian	Coloured
Management	1	1	0	1	0	0	0
GeneralManagers	2	2	0	2	0	0	0
Managers	0	0	0	0	0	0	0
Coordinators	3	3	0	3	0	0	0
Professionals	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0
clerical	1	1	0	1	0	0	0
Part –time	0	0	0	0	0	0	0
Casuals	0	0	0	0	0	0	0

## OFFICE OF THE MUNICIPAL MANAGER

### INTEGRATED DEVELOPMENT PLAN (IDP)

**Objective:** To ensure the development of the credible IDP with the district

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Develop the IDP district framework	Submission to Council	Consult LM's IDP Managers	Ensure the implementation of the approved the District IDP Framework	Consultation with LM's	Approval of the draft IDP Framework	Implementation of the IDP Framework	Draft IDP	Non-availability of the relevant stakeholders due to other commitments
Establish	Develop a	Implement	Ensure	Compile the			Meeting with	Non-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
the IDP representative forum	Schedule of IDP Reps Forum meetings	the process plan	broad consultation through the Representative Forum	database of the members of the IDP Forum			the IDP Forum members	availability of the relevant stakeholders due to other commitments
Convene the IDP Steering Committee	Submit the IDP Framework	IDP Framework	IDP Steering Committee Meetings Convened	Convene meetings as and when required	Convene meetings to discuss the processes of the IDP	Convene meetings to review the IDP	Finalization of the IDP	Non-availability of the relevant stakeholders due to other commitments
Ensure the alignment of the LMs IDP with the district IDP	<ul style="list-style-type: none"> <li>Participate in LM's IDP Representative Forums</li> <li>Participate in LM's IDP Steering</li> </ul>	Local IDP Process Plans	Ensure integrated planning in the district	Attend IDP meetings held in LM's	Participate in the IDP processes meetings of the LM;s	Incorporate the LM's IDP in the district IDP	Meeting with the LM's to finalize the processes	Delay due to other commitments and non-availability of relevant stakeholders

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	Committees							
Develop the IDP	Submission to council	Consult LM's IDP Managers	Roll-out the approved Plan	Implement the approved IDP Framework	Implement the approved IDP Framework	Implement the approved IDP Framework	Finalization of the IDP	Delay due to
To ensure alignment of the National Spatial Development Perspective (NSDP), Provincial Growth and Development Strategy (PDGS) and Spatial Development Framework (SDF) in the IDP	Ensure integrated planning	District IDP Engagements Session	Improve IDP Credibility	Implement the IDP Framework	Implement the IDP Framework	Attend the IDP assessment	Improve on the comments received from the Assessment team	
Provide pro-	Participate	Local IDP	Ensure	Visit LM's	Visit LM's	Visit LM's		

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Professional guidance to LM's	in the local IDP formulation processes	process Plans	alignment and credibility of the IDP					
Promote intergovernmental planning	Maximise planning to achieve the objectives of the IDP and FSGDS	District IDP Forum	Achieve integrated planning within a framework of cooperative governance					



## INTERGOVERNMENTAL RELATIONS (IGR)

**Objective: To promote effective District-wide intergovernmental and international relations**

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Ensure implementation of the IGR policy/international	Develop a programme on IGR matters	Three LM's	Policy implemented as per the programme	Develop a district wide programme	Implementation of programme	Monitoring and evaluation	Monitoring, evaluate and submit report	None
Liaise, coordinate and monitor performance of IGR in LM's	Submit process report on IGR in local municipalities	Three LM's	Meetings held and Reports received	Develop a district wide programme and One meeting convened	Implementation of programme per LM	Monitor Progress	Submit reports	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	Number of meetings and reports			per LM's				
Monitor and maintain policy implementation	Submit reports	Quarterly reports	4 Reports received	Develop an action plan based on the approved policy	Implementation of the action plan by all LM's in the district	Assessment report by the district	Compilation of the final report	Non compliance with international policy by LM's

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Provide secretariat support to the IGR Forum	Develop a programme on IGR meetings Submission	Three LM's and district	Functional IGR Forum Reports received	Develop a programme and implementation	District IGR sitting	District IGR sitting	Progress reports	Non availability of stakeholders due to other commitments

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	of reports							ments
To provide technical advise and co-ordination of DIF meetings and chair technical support committee meetings	Develop DIF annual programmes (meetings)	Three LM`s	Technical advice and coordination provided as per programme	Sittings of the District Intergovernmental Forum	Sittings of the District Intergovernmental Forum	Sittings of the District Intergovernmental Forum	Progress report	Non attendance of the stakeholders
Draft IGR agreements for MDM with other institutions or bodies	Submit to Council for approval	Three LM`s	Successful of the implementation of the IGR agreements	Develop programme	Implement programme	Monitor and evaluate programme	Progress reports	None
Develop and implement DIF programme in LM's				Sittings of the District Intergovernmental Forum	Sittings of the District Intergovernmental Forum	Sittings of the District Intergovernmental Forum	Progress report	Non attendance of the stakeholders

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
To ensure visas for councillors and officials of MDM are arranged for international trips.	Consult with the foreign affairs department  Number of international trips	District Wide programme	Number of Visas provided	Develop programme of visitors as when a need arise	Implement programme as when a need arise	Evaluation report	Progress Reports	None
To ensure arrangements for foreign missions to SA visiting MDM are done.	Confirmed itineraries for inbound and outbound mission	Number of itineraries confirmed.	Foreign missions received	Develop district wide programme	Implementation of programme	Monitor and evaluate	Reports	
To compile and submit report to MDM, DPLG and Dept of For-	Number of Reports submitted	District wide programme	Reports submitted	Coordinate reports from LM's	Consolidate all the reports	Consultation with LM's to discuss the consolidated report	Submission of Report	Delay of submission of report by LM's

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Foreign Affairs								

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Cooperative agreements	Draft agreements submitted to section 80 committee council for approval.	Three LM's and District	As when such agreements are in place	Establish joint cooperative committee and develop a programme	Sittings of the joint cooperative committee	Draft agreements	Progress report	Delay in a process
Liaise and participate in SALGA IGR Forum	Meetings and inputs made.	Number of Reports submitted.	Effective Participation in SALGA	Participate in SALGA meetings	Provide feedback to the relevant structure in the MDM	Identify relevant issues for the implementation and Engagements with LM's	Progress report	None
Perform	Itinerary re-	Number of	Visit-	Develop an	Implement	Implement	Compilation	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
head of protocol function for visiting missions to MDM	ceived for in-bound mission	visiting missions delegation	ing/delegations	Itinerary	itinerary	itinerary	of report and submit a Report to the relevant structures	
Monitor and evaluate official donor assistance in LM's policy implementation	Submit reports	Three LM's and district	Provide oversight role on capital funding received by LM's from international missions	Develop a framework and introduce to LM's	Implement the framework	Monitor and evaluate the framework	Progress Report	
Investigate, enhance and maintain international relations	Manage international relations matters affecting MDM	Three LM's and District	Promote efficiency in international matters affecting MDM	Consult with the department International and National and Provincial Government	Gather relevant information	Develop a programme on MDM participation	Progress Reports	Lack of cooperation by other spheres of government

## Organizational Performance Management System

**Objective:** To ensure operational Organizational Performance Management System

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
PMS: annual report	Submission of annual performance report	Mid Report	Implementation of annual organizational Performance plan	First Quarterly report	Mid-term report	Third PMS quarterly report	Annual PMS Report	Failure to meet submission deadlines by directorates
PMS: PMS review	To ensure alignment of the key per-	Reviewed PMS document	Review of the current PMS Policy	Consultation with stake directorates	Consultations With local	Consolidations of draft re-	Reviewed PMS	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	formance areas of the IDP				municipalities	view of PMS		
PMS: Purchase PMS Software	Implement operational organizational performance management system	Mid-term report and annual report	Quarterly, Mid-term and Annual report	Quarterly report	Mid-term report	Third quarterly report	Annual report	Budget

## Internal Audit

**Objective:** To provide MDM council and management with objective assessments about the design and operation of management practices, control systems, and information, in keeping with modern comptrollership principles and thereby contributing to the municipality's continuous management improvement program and accountability for results

### OUTPUT INDICATOR



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Internal policy compliance	Monitor compliance; Create comparability across business unit	Review of compliance with municipality's policies and procedures	Focus on exceptions to policies and recommend preventive measures; Review of the effectiveness and efficiency of internal controls related to policies	PMS progress quarterly review audits.	PMS progress quarterly review audits.	PMS progress quarterly review audits.	PMS progress quarterly review audits.	

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Regulatory	Control	Review	Focus on	No of Risk	No of Risk	No of Risk	No Risk	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
policy compliance	business risk posed by non-compliance; Manage regulatory relationships	compliance with rule, laws and other relevant legislative requirements	regulatory compliance; Recommend ways to improve compliance with existing requirements and monitor new requirements;	based Internal Audits performed according to the Annual Plan 2009 - 2010 1. Social Development 2. Economic Development	based Internal Audit performed according to the Annual Plan  a. 1) Follow up on Audit Report and Management Letter issues raised by the Auditor General  2) Action Plan for 2008-09 Audit Report.	Based Internal Audit performed as Annual Plan 2009 - 10  1. Financial Services 2. Follow up on audits performed in the 1 <sup>st</sup> & 2 <sup>nd</sup> Quarter	Based Internal Audit as per Annual Plan 2009- 10.  1) Technical Service 2) Corporate Service.	

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	Training and development	Steady stream of talent that knows the municipality and can move into management; problem-solving team to assist internal management	Review of business issues with need to acquaint personnel with municipal operations, culture, and issues	1) 1.Risk Assessment vs IDP and PMS 2) Training of the Internal Audit Committee 3) Training of Performance audit committee	Will be identified as a need arises	Will be identified as a need arises	Will be identified as a need arises	

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	Review of the MDM Risk Assessment profile	Maintain effective, efficient and transparent system of financial and risk management and internal controls.	Evaluate internal controls and monitor efficiency and effectiveness of operations	1) Review risk assessment profile of MDM based on the Reviewed IDP for 2009-2010  2) Establish Risk Committee for MDM.	Update departmental Risk registers	Update departmental Risk registers	Update departmental Risk registers	

**CS 8 Risk and Security Management**

**Objective: To promote institutional excellence that is responding to role players' needs**

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Conduct situational analysis on the support required	Consultation with relevant stakeholders  Formulation of report  Submission to the Municipal Manager	Number of stakeholders consulted	Consolidated report to be submitted to the Acting COO	Develop district wide programme	Implementation of programme	Monitor and evaluate	Consolidated reports to be submitted	
Facilitate the development of the Security Policies in LM's	Consultation with relevant stakeholders	Needs Analysis Report	Enhance the implementation of the Security Policies in LM's	Develop programme	Implement programme	Monitor and evaluate	Reports	

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Implementation of security policy	<ul style="list-style-type: none"> <li>Identify relevant provisions for implementation</li> <li>Develop a programme for implementation</li> </ul>	Making policy available to the unit	Promotion of the security within the institution in terms of the policy	Develop programme	Implement programme	Monitor and Evaluate	Reports	
Initiate security awareness campaigns	<ul style="list-style-type: none"> <li>Number of campaigns held</li> <li>Identification of targeted areas</li> </ul>	At least 1 campaign per year	Security awareness effected	Develop programme	Implement programme	Monitor and evaluate	Monitor and evaluate	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	<ul style="list-style-type: none"> <li>• Consultation with relevant stakeholders</li> <li>• Formulation of report</li> </ul>							
Put in place a security standards	<ul style="list-style-type: none"> <li>• Identify the security equipments needed and need for physical security</li> <li>• Identify the area for installation</li> <li>• Budget for security needs</li> </ul>	Three LM's	Security standards met	Develop programme	Implement programme	Monitor and evaluate		

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Initiate Control measures	Provision of appropriate Security control measures	Specific Security control measures in specified areas	Report with an indication needs assessment	Develop programme	Implement programme	Monitor and evaluate		

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Corporatization of the Security Services	Cooperatize Security Services Initiate for MDM'S Own	Revise the Organogram	Organogram revised and adopted	Implement structure	Monitor progress	Monitor and Evaluate	Reports	



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	security services							

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Develop Occupational Health Policy	<ul style="list-style-type: none"> <li>To assist with development of occupational health and safety policy and well-</li> </ul>	Launching of OHS committee and wellness programme	Promote implementation of the OHS Policy	Develop programme	Implement programme	Monitor progress	Reports	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	<p>ness programme.</p> <ul style="list-style-type: none"> <li>• Do need analysis in collaboration with co – operation with co-operate services</li> </ul>							
Promote Occupational Health Act in the Workplace	<ul style="list-style-type: none"> <li>• Health assessment conducted.</li> </ul>	2 assessments conducted	Ensure wellbeing of employee. In district	Develop programme	Implement programme	Monitor progress	Reports	
	<ul style="list-style-type: none"> <li>•</li> </ul>							

## Shared Services Support

**Objective:** Promote integrated planning through a shared service support within a framework of cooperative governance and Integrated planning, prioritization and resource allocation.

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Facilitate the establishment of a district IDP Steering Committee, IDP Forum	To provide support in developing the IDP process plan within the district	IDP Framework	Encourage participation of all stakeholders	Assist in the review of the District IDP Framework	Submit it for adoption	Assist in developing the IDP Action Plan	Convene the IDP Steering Committee as per the approved action plan	
Facilitate alignment and annual review of departmental sector plans	Ensure integrated planning	Departmental programmes Review	Good Cooperative Governance	Identify available sector plans	Assist departments to review sector strategic plans	Submit reviewed plans for adoption	Implement the reviewed plans	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Facilitate the alignment of credible IDP's with PGDS and NSDP	Achieve seamless integrated planning	IDP engagements	Ensure credibility of all the IDPs in the District	Develop a programme on consultation with LM's	Meet IDP officials in Naledi	Meet IDP officials in Manstopa	Meet IDP officials in Mangaung	
Facilitate the formulation and/or review of SDF	Promote synergy between the IDP and land Use management	Draft 2007-2008 SDF	Annually review the SDF	Consult with Spatial Planning Directorate in the Province	Identify stakeholders and develop a schedule of meetings	Develop a draft Review for 2009-2010	Submit it for public comments and adoption	
Promote provincial-municipal as well as inter-sectoral cooperation in prioritiza-	Promote inter-governmental planning, prioritisation, resource allocation	Five Year Local Government Strategic Agenda	Achieve objectives of the FSGDS and MDM IDP	Assist in the Implementation of the SDBIP	Consult stakeholders as per the adopted IDP Framework	Involve all stakeholders for inter-governmental planning in the district	Develop the IDP Implementation Analysis report	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
tion, re- source allo- cation and implementa- tion	and implementat ion							
Encourage cross- municipal benefits	Interact with LMS	Shared Ser- vice Support	Promote the use of best practice ex- periences	Develop a schedule of interactive visit to LM's	Identify ca- pacity con- straints and challenges	Identify best practice and systems	Assist with the Imple- mentation of new pro- grammes on best prac- tices in LM's	
Encourage monitoring, evaluation and review of develop- ment pro- grammes	Receive re- ports on progress on projects	IDP Imple- mentation analysis on priorities	Measure progress on implementa- tion	Assist in de- veloping the SDBIP	Assist in col- lating the first SDBIP quarterly report	Assist in col- lating the second SDBIP quar- terly report	Assist in col- lating the third SDBIP quarterly report	
Use IDP nerve centre	Provide professional	IDP Nerve Centre	Provide support to	Submit the adopted	Update the district pro-	Update the district pro-	Update the district pro-	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
(IDPNC) as a key tool supporting intergovernmental Planning	guidance on the formulation of district IDP/ SDF		IDP Managers in the District	IDPs in the IDPNC	file in the IDPNC	file in the IDPNC	file in the IDPNC	

#### OFFICE OF THE COUNCIL WHIP:

#### WHIPPERY SUPPORT

#### OBJECTIVE:

To promote multi-party democracy and achieve good municipal governance through an effective whippery oversight role.

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Management of the political en-	Develop a programme of the Tri-	Triumvirate programme completed	A stable political environment at	Develop a programme and imple-	Three (3) meetings per quarter	Three (3) meetings per quarter	Three (3) Meetings per quarter	Lack of optimal participation by

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Environment	Environment (Council Whip/ Executive Council /Speaker)	and adopted.	MDM	Environment  three (3) meetings per quarter				the three political principals
Provide support to the Multi-party whippery	- Develop a programme of activities - Number of meetings of the whippery structure	complete and adopted programmes by MDM political parties	Programmes successfully implemented as scheduled	Develop Programme And implement  two (2) meetings per quarter	Two (2) meetings per quarter	Two (2) meetings quarter	Two (2) meetings quarter	Lack of synchronisation of programmes of the District and LMs which may affect implementation
Management of party offices	MDM party offices identify their	completed needs analysis	Parties' offices carrying their	Coordinate reports on needs	Assess Quarterly activity re-	Assess Quarterly activity re-	Assess Quarterly activity re-	Deviation from the needs

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	needs	submitted	administrative and political functions well	analysis from political parties offices	ports	ports	ports	analysis report and shortage of funds

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Provide support to party caucuses	- Develop a programme of activities - Number of meetings of the caucuses.	MDM political parties' caucuses completed and adopt their programmes	Meetings held successfully as per the programme	Develop a programme and implement  Two (2) meetings held	two (2) meetings per quarter	two (2) meetings	two (2) meetings held	Lack of synchronization of District and LMs programme which affect implementation.
Coordination of study groups and clusters	- Develop a programme of activities - Number of	A programme completed and adopted	Meetings held as per the programme	Develop a programme on meetings and con-	Two (2) meetings convened	Two (2) meetings convened	Two (2) meetings convened and develop	Deviation from the programme due to other



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	meetings of study groups and clusters			vene two (2) meetings			a report	urgent business of council

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support for strategic planning and mainstreaming	MDM political parties to submit their respective programmes	MDM political parties' programme completed and adopted	Programme implemented successfully	Information gathering process and develop a programme	Implement a programme	Monitoring and evaluation	Compile a report	Availability of funds

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Coordinate Whippery District Forum	- Develop a programme - Number of meetings of the Forum	a programme completed and adopted.	Programme implemented successfully	Develop a programme for the District Whippery Forum and convene one (1) forum meeting	one (1) meeting convened	one (1) meeting convened	one (1) meeting convened	Lack of commitment to the Forum by whips from LMs
Establish best practices through interactive visit	- Develop a programme - Number of visits	A programme completed and adopted	Successful benchmarking exercise	Develop an interactive visit programme	one (1) visit undertaken	one (1) visit undertaken	Compile a report and address benchmark challenges	Availability of the host municipalities

## OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr- Jun	Limitations / Risks conditions
Organise and facilitate participation in strategic events	- Develop a programme - Number of events, organized and attended	adoption of a complete programme	Successful organization of and participation in events	Develop a programme and participation in one (1) event	Participation in one (1) event	Participation in one (1) event	Participation in one (1) event and compile a report	Availability of funds.

### OFFICE OF THE SPEAKER:

#### Public Participation Support

**Objective:** To promote; support and strengthen participatory democracy throughout Motheo District, and ensure intergovernmental relations

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Coordinate	Develop	3 forums	One fper	Develop a	One forum	One forum	One forum	Financial

<b>Strategic Activity</b>	<b>Mun Perf Indicator</b>	<b>Baseline</b>	<b>Annual Targets</b>	<b>Jul-Sept</b>	<b>Oct-Dec</b>	<b>Jan-Mar</b>	<b>Apr-Jun</b>	<b>Limitations / Risks conditions</b>
all public participation forums in MDM	public participation programme on projects	planned	quarter in order to ensure participation by all stakeholders	programme in consultation with LM's	per quarter	per quarter	per quarter and report	constraints
Provide support to all sector forums as per their requests	Develop support programme	All sectors as per request	To encourage public participation and effectiveness of the sector forums	Compile data base of all sector forum and develop a programme	Implement the programme	Implement programme	Monitoring and evaluation report	Non attendance
Procure two minibuses for Naledi and Mant-sopa Ward Committees	Follow procurement procedure	2 Minibuses	To promote effectiveness and efficiency of ward committees	Not budgeted	Not budgeted	Not budgeted	Not budgeted	
Facilitate district ward committee summit	Develop a programme for the summit	One summit per annum	Improve working relations amongst	Consultation with the LM's to develop a pro-	Implementation of the programme	Implementation of the summit resolutions	Compilation and assessment report	Inactivity of target group

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			ward committees and councillors	gramme				
Capacity building for ward committees	Develop a programme on capacity building	3 Local Municipalities	To enable ward committee members perform their functions	Assess the training needs	Develop a training programmes based on the report	Implement the training programme	Monitoring and evaluation report of the ward committee programmes	Financial constraints
Ensure and manage rotational system on council sittings	Develop a rotational programme for council meetings	At least six council meetings per annum	Good municipal governance	Develop council calendar	Monitoring implementation of the council calendar	Monitoring implementation of the council calendar	Monitoring implementation of the council calendar	None

## OUNCIL SUPPORT

**Objective:** To ensure that Councillors perform their legislative functions, provide political leadership and oversight role on good governance

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Facilitate provision of computer training for councillors	Develop skills audit on computer literacy	All councillors	Enable councillors to be computer literate	Develop a programme in consultation with LM's	Develop terms of reference and invite service provider	Appoint the service providers and implement the programme	Submission of certificates and compile a report	Financial constraints
Capacity building for Councillors	Develop a training programme	3 trainings per annum	Enable councillors to perform their legislative functions	Identify training needs on legislative functions	Develop an implementation schedule, Invite and appoint service providers	Implement the programme	Compile a report	Financial constraints
Ensure and manage rotational system	Development of a programme	4 District Speakers' Forums	Promote Intergovernmental Re-	Develop a programme of rotational	Second sitting	Third sitting	Fourth sitting and compile a	Non attendance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
tem of District Speakers' Forum			lations	system and calling of the first sittings			report	
Re-constitution of the oversight committees	Identify all committees to re-constituted	4 committees	Promotion of good municipal governance	Constitute an oversight committees and develop a programme	First sittings of committees	Second sittings of committees	Third sitting of committee and compile a report	Non attendance

**OFFICE OF THE EXECUTIVE MAYOR:**

**Special Programs (HIV/ Aids, Youth, Disability, Aged Gender & Children and Cemeteries)**

**HIV/ AIDS**

**Objective:** Reduce the prevalence of HIV/ AIDS; promote youth development; support programmes for people with disabilities; and promote child and gender programmes

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Campaign: HIV/AIDS education and communication – MDM ie 10 Schools per LM in the district to be identified and	Identify and adopt 10 Schools per LM for a campaign on HIV/AIDS	10 schools per LM	10 Schools per LM	10 Schools per local municipality	10 Schools per local municipality	10 Schools per local municipality	Compilation of the report	Lack of co-operation of relevant stakeholders



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
maintained								
Support the District Aids Council's programmes	Hold 12 District AIDS Council meetings and 4 District programmes supported by the DAC	12 DAC meetings and 4 programmes	12 DAC meetings and 4 programmes / activity	3 DAC meetings and 2 programmes	3 DAC meetings and 1 programmes / activity	3 DAC meetings and 1 programmes / activity	3 meetings and Compilation of the report	Non attendance of the relevant stakeholders due to other commitments
Enhancement of strategic partnership with business sectors	Have representative of different government institutions and local NGO`s and CBOs	Representative of different government institutions and local NGO`s and CBOs	Representative of different government institutions, local NGO`s and CBOs	Information sharing sessions	Information sharing session	Information sharing session	Compilation of report	Non attendance of the relevant stakeholders due to other commitments
Support Nutritional Programmes	Identify 6 project in 3LM	2 Projects per LM's	6 Projects in 3 LM's	Compile data base of beneficiaries	Implement 3 project per local Mu-	Implement 3 project per local Mu-	Compilation of report	Lack of cooperation from LM's

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				and develop a programme	municipality as per the programme	municipality as per the programme		and stakeholders
Support and participate in the National Calendar of Events	4 campaigns as per National Health Calendar	National Calendar of Events on HIV/AIDS	4 campaigns as per Calendar	1 campaign as per National Health Calendar	2 campaigns as per National Health Calendar	1 campaign as per National Health Calendar	Compilation of report	Financial Constraints
Early Christmas Celebration for children living with HIV/AIDS	Identify 3 projects per local Municipality dealing with children	1 per Local Municipality	Identify 3 projects per local Municipality dealing with children living with HIV/AIDS	Consultation with LM's with regard to identification of projects	Implementation of the identified projects in 3 local municipalities	Monitoring and evaluation	Compilation of report	Financial constraints
Identify and support one Community based Homecare Organisation	Provide support and care to HIV positive children	1 per local municipality	3 Home-Based Care Giver Organisations to HIV/AIDS	Identification and compilation of database of Home based care	Meeting with the identified Home Based Care Givers per LM's	Implementation of support programmes to identified Home	Compile a report	Financial Constraints

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
tion per LM				givers in consultation with LM's		Based Care Givers per LM's		
Identify and support one Aids Orphan organisation per LM	Provide support and care to HIV positive children	1 per local municipality	Assistance to Organisation providing care to HIV/AIDS orphans	Identification and compilation of database of HIV/AIDS orphans organizations in consultation with LM's	Meeting with the identified HIV/AIDS orphans organizations per LM's	Implementation of support programmes to identified HIV/AIDS orphans organizations per LM's	Compile a report	Financial Constraints

## Youth

**Objective: Promote youth development and youth service programmes in the district**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support Moral Re-generations Programs	Submit and develop a clear program for the whole financial year integrated to local municipalities	Implement the program as agreed amongst municipalities	Awareness programmes amongst young people and the middle aged	Consultation with LM's and relevant stakeholders	Drafting of the action plan	Implement the programmes as per the action plan	Programmes Evaluation and report	Lack of co-operation of LM's and relevant stakeholders
Capacity Building program to youth structures in the district	Re established, more informed and sustainable youth structures in the district	Implementation of programs forwarded to the district by youth organization	Three established youth organization in the district	Consultation with the relevant stakeholders in the district	Development of action plan	Implementation of the action plan	Monitoring and evaluation report	Lack of co-operation of stakeholders
Support development of youth co-	Number of youth economic and	Development of researched	Fully functional mechanisms	Conduct needs analysis in	Consultation with the LED de-	Support the identified programmes	Monitoring and evaluation report	Lack of response from the target

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
operatives	job creation programs	youth empowerment document and programs	on youth economic empowerment programs	the district and compile a report	department with regard to findings of the analyses	as per resolutions of the consultation		groups  Financial constraints
Support Youth Month and National Youth Day	Develop a campaign that would focus young people to all activities and projects aimed at youth month	Clarified program on roles and responsibilities of all structures participating	A full program containing every activity that will be implemented in time	Compilation and Assessment report on the previous Youth Month	Drafting the programme and incorporate the challenges identified in the assessment report	Consultation with youth stakeholders on the programme	Implementation of the build up and Youth Month programme	Financial constraints and Inactivity of the target group
Support and participate in the National Calendar of Events on the youth	Formalise the support that the municipality must provide to government and all youth development stake-	Provide a calendar detailing the support and events	Program of action aimed improving our participation and support	Compilation and Assessment report on National Calendar Events	Drafting the programme and incorporate the challenges identified in the assessment report	Consultation with youth stakeholders on the programme	Implementation of the build up and National Calendar Events programme	Financial constraints and Inactivity of the target group

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	holders							

## Disability

**Objective:** Promote, support and implement programmes aimed at advancing the plight and welfare of people living with disabilities

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Identify and support programs aimed at improving the life of disabled people	Follow-up workshop on improving the livelihood of people with disabilities	Follow-up workshop on improving the livelihood of people with disabilities	People with disabilities in the district	Develop a programme on disabilities Issues in the local municipalities	Consultation with relevant stakeholders	Implementation of one disability programme	Compilation of the progress report	Lack of capacity
Support SMME's	Involve LED in support-	Involve other stake-	Involve all MDM stake-	Compile a database of	Identify a service pro-	Appoint a service pro-	Implement and report	Financial constraints

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
and projects initiated by disabled – Through the assistance of LED dept.	ing projects of people with disabilities	holders in MDM to support people with disabilities.	holder in supporting people with disabilities	projects requested by people with disability	vider to develop a business plan of the identified projects	vider		
Celebrations of “Month of the Disabled”	Celebrate ‘Month of the disabled’ in the form of disseminating information on the National Framework for disabled people	Celebrate ‘Month of the disabled’ in the form of disseminating information on the National Framework for disabled people	Disabled people	One awareness campaign for disability issues	Celebration of the Month of the disabled	Assessment report	Develop a new programme for the next financial year	None
Support recreation and sports for the disabled	Encourage recreation and sports for the disabled	Encourage recreation and sports for the disabled	Disabled people within the MDM	Compile data base of sports activities of the disabled	One sport day for the disabled people per municipality	One sport day for people living with disabilities per municipality	Compilation of the progress report on the sports day for the disabled	None

## GENDER

**Objective: Promote gender transformation and integrated development programmes in the district**

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support initiatives for women – Job creation and economic empowerment	Support initiatives for job creation	Support initiatives for job creation	Young women in MDM	Compile a database of projects requested by people with disability	Identify a service provider to develop a business plan of the identified projects	Appoint a service provider	Implement and report	Financial constraints
Ladies sports tournament	Promote participation of ladies in extramural activities	One Tournaments	Arrange one Ladies sport tournament	Database of organization responsible for ladies sports	Arrange meeting with organization responsible for ladies sports	Sport day for ladies in the district	Compilation of the report	Non attendance
Campaign on “No Vio-	Campaign against vio-	Campaign against vio-	Women, children and	Gather statistics on	Implement the pro-	Evaluate the impact of	Compilation of the report	None



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
ence against Aged/ women/ men and children by visiting old age homes”	ence against women, children and the aged	ence to women, children and aged	the aged	Domestic based violence reported cases	gramme on sixteen days of no violence to women and children	the Sixteen days on no violence against women , Children and the aged		
Celebration of Women’s Month	Celebrate “women’s month” in the form of dissemination of information, either through workshops or seminars by involving other relevant government de-	Celebrate “women’s month” in the form of dissemination of information either through workshops or seminars and involve other relevant government de-	In MDM (celebration)	Meeting with women Organizations and Celebration of Women’s month	Assessment report	Develop a new programme	Compilation of the report	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	partments	partments						
Exercise equipment for the aged	Identify type of Exercise equipments to provided to Old Aged Institutions	Old Age Institutions in the District	One per LM	Database of all aged home	Meeting with relevant stakeholders to identify exercise equipment required	Distribution of the equipment to stakeholders	Compilation of the report	Lack of database from Community Development Workers and LM's
Support the needy aged	Support Organizations that Provides care to the needy aged	Identify and support 1 aged care giver's organization per LM's	1 organization per LM's	Establish a database for needy aged	Meeting with dealing with the needy aged	Support the needy aged as per resolution of the meetings	Compilation of the report	None

**MAYOR'S ADMINISTRATION POVERTY RELIEF FUND**

**Objective: Implement strategic interventions aimed at alleviating the burden of poverty**

**OUTPUT INDICATOR**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Effective & Efficient Management of the Mayor's Administration Fund	Develop of clear guidelines for funding.	Administration Fund Policy	<ul style="list-style-type: none"> <li>•Funding based on the Policy guidelines</li> <li>•Invite proposal for funding- allocate funds to identified programs</li> </ul>	<p>-Develop guidelines on funding and distribute to LM's</p> <p>Select projects for funding in terms of the approved guidelines</p>	<p>Consultation with the office of the Executive mayor</p> <p>Develop database on the recommended projects</p>	Implementation of funding to the identified projects	<p>Monitoring of Funded projects</p> <p>Compilation Of the report of the funded projects</p>	Non compliance of the proposals with the approved guidelines

**Human Resources:**

<b>Position on staff established</b>	<b>No. of post</b>	<b>Filled</b>	<b>Vacant</b>	<b>Africans</b>	<b>White</b>	<b>Indian</b>	<b>Coloured</b>
<b>Management</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Managers</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Managers</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Co-ordinators</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Professionals</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Technical</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>clerical / Assistants</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Auxiliary</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Casuals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Admin –officers</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

## FINANCIAL SERVICES: ADMINISTRATION

### Sound Financial Administration

**Objective:** To secure effective financial administration

#### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
These services extend to include all the management functions of the Financial Services	<input type="checkbox"/> To ensure the completion of the 2009/2010 annual budget <input type="checkbox"/> To	Monthly financial report	By 10 <sup>th</sup> working day of the following month	14 Jul 2009 17 Aug 2009 14 Sep 2009	14 Oct 2009 13 Nov 2009 14 Dec 2009	15 Jan 2010 12 Feb 2010 12 Mar 2010	16 Apr 2010 14 May 2010 14 Jun 2010	Non-Compliance
		Quarterly financial report	September 2009 Decem-	30 Oct 2009	29 Jan 2010	30 Apr 2010	30 Jul 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Department. Includes the functions of personnel management and training and implementation of the mandate of the Motheo District Municipality. But do not take the function of the accounting officer, which resides within the jurisdiction of the Municipal Manager.	effectively respond to audit reports <input type="checkbox"/> To ensure adherence to the approved budget <input type="checkbox"/> Development of a movable asset maintenance plan <input type="checkbox"/> Promote co-ordination of department activities and work programmes <input type="checkbox"/> Financial Con-		ber 2009 March 2010 June 2010					
		Report on the MFMA Implementation	September 2009 December 2009 March 2010 June 2010	30 Oct 2009	29 Jan 2010	30 Apr 2010	30 Jul 2010	Non-Compliance
		Report on Staff Benefits	September 2009 December 2009 March 2010 June 2010	30 Oct 2009	29 Jan 2010	30 Apr 2010	30 Jul 2010	Non-Compliance
		Report on banking with-	September 2009 Decem-	30 Oct 2009	29 Jan 2010	30 Apr 2010	30 Jul 2010	Non-Compliance

National and trol

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Provincial government legislation is adhered to and a constant communication line is kept.	<input type="checkbox"/> To maximize the utilization of resources allocated to the department. <input type="checkbox"/> To improve the productivity of employees assigned to the department <input type="checkbox"/> To comply with the prescribed reporting and accountability requirements	drawals	ber 2009 March 2010 June 2010					
		Adjustment budget	November 2009 06-05May 2010 (if needed)	2009/2010	6 Nov 2009		31 May 2010	Non-Compliance
		Report on the Supply Chain Management Regulations	Monthly	14 Jul 2009 17 Aug 2009 14 Sep 2009	14 Oct 2009 13 Nov 2009 14 Dec 2009	15 Jan 2010 12 Feb 2010 12 Mar 2010	16 Apr 2010 14 May 2010 14 Jun 2010	Non-Compliance
		Report on Bidding Processes	Submit report after sitting of Adjudication Committee	As required	As required	As required	As required	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			tee					
		Monthly financial report to the Executive Mayor	By 10 <sup>th</sup> working day of the following month	14 Jul 2009 17 Aug 2009 14 Sep 2009	14 Oct 2009 13 Nov 2009 14 Dec 2009	15 Jan 2010 12 Feb 2010 12 Mar 2010	16 Apr 2010 14 May 2010 14 Jun 2010	Non-Compliance
		Budget Time Table	By August 2009	Approval by the 31 Aug 2009	Monitoring Of the implementation	Monitoring Of the implementation	- Monitoring Of the implementation	Non-Compliance
		Table Draft Budget to Council	By 17 April 2010	Development of the template	Consultation with the relevant stakeholders	March 2010 Tabling of the draft budget	Advertisement of the draft budget Sourcing of the inputs	Non-Compliance
		Facilitate Budget consultation process with Senior Management	Dates determined by approved Budget Time Table	Consult before Aug 2009	Inputs before Dec 2009	Final Consultation Mar 2010	Final May 2010	Non-Compliance
		Facilitate	Dates de-	Consult be-	Inputs be-	Final Consul-	Final	Non-



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Budget consultation process with Budget/Finance Committee	terminated by approved Budget Time Table	before Aug 2009	before Dec 2009	consultation Mar 2010	May 2010	Compliance
		Assist the consultation process regarding IDP and Budget consolidation with Budget /Finance Committee	Dates determined by approved Budget Time Table	IDP review started by Sep 2009	Final inputs by Dec 2009	Draft Mar 2010	Final May 2010	Non-Compliance
		Prepare annual budget	By 31 May 2010	Consultation	Consultation	Consultation	31 May 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		for approval by council before end May						
		Submission of Draft and final approved Budget and all documents required by the MFMA and National Treasury to Provincial Treasury	By 15 June 2010	Consultation	Consultation	Draft by end Apr 2010	Final before end of Jun 2010	Non-Compliance
		Approving all	Daily by 16H00	All submissions	All submissions	All submissions	All submissions	Non-Compli-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		submissions and requisitions for goods and services of all directorates for budget, policy and financial control.						ance
		Weekly meeting with the Municipal Manager on all Financial aspects of the	Weekly (As scheduled by MM)	10 – 13 meetings	10 – 13 meetings	10 – 13 meetings	10 – 13 meetings	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		municipality						
		Weekly meeting with the management team of the Finance Directorate	Weekly (Mondays)	10 – 13 meetings	10 – 13 meetings	10 – 13 meetings	10 – 13 meetings	Non-Compliance due to other commitments
		Monthly meeting with all personnel of the Finance Directorate	Monthly (First Friday of each month)	3 Jul 2009 7 Aug 2009 4 Sep 2009	2 Oct 2009 6 Nov 2009 4 Dec 2009	8 Jan 2010 5 Feb 2010 5 Mar 2010	9 Apr 2010 7 May 2010 4 Jun 2010	Non-Compliance due to other commitments
		Monthly meeting with the Executive	(First Tuesday of month – accom-	7 Jul 2009 4 Aug 2009 1 Sep 2009	6 Oct 2009 3 Nov 2009 1 Dec 2009	5 Jan 2010 2 Feb 2010 2 Mar 2010	6 Apr 2010 4 May 2010 1 June 2010	Non-Compliance due to other

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		mayor on all Financial aspects of the municipality	panying the MM)					commitments
		Submission of Annual Financial Statements as per required standards to the Auditor General for audit.	By 31 August 2009	31 Aug 2009				Non-Compliance
		Coordinating and finalization of all audit	By November 2009		30 Nov 2009 Responding to Management Letter			Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		queries by the Auditor General						
		Submission of Auditor General's report to Council. Accompanied by own report to Council	At the next ordinary meeting of council following the receipt of the A/G report			29 Jan 2010		Non-Compliance
		Attending all CFO Forums. Preparation of inputs and submission of re-	Provincial CFO Forum, District CFO Forum and Salga CFO meeting	As scheduled	As scheduled	As scheduled	As scheduled	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		quired reports	as scheduled					
		Preparation and submission of special reports required by Finance Committee, Mayoral committee, Executive Mayor and council	Preparation if items for next meeting following the instruction.	Quarterly per roster of Council meetings	Quarterly per roster of Council meetings	Quarterly per roster of Council meetings	Quarterly per roster of Council meetings	Non-Compliance

**FS 1.2 Procurement Unit**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Procurement as detailed in the MFMA	These services extend to include the management of all purchases and sell of goods and services occurring in the	Verify that quotations or tenders are attached to orders (daily)	Daily Basis	As Submitted	As Submitted	As Submitted	As Submitted	Non-Compliance
		Examine and authorize orders (daily)	Daily basis	As Submitted	As Submitted	As Submitted	As Submitted	Non-Compliance
		Monitor fol-	Monthly and	31 Jul 2009	30 Oct 2009	29 Jan 2010	30 Apr 2010	Non-



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	Motheo District Municipality. Includes the function of procurement process and asset management. And taken into account the responsibility of Tender Procedures which lies in the three Bid	low up on outstanding orders	at end of financial year 30 June 2010	31 Aug 2009 30 Sep 2009	30 Nov 2009 31 Dec 2009	26 Feb 2010 31 Mar 2010	31 May 2010 30 Jun 2010	Compliance
		Verify advertisements to invite prospective service providers to be listed on the MDM	Annually – before 30 June 2010				30 Jun 2010	Non-Compliance
		Ensure that new creditor files are created on the financial system when the	Update of database on a daily basis with verifying of orders	As Submitted	As Submitted	As Submitted	As Submitted	Non-Compliance

Commit-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	tees (Tender Committee) and the accounting officer, i.e. Municipal Manager. National and Provincial government circulars are adhered to.	info of an approved prospective service providers is received in order to effect payment and keep history of creditor transactions						
		Check that creditor master file is updated with new information regarding existing creditors when received.	Update of database on a daily basis with verifying of orders	As Submitted	As Submitted	As Submitted	As Submitted	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Ensure that copy of the creditors master file is supplied to various departments to ensure quotations and procurement is done from the file	Data base must be done by 1 July 2010				30 Jul 2010	Non-Compliance
		Attend the adjudication committee meetings to ensure: transparency and clarities as an advisor	Quarterly meeting as per BID Committee Schedule and legislation	As required	As required	As required	As required	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Inform the Mayor, Auditor-General, Provincial/National treasury about any deviations from the recommendations of the evaluation committee	Weekly by 10 <sup>th</sup> working day of every quarter September 2009 December 2009 March 2010 June 2010	14 Sep 2009	14 Dec 2009	12 Mar 2010	14 Jun 2010	Non-Compliance
		Attend bid committee meetings and compilation of the submission to the	Quarterly meeting as per BID Committee Schedule and legis-	As required	As required	As required	As required	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Accounting Officer as an Adjudicator for approval	ation					
		Ensure that bids are evaluated in terms of Preferential Procurement Policy Framework Act 5 of 2000 and according to specifications	Before the Bid Evaluation Committee meeting scheduled	As required	As required	As required	As required	Non-Compliance
		Calculate depreciation and revaluation of Im-	By 30 June 2010	Calculations	Calculations	Calculations	Consolidation 30 Jun 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		movable as-sets						
		Supply in-formation to insurance broker for yearly re-view of premiums with regard to fixed assets and inventory	By 30 June 2010	Monitoring	Monitoring	Review of the insurance	Consolidation and submis-sion of re-ports by S30 Jun 2010	Non-Compli-ance
		Ensure that all pur-chased as-sets are en-tered on the asset regis-ter	Daily – when new as-sets are procured	Reconcile Monthly	Reconcile Monthly	Reconcile Monthly	Reconcile Monthly	Non-Compli-ance
		Approve	As re-	Reconcile	Reconcile	Reconcile	Reconcile	Non-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		transfer of Assets from one department to another	quired by directorates	Monthly	Monthly	Monthly	Monthly	Compliance
		Provide Training	Assist with the skills audit and identify officials for training by HR Section	Identify training needs of finance	Submission of training needs identified to Human Resource Development	Monitoring and Evaluation	Compile the database of all trained finance staff	Non-Compliance
		Provide guidance on the condition of service and LRA	When necessary	On-going	On-going	On-going	On-going	Non-Compliance
		Deal with grievances	When neces-	On-going	On-going	On-going	On-going	Non-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		and job related problems	sary					Compliance

### Budget Office

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Establishment and running of a Budget	These services extend to include the ad-	Compile multi-year budgets as a financial plan for the	Budget Time Table by 30 August 2009,	Budget timetable 31 Aug 2009	Consultation with stakeholders	Submission of the Draft Budget 31 March 2010	Advertisement of the draft budget and the sourcing of	Non-Compliance



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Office as prescribed by the MFMA	herence to the MFMA regarding budget procedures and financial statements. Includes the function of producing the annual budget as per the budget time table, the monitoring and reporting	next year by: Planning of budget process	Draft budget by 30 April 2010 and budget for approval by 31 June 2010				the inputs from the stakeholders  Submission of the Budget by the 31 May 2010	
		Inform departments of all relevant information needed to comply with National Treasury requirements and assist where needed	As per Budget Time table	Ongoing	Ongoing	Ongoing	Ongoing	Non-Compliance
		Collect all information	As per Budget	Ongoing	Ongoing	Ongoing	Ongoing	Non-Compli-

as re-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	quired by the MFMA. Includes the compilation of the Annual Financial Statement according to standards required by legislation. I.e., IMFO, GAMAP and adherence to the MFMA and Auditor Gen-	from departments and verify for correctness	Time table					ance
		Oversee capturing of data for correctness and completeness	By 15 April 2010 to capture data	Consultation with stakeholders	Consultation with stakeholders	Final verification Of the financial data	Amendments Based on the information received	Non-Compliance
		Prepare draft budget	By 30 April 2010	Collection of data	Collection of data	Collection of data And consolidation of data	Table the draft budget 31March 2010	Non-Compliance
		Compile budget reports	Monthly by 10 <sup>th</sup> of following month	10 Jul 2009 11 Aug 2009 10 Sep 2009	9 Oct 2009 10 Nov 2009 10 Dec 2009	11 Jan 2010 10 Feb 2010 10 Mar 2010	9 Apr 2010 10 Mar 2010 10 Jun 2010	Non-Compliance
		Submit reports to National and	Monthly by 10 <sup>th</sup> of following	10 Jul 2009 11 Aug 2009 10 Sep 2009	9 Oct 2009 10 Nov 2009 10 Dec 2009	11 Jan 2010 10 Feb 2010 10 Mar 2010	9 Apr 2010 10 Mar 2010 10 Jun 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	eral's Act	Provincial Treasury	month					
		Draft budget report and speech for approval of budget by: Collect, prepare, summarise all information	By 15 May 2010	Consultation with stakeholders	Consultation with stakeholders	Consolidation of all collected financial data	14 May 2010	Non-Compliance
		Write report in accordance with National Treasury guidelines and requirements and MFMA	By 15 June 2010	Ongoing	Ongoing	Ongoing	15 Jun 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		requirements						
		Consult with Chief Financial Officer for completeness and accuracy	By 1 <sup>st</sup> May 2010	Consultation with stakeholders	Consultation with stakeholders	Consultation with stakeholders	Consultation with stakeholders	Non-Compliance
		Prepare documentation for external printers	By 10 June 2010				Prepare specification in consultation with Supply Chain and Printing of budget June 2010	Non-Compliance
		Supervise printing process	By 23 June 2010	None	None	None	23 June 2010	Non-Compliance
		Report to	By 30	Ongoing	Ongoing	Ongoing	30 Jun 2010	Non-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		National Treasury to comply with the MFMA and DORA: Collect relevant information	June 2010					Compliance
		Complete reporting Formats	By June 2010	Ongoing	Ongoing	Ongoing	30 Jun 2010	Non-Compliance
		Scrutinise for accuracy and completeness	By June 2010	Ongoing	Ongoing	Ongoing	30 Jun 2010	Non-Compliance
		Submit to National Treasury	By June 2010				30 Jun 2010	Non-Compliance
		Report in terms of DORA Act	As required per DoRA	14 Jul 2009 17 Aug 2009 14 Sep 2009	14 Oct 2009 13 Nov 2009 14 Dec 2009	15 Jan 2010 12 Feb 2010 12 Mar 2010	16 Apr 2010 14 May 2010 14 Jun 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		to comply with legislation: Gather all relevant information	Act 2008					
		Complete reporting formats	By June 2010	Ongoing	Ongoing	Ongoing	30 Jun 2010	Non-Compliance
		Present to CFO and Municipal Manager	By 10 July 2010	10 Jul 2009 11 Aug 2009 10 Sep 2009	9 Oct 2009 10 Nov 2009 10 Dec 2009	11 Jan 2010 10 Feb 2010 10 Mar 2010	9 Apr 2010 10 Mar 2010 10 Jun 2010	Non-Compliance
		Forward to National Treasury	By 15 July 2010	15 Jul 2009 14 Aug 2009 15 Sep 2009	15 Oct 2009 16 Nov 2009 15 Dec 2009	15 Jan 2010 15 Feb 2010 15 Mar 2010	15 Apr 2010 14 May 2010 15 Jun 2010	Non-Compliance
		Report to Provincial Administration to comply with leg-	As required by forum meetings and other	As required by the CFO to attend meetings on a monthly	As required by the CFO to attend meetings on a monthly	As required by the CFO to attend meetings on a monthly	As required by the CFO to attend meetings on a monthly	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		isolation: Gather information in respect of expenditure, revenue, capital debtors, investments, creditors and bank balances	relevant meetings scheduled by departments	basis.	basis.	basis.	basis.	
		Compile financial report	Assist the CFO on the Quarterly Report to Council September 2009 December 2009 March	31 Jul 2009	30 Oct 2009	29 Jan 2010	30 Apr 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			2010 June 2010					
		Forward to Provincial Administration	By 10 <sup>th</sup> working day of following month	14 Jul 2009 17 Aug 2009 14 Sep 2009	14 Oct 2009 13 Nov 2009 14 Dec 2009	15 Jan 2010 12 Feb 2010 12 Mar 2010	16 Apr 2010 14 May 2010 14 Jun 2010	Non-Compliance
		Submit copy of report to CFO and submit to Council	By 10 <sup>th</sup> working day of following month By the 30 <sup>th</sup> day of the following month	14 Jul 2009 17 Aug 2009 14 Sep 2009	14 Oct 2009 13 Nov 2009 14 Dec 2009	15 Jan 2010 12 Feb 2010 12 Mar 2010	16 Apr 2010 14 May 2010 14 Jun 2010	Non-Compliance
		Complete and submit quarterly and yearly financial sta-	Quarterly by 3 <sup>rd</sup> week after end of:	18 Sep 2009	18 Dec 2009	19 Mar 2010	18 Jun 2010	Non-Compliance



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		tistics to Statistics South Africa	September 2009 December 2009 March 2010 June 2010 Annual by October 2009					
		Develop, coordinate & Supervise personnel to promote productivity, to achieve the goals of the division and to prevent conflict in the division by:	Daily basis	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Planning activities e.g. deadlines and target dates						
		Organise activities	Weekly Section meeting with officials in section	10 – 13 Meetings	10 – 13 Meetings	10 – 13 Meetings	10 – 13 Meetings	Non-Compliance
		Delegate functions	On-going	As required	As required	As required	As required	Non-Compliance
		Attend interviews of candidates for the division	When vacancies are identified to be filled	When necessary	When necessary	When necessary	When necessary	Non-Compliance
		Ensure that adequate training is	Assist with the skills au-	Identify finance training needs	Monitoring and evaluation	Monitoring and evaluation	Compilation of the data of the trained	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		provided for subordinates	dit and identify officials for training by HR Section				finance personnel	
		Supervise and motivate personnel	On-going	As required	As required	As required	As required	Non-Compliance
		Take control of activities within the division	On-going	As required	As required	As required	As required	Non-Compliance
		Attend meetings	When required	On-going	On-going	On-going	On-going	Non-Compliance
		Assist in resolving of internal disputes	When required	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Provide financial direction and advice to management on projects and programs of interest to the municipality to ensure compliance to the budgetary processes and procedures by: Guide management in terms of requirements of legislation	As required	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions

## Data Management

### OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Fully operational SAMRAS DB4 financial system at	These services extend to include the management	Register users on Linux and DB4 system and set up facility for	When new users are identified by CFO and Sec-	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
all times.	of the Integrated Financial system used by the Motheo District Municipality. The System currently used as an integrated system, which includes the RSC Levy System is the SAMRAS upon request	passwords on both servers, as well as on Collaborator and VIP systems.	tion Managers					
		Set up menus and user profiles for each end-user on DB4 according to their job Descriptions.	When new menus for users are identified by CFO and Section Managers	On-going	On-going	On-going	On-going	Non-Compliance
		Set up printers on Linux and DB4.	When new printers are installed in collabora-	On installation	On installation	On installation	On installation	Non-Compliance

request

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	DB4 System. Support is rendered to other LMs in the region using the same system.		tion with ICT Section.					
	The section of the municipality has a mandate to: Deliver a data management support to all sections of	Install and update software provided by supplier of DB4.	When Roll Out are received from the Service Provider	21 Jul 2009	22 Jul 2009	21 Jan 2010	21 Mar 2010	Non-Compliance
		Writing Shell-scripts to do various functions when necessary.	When requested and reports must be generated	On request	On request	On request	On request	Non-Compliance
		Make daily backups of the DB4 System and Collaborator.	Daily routine – Keep Back-up reports	By 16h00 every day	By 16h00 every day	By 16h00 every day	By 16h00 every day	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	the Financial Services Department	Check the correctness of the backup reports and test the correctness of the Back-up data itself.	Restore back-up tapes on a monthly basis	10 Jul 2009 11 Aug 2009 10 Sep 2009	12 Oct 2009 10 Nov 2009 10 Dec 2009	11 Jan 2010 10 Feb 2010 10 Mar 2010	12 Apr 2010 10 May 2010 10 Jun 2010	Non-Compliance
		Store reports and backup tapes in a safe place.	After back-ups have been done on a daily basis		On daily basis	On daily basis	On daily basis	Non-Compliance
		Monitor disk space on server to manage over / under utilization of space and to ensure	On-going basis	On-going	On-going	On-going	On-going	Non-Compliance



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		fastness of server.						
		Do whatever is needed to get the system going after a power failure or any other system failure.	After all power failures	On-going	On-going	On-going	On-going	Non-Compliance
		Provide hardware and software support to users, restore back-ups.	When requested by users.	On-going	On-going	On-going	On-going	Non-Compliance
		Use easy-query to extract reports on all mod-	When reports are needed by CFO	On request	On request	On request	On request	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		ules of DB4.	and/or other users.					
		Interact with suppliers of software regarding program errors and new upgrades.	When errors occur.	On-going	On-going	On-going	On-going	Non-Compliance
		Budget for new hardware, maintenance of hardware, upgrades of software and consumables.	Annually when budget is drafted.		30 Nov 2009			Non-Compliance
		Monitor stock levels of consum-	On a monthly basis.	10 Jul 2009 11 Aug 2009	12 Oct 2009 10 Nov 2009 10 Dec 2009	11 Jan 2010 10 Feb 2010 10 Mar 2010	12 Apr 2010 10 May 2010 10 Jun 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		ables, get quotations for consumables, submit supplier with order, get tax invoice from supplier.		10 Sep 2009				
		Monitor servicing of hardware and arrange for maintenance	When necessary.	On-going	On-going	On-going	On-going	Non-Compliance
		Print RSC accounts and ensure it get mailed to levy payers.	Monthly by the 1 <sup>st</sup> of the following month	1 Jul 2009 3 Aug 2009 1 Sep 2009	1 Oct 2009 2 Nov 2009 1 Dec 2009	4 Jan 2010 1 Feb 2010 1 Mar 2010	1 Apr 2010 3 May 2010 1 Jun 2010	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Attend presentations on new systems/software, support provider with installation, and users after installation.	When new systems are procured.	When requested	When requested	When requested	When requested	Non-Compliance
		Provide support to Mantsopa and Naledi Local municipalities on IT related issues	Ongoing	On-going	On-going	On-going	On-going	Non-Compliance

**General Manager: Expenditure**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
All MDM payments done and maintenance of creditors ledger	These services extend to include the management of all expenditure occurred in the Motheo District Municipality. Includes the function of salaries and allowances payments, creditor payments.	Monitor expenditure with regard to payment of salaries and creditors	Daily and salaries inputs received by 15 <sup>th</sup> of month and transfer of salary by 25 <sup>th</sup> of each month	Daily and salaries inputs received by 15 <sup>th</sup> of month and transfer of salary by 25 <sup>th</sup> of each month	Daily and salaries inputs received by 15 <sup>th</sup> of month and transfer of salary by 25 <sup>th</sup> of each month	Daily and salaries inputs received by 15 <sup>th</sup> of month and transfer of salary by 25 <sup>th</sup> of each month	Daily and salaries inputs received by 15 <sup>th</sup> of month and transfer of salary by 25 <sup>th</sup> of each month	Non-Compliance
		Verify reconciliations and reports regarding the payroll system, creditors system and votes system	Monthly after month end within first week of the following month	3 Jul 2009 7 Aug 2009 4 Sep 2009	2 Oct 2009 6 Nov 2009 4 Dec 2009	8 Jan 2010 5 Feb 2010 5 Mar 2010	9 Apr 2010 7 May 2010 4 Jun 2010	Non-Compliance
		Submit re-	As	Quarterly	Quarterly	Reports and	Quarterly	Non-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	National and Provincial government circulars are adhered to	ports to the CFO regarding the payroll system, creditors system and votes system	needed by the CFO to compile legislative reports to council	Reports and Adhoc reports		Adhoc reports	Reports and Adhoc reports	Compliance
		Monitor cash flow and recommend a course of action to the CFO	Weekly cash requirements done by cash flow analysis	Analysis submitted by Friday	Analysis submitted by Friday	Analysis submitted by Friday	Analysis submitted by Friday	Non-Compliance
		Compile payroll statistics for submission to Stats-SA	Quarterly basis September 2009 December 2009 March	Quarterly reports	Quarterly reports	Quarterly reports	Quarterly reports	Quarterly reports

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			2010 June 2010					
		Compile monthly VAT returns and submit to SARS	Monthly on the 25 <sup>th</sup> of the following month	Monthly reports	Monthly reports	Monthly reports	Monthly reports	Non-Compliance
		Inform the CFO of training needs of staff members and applicable training courses	After Skills audit has been done and officials identified and submitted to HR for training	Identify training needs for finance	Monitoring and evaluation	Monitoring and evaluation	Compile data base of the trained finance staff	Non-Compliance
		Schedule, monitor and approve leave of	As required	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		subordinates						
		Effect performance appraisals of subordinates	Annual as required by the Municipal Manager and PMS Manager's schedule	Develop performance plan for junior employees	Performance appraisals and assessment.	Monitoring and evaluation	Performance appraisals and assessment.	Non-Compliance
		Compile draft salary budget and submit to Budget office	December 2009	Collection of information relating to salary and Monitoring actual salaries	Collection of information relating to salary and Monitoring actual salaries	Collection of information relating to salary and Monitoring actual salaries	Submission of the draft budget and approval	Non-Compliance
		Perform month end and year end procedures on the	For 30 June 2010 by 31 July 2010	Monthly end procedures	Monthly end procedures	Monthly End procedures	Annual year end procedures	Non-Compliance



Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		financial system with regard to the votes system, payroll system and creditors system						
		Supply budget of- fice with reconcilia- tions of Debtor, Creditor, Bank and expenditure votes for audit file	For 30 June 2010 by 31 July 2010	Compile reconcilia- tions on monthly ba- sis	Compile reconcilia- tions on monthly ba- sis	Compile reconcilia- tions on monthly ba- sis	Submit reconcilia- tions to budget of- fice	Non- Compli- ance
		Assist Audi- tor General	From 1 <sup>st</sup> Septem-	Collection of the support	Assistance to Auditor Gen-	File re- sponse to	Implementa- tion of the	Non- Compli-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		during annual audit to comply to the terms of engagement by providing explanations, supporting documentation, and answers on informal queries to the CFO and Municipal manager	ber 2009 to 30 November 2010	document for the audit file	eral	issues raised in the Audit Report	recommen- dation as raised in the annual Audit report	ance
		Monitor council policies to ensure compliance with	Daily basis	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		policies						
		Determine access of subordinates to the various modules on the financial system	In consultation with the CFO and Systems Administrator when required	On-going	On-going	On-going	On-going	Non-Compliance
		Verify accuracy, completeness and validity of transactions by means of integrity reports received from accountants and take corrective measures	Daily basis to control effectiveness of Expenditure Section	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		where necessary.						

**FS2 Sound Financial Management**

**Objective: To secure effective financial administration**

**FS 3 Sound Financial Management**

**Strategic Objective: To secure effective financial administration**

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Improving financial management skills	To enhance knowledge of staff members through training	To comply to all municipal financial standards	Skills Audit done in the Directorate and identification of officials for training by the HR Section	Submission of training needs to HRD	Monitoring and Evaluation	Monitoring and Evaluation	Monitoring and Evaluation	Non-Compliance
		To have a trained staff establishment in financial systems					Monitoring and Evaluation	Non-Compliance
		To comply fully to the MFMA Act					Monitoring and Evaluation	Non-Compliance
		To comply to the GAMAP Statements					Monitoring and Evaluation	Non-Compliance
		General computer					Monitoring and	Non-Compli-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		skills					Evaluation	ance

**Human Resources:**

Position on staff established	No. of post	Filled	Vacant	Africans	White	Indian	Coloured
<b>Management</b>	1	0	1	0	0	0	0
<b>General Managers</b>	3	2	1	1	1	0	0
<b>Managers</b>	0	0					
<b>Co-ordinators</b>	0						
<b>Professionals/ Accountants</b>	9	4	5	2	2	0	0
<b>Technical</b>							
<b>Clerical</b>	11	1	10	1	0	0	0
<b>Part –time</b>	0	2	4	1	0	0	1
<b>Casuals</b>							
<b>Admin –officers</b>	2	0	0	0	0	0	0

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2008/09 & 2008\09	External source If any	2009-2010	2010-2011	Ward
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**EXECUTIVE MAYOR**

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**DATE**