

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2013/2014 FY

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OFFICE OF THE MUNICIPAL MANAGER

VISION

To be the best run municipality in
the South Africa

MISSION

To properly plan, deliver quality and sustainable
services to improve the socio-economic status with
the broader Umzimvubu community

VALUES

Passion
Accountability
Competitive
Diversity
“We are PACD for You!”

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

SECTION		IDP, IGR, Municipal Performance and Internal Audit							
KPA	Programme	IDP Objective	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
						Output	Outcome		
Institutional Transformation & Development	Compliance and Reporting	To ensure implementation of a Institutional Performance Management System from 2012 to 2017	Annual Report	Ensure compliance with requirement of the MSA and MFMA on annual reporting.	Annual report for previous financial year	Development of Annual Report for 2012/2013 financial year	Accountability to communities and stakeholders on the performance of the municipality on predetermined objectives	R100 000	31 March 2014
			Quarterly Reporting	Ensure compliance with requirement of the MSA and MFMA on quarterly reporting.	Monthly Reports are Consolidated	Compilation of quarterly performance reports	Accountability to communities and stakeholders on the performance of the municipality on predetermined objectives and detection of early warnings and corrective measures on non-performance.	Nil	30 June 2014
	Internal Audit	To ensure implementation of strategies towards obtaining clean audit by 2014.	Municipal Wide Risk Assessment	To provide assurance that municipal risks are identified.	Annual Programme facilitated in preparation for risk based internal audit plan.	Risk Register. Risk Based Internal Audit Plan	Mitigation of Risks	R 12 000	30 June 2014

	Internal Audit	To ensure implementation of strategies towards obtaining clean audit by 2014.	Audit of Performance Information	Assess extent of performance reporting compliance.	Performed on the FY 2012/2013	Performance information reports	Clean administration monitoring	R 80,000.00	30 June 2014
	Internal Audit	To ensure implementation of strategies towards obtaining clean audit by 2014.	Follow up – Review: Human Resource	Follow up on items raised in the 2012/ 2013 Internal Audit report.	Performed on the FY 2012/2013	Follow up review report	Strengthened Internal controls, with future reliance from external auditors with regard to Internal Audit reports	R12,000.00	30 September 2013
Service Delivery	Community Based Planning.	To develop a credible and implementable IDP that is in line with legislation from 2012-2017.	Ward Profiling.	To have credible ward priorities to inform planning.	Ward profiling is conducted each year.	27 ward profiles for all wards.	Planning that is informed by peoples need or priorities.	R300 000	31 March 2014
	Internal Audit	To ensure implementation of strategies towards obtaining clean audit by 2014.	Municipal Expenditure	Follow up on items raised in the 2012/ 2013 Internal Audit report.	The audit was Performed on the FY 2012/2013	Follow up review report	Strengthened Internal controls, with future reliance from external auditors with regard to Internal Audit reports	R 18,000.00	28 February 2014
LED	Rural Development.	To ensure a coordinated rural development programme by 2017	Ward 14 Rural Development Pilot Site.	Ensure sustainable delivery of services by all stakeholders to the pilot site in ward 14.	The municipality has adopted ward 14 pilot site which was declared by Dept. of Rural Development.	Facilitation of service delivery inputs to ward 14 pilot sites.	Improvement of living conditions of the rural community of ward 14.	R 80 000	30 June 2014

			Municipality's Rural development site	Ensure sustainable delivery of services by all stakeholders to the pilot site identified by the municipality.	The council strategic planning session has adopted the rural development concept to extended to one ward in 2013/14.	Facilitation of service delivery inputs to the ward (municipality's pilot site).	Improvement of living conditions of the rural community of ward	None	30 June 2014
Financial Viability	Audit Outcomes	To ensure implementation of strategies towards obtaining clean audit by 2014.	Clean Audit Report	To achieve a clean audit report by the auditor general.	The Disclaimer Auditor Generals' report on Performance Information.	Reliability of the information reported.	Trust by communities on the business of the municipality.	Nil	30 June 2014
			Budget Monitoring	To spend all monies allocated to the department as budgeted for.	2013/14 Budget approved.	No over and under expenditure.	Budget spent accordingly.	Nil	30 June 2014
	Internal Audit	To ensure implementation of strategies towards obtaining clean audit by 2014.	Grants Funding	To ensure and provide reasonable assurance on the following: the following <ul style="list-style-type: none"> • Under spending on grants. • Non-compliance with conditions of grants i.e. reporting (new description). • Accounting for grant revenue. 	Audit was performed in the 2012/13 FY	Grants funding audit report	Mitigation of risk factors	R38,000.00	30 March 2014

Good Governance & Public Participation	Internal Audit	To ensure implementation of strategies towards obtaining clean audit by 2014.	High –Level review of Annual Financial Statements	Obtain reasonable assurance with regard to the integrity of AFS	Performed during the 2012/13 FY	Review report on AFS	Mitigation of risks associated with AFS with External Audit reliance on work of Internal Audit	R 50,000.00	30 August 2014
	Strategic Planning	To develop a credible and implementable IDP that is in line with legislation from 2012-2017.	Integrated Development Planning.	To have a reviewed, credible and implemented IDP in line with legislation and Local Government Key Performance areas.	5 year IDP for 2012 – 2017 adopted by council and reviewed annually.	Adoption of the Reviewed Integrated Development Plan.	Improved delivery of services to communities through integrated development planning.	R 300 000	30 June 2014
	Internal Audit	To ensure implementation of strategies towards obtaining clean audit by 2014.	Follow up – Review: MFMA Compliance	Follow up on items raised in the 2012/ 2013 Internal Audit report.	The audit was Performed on the FY 2012/2013	Follow up review report	Strengthened Internal controls, with future reliance from external auditors with regard to Internal Audit reports	R 25,000.00	28 February 2014

PERFORMANCE MILESTONES

SECTION			IDP, IGR, Municipal Performance and Internal Audit								
KPA	Project	Target & Budget	Quarterly Targets								
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV	4th Quarter	MOV	
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun 2014		
Institutional Transformation & Development	Annual Report	Development of a credible annual report that fairly represents the status of the municipality and meets the requirements of annual report by the DPLGTA, Treasury and Auditor General by 30 May 2014.	Consolidated annual performance report submitted to the Auditor general by 31 August.	Proof of Submission. Annual Performance Report.	Draft Annual Report developed and ready to be presented to Council in January.	Draft Annual Report	Annual Report adopted by council. Oversight Report on the annual report adopted by council.	Annual report document. Council Resolution for adoption of annual report and oversight report.	Results of the assessment report on the annual report.	Assessment report.	
		R100 000	Nil		Nil		R100 000		Nil		
	Quarterly Reporting.	Development of 4 quarterly reports and adoption by council.	Development of the 1 st quarter report.	1 st Quarter report. Council resolution.	Development of the 2 nd quarter report.	2 nd Quarter report. Council resolution.	Development of the 3 rd quarter report.	3 rd Quarter report. Council resolution.	Development of the 4 th quarter report.	4 th Quarter report. Council resolution.	
	Nil	Nil		Nil		Nil		Nil			

	Risk Assessment	Perform municipal wide risk assessment	Risk register to be approved as a working tool by the management and Audit committee	Audit committee minutes approving the Risk assessment.						
		R12 000	R 12 000							
	Performance Information	Development of 4 quarterly reports on performance information	1 st Quarter report on performance info	Audit committee approved report on performance info	2 nd Quarter report on performance info	Audit committee approved report on performance info	3 rd Quarter report on performance info	Audit committee approved report on performance info	4 th Quarter report on performance info	Audit committee approved report on performance info
		R 80,000.00	R20,000.00		R20,000.00		R20,000.00		R20,000.00	
	Follow Up review: Human Resources	Final report on Follow up H.R	Plan, Execute and report on follow up procedures							
		R 12,000.00	R 12,000.00							

Basic service Delivery	Community Based Planning/Ward Profiling.	All 27 ward priorities.	Develop and hand out to ward councilors a template for compilation of ward priorities.	Ward Priority template.	Ward priorities revised during ward profiling.	Ward Priority reports.	Ward priorities incorporated into the Draft IDP for 2014/15.	Draft IDP for 2014/15. Council Resolution for adoption of the draft.	Revised and verified ward profiles by communities incorporated into the final IDP for 2014/15.	Final IDP. Council resolution.
		R300 000	Nil		R200 000		Nil		R100 000	
	Municipal Expenditure	Follow up audit					Planning Execute and reporting			
							R 18,000.00			
Local Economic Development	Ward 14 Pilot site.	Conduct at least 2 services on wheels programme by 30 June 2014.	Report on the progress in ward 14.	Report	1 st Services on wheels.	Attendance Registers.	Consolidate report on ward 14.	Report.	2 nd Services on wheels.	Attendance Registers.
	Municipality's Rural development site		Situational Analysis	Report			Consolidated situational analysis	Report		
			R80 000	Nil		R50 000		Nil		R30 000
Financial Viability	Clean Audit Report	To achieve a report from the Auditor General with no matters of emphasis by 30 June 2014.	Development and submission of a credible annual performance report.	Annual Performance Report with portfolio of evidence.	Verify performance information	Report on findings	Verify performance information	Report on findings	Verify performance information	Report on findings

		Nil	Nil		Nil		Nil		Nil	
	Grants Funding	To audit grant funds obtained by the municipality					Planning Execute and reporting			
							R 38,000.00			
	Budget Monitoring	To monitor usage of municipal funds to curb over and under expenditure on votes by 30 June 2014	20% expenditure on votes	Expenditure report	50% expenditure on votes	Expenditure report	80% expenditure on votes	Expenditure report	100% expenditure on votes	Expenditure report
	High level review of Annual Financial Statements	To develop and submit a report on the AFS to management and the AC	Plan, Execute and report							
			R 50,000.00	R 50,000.00						
Good Governance	Integrated Development Planning.	To adopt a credible IDP which direct the municipal business by 30 th June 2014	Adoption of the IDP Process Plan for 2014/15.	IDP Process Plan. Council Resolution.	IDP Steering Committee	Attendance Register	Adoption of the Draft IDP	Draft IDP Document. Council Resolution	Adoption of the Final IDP	IDP document. Council resolution.
		R300 000	R20 000		R30 000		R100 000		R150 000	

	Follow up – Review: MFMA Compliance	Review MFMA issues raised in previous Internal Audit	Planning, execution of procedures and reporting on results							
		R 25,000.00	R 25,000.00							

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIFF & MOUNT FRERE					
ALL WARDS					
Office of the Municipal Manager	IDP, IGR and Municipal Performance	Ward Profiling	R300 000	R315 300	R330 750
All Wards total			R300 000	R315 300	R330 750
Office of the Municipal Manager	IDP, IGR and Municipal Performance	IDP Outreach Programme	R300 000	R315 300	R330 750
All Wards total			R300 000	R315 300	R330 750
TOWN: MOUNT FRERE					
Ward 14					
Office of the Municipal Manager	IDP, IGR and Municipal Performance	Ward 14 rural development pilot site	R80 000	R84 080	R88 200
Ward total			R80 000	R84 080	R88 200

BUDGET AND TREASURY OFFICE

VISION

A department that is transparent, efficient, compliant and innovative in ensuring sustainable service delivery

MISSION

To ensure financial viability and accountability to enhance socio-economic transformation of the municipality

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

DEPARTMENT				BUDGET AND TREASURY				
KPA	Programme	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
					Output	Outcome		
BASIC SERVICE DELIVERY	Fast Tracking service delivery through proper implementation of SCM policy and procedures	Development of a clear demand management plan, linked to IDP, Budget, SDBIP and implementation thereof	To ensure that all service delivery objectives as outlined in the IDP document are met, on time and efficiently	The Municipality did not have a proper demand management plan in the past, the SCM policy and procedures do exist.	<ul style="list-style-type: none"> Implementation of projects on time, Proper spending of budget, Clear cash-flow projections to ensure proper cash management and No budget roll-overs to the next financial year 	<ul style="list-style-type: none"> Improved Service delivery & SCM integrity 	R0.00	01/07/2013
	Implementation MPRA	Implementation of General Valuation roll	To bill consumers on the newly generated valuation roll	The new general valuation roll has been compiled, all the necessary legislated have been adhered to to ensure accuracy and transparency to the community	<ul style="list-style-type: none"> Levying property rates using the new valuation roll 	<ul style="list-style-type: none"> Increased revenue base. Determination of correct property values 	R0.00	01/07/2013

	Free Basic services implementation	Supply and delivery of alternative energy to indigent households	To ensure that all indigent households on our database that do not have access to grid electricity do benefit from alternative energy	Indigent households are supplied with Gel and lamp-oil as an alternative source of energy, this is done through the indigent register which identifies poor households in each ward.	<ul style="list-style-type: none"> • Supply of Gel to indigent households on a quarterly basis. 	<ul style="list-style-type: none"> • Relief of poor households from fuel costs on a quarterly basis. 	R2 500 000	01/07/2013
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	Indigent Support	<ul style="list-style-type: none"> • subsidizing indigent households on electricity purchases • assisting Eskom in ensuring that correct appliances are being • assisting in initiatives like solar geyser installations and researching other methods of saving electricity. 	<p>To ensure all registered indigent households are provided with electricity subsidy.</p> <p>To eliminate excessive use of energy.</p>	Currently not all indigent households benefit from electricity, Eskom's data needs to be updated with the new indigent register to ensure that more people are included and those who do not qualify anymore are removed.	<ul style="list-style-type: none"> • Monthly supply of free basic electricity through Eskom 	<ul style="list-style-type: none"> • Relief of indigent households from paying the full amount for electricity costs. 	R631 800.00	01/07/2013
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	Payment of creditors	Weekly payment of creditors with valid invoices	To ensure speedy service delivery by improving cash-flows of SMME, and to comply with MFMA by paying creditors within 30 days	Creditors are being paid on a weekly basis and there are less complaints to the Municipality	<ul style="list-style-type: none"> • Payment of creditors in line with applicable laws and regulations 	<ul style="list-style-type: none"> • Speedy service delivery • Elimination of chances for interest paid, which becomes fruitless and wasteful expenditure, • Elimination of legal cases from disgruntled suppliers due to loss of credit-worthiness-caused by delayed payments by the Municipality 	R0.00	01/07/2013
	Budget development	<ul style="list-style-type: none"> • development of credible, GRAP compliant and budget that is aligned to IDP and in-line with the applicable legislation 	To have a user-friendly, fully funded and compliant budget that is linked to the IDP	The current budget meets all the objectives of the Municipality in terms of being credible, fully funded and user-friendly	<ul style="list-style-type: none"> • Clear budget vote numbers for all revenue and expenditure items • Balanced Budget linked to IDP • Compliance with Budget regulations from Treasury. 	<ul style="list-style-type: none"> • Clear cash-flow patterns from revenue and expenditure to trigger future amendments and planning. 	R0.00	01/07/2013

<p>Capacity Building for Finance Staff and implementation of internship programme</p>	<ul style="list-style-type: none"> • GRAP training, • SCM training, • Revenue Management Training • VAT Training • On-job training for interns 	<p>To ensure that all BTO employees are fully capacitated</p>	<p>Employees do attend training in accredited institutions but there are normally changes/updates that need to be attended to.</p>	<p>Training of employees through accredited learning institution</p>	<p>Effective, efficient and motivated employees</p>	<p>R300 000.00</p>	<p>01/February 2014</p>
<p>Policy Development and Review</p>	<ul style="list-style-type: none"> • Supply Chain Management Policy, • Fleet Management Policy, • Revenue Maximization Strategy 	<p>To ensure that all BTO policies that need to be reviewed, New policies are developed and a forward looking revenue strategy that is linked to the LED strategy is in place</p>	<p>The current policies have been reviewed to be in line with the applicable legislation</p>	<p>Credible and legislation compliant policies in place and implemented.</p>	<p>Clear programme of action on each unit in the Budget and treasury department.</p>	<p>(Corp Serv)</p>	<p>12/2013</p>

Update of Supplier Data Base	<ul style="list-style-type: none"> • Weekly database updates • Appointment of a panel of attorneys for the Municipality 	<ul style="list-style-type: none"> • To have a credible database that allows variety of competitors to quote for Municipal goods and services, • To have a clear panel of attorneys specializing in different fields to safeguard the interests of the Municipality 	<p>Supplier database is being updated and Transunion system is used for verification purposes.</p> <p>Attorneys are appointed as and when the need arises and this might lead to high costs as the competition element is normally not practical.</p>	Credible database for all goods and services.	Speedy service delivery	R0.00	01/07/2013
Capacity Building of Local SMME's in terms of understanding the SCM Regulations and related legislation like CIDB Act, BBBEE and VAT Act (Assisting LED)	<ul style="list-style-type: none"> • Training of Women in business on business management issues • Training of Local SMME's on all legislation relevant to them 	To ensure that local suppliers are eligible to bid for procurement of goods and services	Suppliers are being trained annually on all legislation pieces affecting the.	<ul style="list-style-type: none"> • Training on specialized skills • Enhanced knowledge of laws and regulation affecting suppliers 	Competitive and motivated suppliers	100 000.00	15/12/2013

3 rd party payments & submission of SARS returns	<p>Monthly payment of 3rd parties,</p> <p>Submission of SARS returns on a monthly basis</p>	To ensure compliance with MFMA and applicable tax legislation	<p>3rd Party payments for payroll related information are effected on a monthly basis and remittance advices are submitted to relevant parties timeously,</p> <p>SARS returns are submitted on a monthly basis</p>	<ul style="list-style-type: none"> • Timeous payment and advice to 3rd parties, • Timeous submission of accurate VAT & EMP 201 returns 	<ul style="list-style-type: none"> • Good standing with 3rd parties • Receiving of refunds from SARS on time 	R0.00	15/07/2013
Preparation of monthly reconciliations	<ul style="list-style-type: none"> • Bank reconciliations, • Investment registers • Payroll reconciliations, • Debtors Reconciliation • Creditors reconciliations 	To ensure that all management accounts are reconciled on a monthly basis	All accounts are reconciled on a monthly basis to guard against misallocations and misappropriation of funds.	Reconciled management accounts	Reliable & updated financial records	R0.00	10 August 2013
Payroll Administration	Preparation of accurate payroll information on a monthly basis	To ensure timeous payment of salaries	Payroll information is received from Corporate Services department and processed on the system on a monthly basis	Error free payroll	Motivated employees & councilors	R0.00	15/07/2013

	Institutional Operation Clean Audit Project	<p>Preparation of interim financial statements</p> <p>Preparation of annual financial statements on time</p>	To ensure that the municipality obtains clean audit report	<p>Interim financial statements were compiled for 2012/13 financial and audited by PWC</p> <p>Annual financial statements have been prepared and an unqualified audit opinion was obtained.</p>	<p>Credible set of interim financial statements submitted to internal auditors</p> <p>Credible GRAP compliant set of annual financial statements submitted to the office of the AG by the 31st of August 2014.</p>	Clean Audit	R1 000 000.00	28/02/2014
	Budgeting & Cash Flow management	<ul style="list-style-type: none"> • Monthly review of budget for possible misallocations, • Advice on over and under expenditure patterns to all departments 	To ensure that municipal funds are accounted for	Misallocations are monitored on a monthly basis	Credible and reliable budget	<p>Implementable budget and clear cash flow management system.</p> <p>Elimination of unauthorized expenditure</p>	R0.00	10/08/2013

	Asset Management and stores management	<ul style="list-style-type: none"> • Monthly update and reconciliation of assets register to the ledger • Monthly reconciliation of stock to the ledger • Introduction of Fleet management software from Munsoft and Monitoring of fleet through the telematic system, • Procurement of additional • vehicles to deal with the shortage of vehicles. 	To ensure proper management of assets and stores.	<ul style="list-style-type: none"> • The asset management module is available from Munsoft, • Stores management module is also in use, • Fleet management module is to be introduced, • Installation of telematics system has been completed on vehicles. 	<ul style="list-style-type: none"> • Fully GRAP compliant Asset register, • Well Maintained Stores • Municipal fleet that lives beyond the normal useful life. 	<ul style="list-style-type: none"> • Reduction of operational costs through efficient and effective use of Municipal assets. 	R0.00	10/08/2013
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	Credit control	<ul style="list-style-type: none"> • Issuing of bills on the 1st of every month • Negotiating with Post office for subsidized rate for delivering all the bills • Debt Collection 	To ensure full implementation of credit control & debt collection policy	Distribution of bills remains a challenge but there is hope for improvement with the installation of post boxes and street names and house numbers.	Adherence to applicable policies and procedures and relevant legislations	Reduction of debtors balance	R500 000.00	01/08/2013
	Revenue enhancement	Development of a 5year Revenue Strategy aligned to the LED strategy, spatial development plan with clear funding sources.	To ensure that the Municipality moves to GRADE 4 by 2015.	The Municipality does have a strategy that focuses of debt collection, but does not include all major developments that need to be implemented to ensure self sustainability.	Revenue enhancement Strategy with clear implementation targets and funding sources.	Improved revenue base	R300 000.00	31/12/2013
	Data Cleansing	Monthly update of customer information	To ensure reliable billing information on the financial system	There are still properties that are still listed under the name of the Municipality, and some listed as unknown on our billing records	Credible data for debtors	Limited billing & audit queries	R0.00	01/07/2013

	Banking and Investment Management	<ul style="list-style-type: none"> • Procurement of banking services for a period of 5 years. • Procurement of Investment services 	To ensure maximum return on investment, to comply with the MFMA and Municipal policy	FNB has been used for more than 10 years and MFMA and the Municipal investment policy require the Municipality to follow the normal SCM processes to obtain banking services for at least 5 years.	<ul style="list-style-type: none"> • Competitive banking rates, • Diversified investment 	<ul style="list-style-type: none"> • Savings on banking costs • Maximum returns on investment 	R0.00	01/07/2013
	Tariff setting	Analyzing all municipal revenue streams and in terms of the cost of service provision and tariff used to generate revenue to ensure that a breakeven-point is achieved.	To ensure economical and affordable tariffs while at the same time we ensure that Municipal resources used to provide services are used effectively and effectively.	Tariffs are being set on an annual basis, but currently the increment value is normally determined using the Consumer Price Index ruling at that point in time.	Clear tariff structure approved by Council.	Clear revenue streams & proper budgeting	R0.00	30/02/2013
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	IDP and Budget processes	Compilation of IDP and budget process plan	To ensure clear timeframes for Budget & IDP processes	The process plan is normally presented to Council and it is implemented accordingly	Well planned IDP & Budget processes	Full attendance of outreach program meetings	R0.00	

	Internal and External reporting	<ul style="list-style-type: none"> • Monthly Reports • Quarterly reports • Annual reports 	To ensure that all stakeholders have valid and accurate information on Municipal accounts.	Monthly reports are done and submitted to all stakeholders, Also quarterly and annual reports are compiled and submitted.	Compliance with legislation. Informing stakeholders of the status quo	Ability by stakeholders to make sound and informed decisions.	R0.00	10/08/2013
	Rate-payers interaction in both Mount Ayliff and Mount Frere for revenue collection and addressing Community Needs.	Quarterly meetings with ratepayers to create awareness regarding their rights and responsibilities	To ensure regular communication with rate-payers and to create awareness regarding their roles and responsibilities.	Meetings with ratepayers are conducted as and when there is a need to communicate them	Harmonized relationship with ratepayers.	Good relationship	R0.00	Quarterly
	Customer Care	Conducting awareness campaigns to Advise customers of the communication channels they need to follow to address their queries.(In partnership with SP and Communication)	To enhance customer satisfaction and reduce queries relating to municipal services	Customer care forms are available but there is very little feedback from consumers, only get feedback in meetings.	Documented feedback from Municipal Customers	Improved customer relations.	R0.00	September 2013

PERFORMANCE MILESTONES

DEPARTMENT			BUDGET AND TREASURY							
K P A	Project	Target & Budget	Quarterly Targets						4th Quarter	MOV
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV		
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14			
BASIC SERVICE DELIVERY	Development of a clear demand management plan, linked to IDP, Budget, SDBIP and implementation thereof	Implementation of all capital projects by December and all goods and services by April.	Appointment of service providers to perform according to specification	Developed and signed contracts for projects in progress	Procurement of goods and services below 100 000.00	Report on procured goods and cashflow report	Procurement of goods and services below 100 000.00	Report on procured goods and cashflow	Procurement of goods and services below 100 000.00	Contracts Mgt Report and procured goods reports.
		R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
	Implementation of General Valuation roll and distribution of bills to all account holders.	New rates for all properties as per the valuation roll.	Billing of Consumers on new valuation roll	Confirmation of delivered statements to consumers	60% of consumers receiving statements	Report on distribution of bills	80% of consumers receiving statements	Reports on distribution of bills.	100% of Consumers receiving statements	Report on Bills distribution survey
		R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
	Supply and delivery of alternative energy to indigent households	Distribution of alternative energy to 100% of Households in our register.	Supply of gel to indigent in all unelectrified households for 1 st	Report on Collection by indigent households	2 nd quarter supply	Collection report on indigent households	3 rd Quarter supply	Collection report of indigent households	4 th Quarter supply	Report on distribution of alternative energy

			quarter							
		2500000	625 000.00	0.00	625 000000	0.00	625 000.00	0.00	625 000.00	0.00
<ul style="list-style-type: none"> • subsidizing indigent households on electricity purchases • assisting Eskom in ensuring that correct appliances are being used • Assisting in initiatives like solar geyser installations and researching other methods of saving electricity 	<p>50% of indigent households being subsidized.</p> <p>Influencing local businesses to sell the correct appliances from December 2013.</p>	<p>Submission of new indigent database to Eskom</p> <p>Paying for subsidized customers</p> <p>Influencing local businesses to sell the correct appliance.</p> <p>Developing Specifications</p>	<p>Expenditure report on subsidies paid.</p> <p>Meeting with Eskom and Local suppliers</p> <p>Solar Geyser project at appointment stage</p>	<p>Awareness campaigns on use of cheaper appliances, like bulbs</p> <p>Paying for subsidized customers</p>	<p>Reports from Eskom of electricity usage.</p> <p>Expenditure reports of Indigent subsidies.</p>	<p>Database verification and budget amount analysis vs households</p> <p>Paying for subsidized customers</p>	<p>Expenditure report,</p> <p>Revised register informed by electrified wards.</p>	<p>Indigent subsidy supply</p> <p>Paying for subsidized customers</p>	<p>Final report on expenditure.</p>	

			for the appointment of consultants at risk.							
	R631 000.00	157 750.00	0.00	157 750.00	0.00	157 750.00	0.00	157 750.00	0.00	0.00
Weekly payment of creditors with valid invoices	60% Reduction on interest paid.	25% Expenditure of Budget. Interest monitoring.	Quarterly expenditure report emanating from weekly payments.	25% Expenditure of Budget Interest monitoring	Report on Expenditure. Report on interest paid.	25% Expenditure of Budget Interest monitoring	Quarterly expenditure emanating from weekly payments	25% Expenditure of Budget	Final Expenditure report, final report on interest paid.	
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
Development of credible, GRAP compliant and budget that is aligned to IDP and in-line with the applicable legislation	To ensure compliance with legislation and smooth running of the Municipality-no audit issues	New budget amounts populated on the system, data processing	Monthly reports on receipts and expenditure of funds.	Conducting for budget reviews for budget adjustment purposes	Budget adjustment Draft document, B-schedules for budget	Approval of Budget adjustment	Council Resolution for budget adjustment	Draft budget for 2014/15	Council resolution for budget approval	
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	<ul style="list-style-type: none"> GRAP training, SCM training, Revenue Management Training VAT Training On-job training for interns	Capacity building for All budget and treasury employees	On-job training for interns during the audit readiness and audit process.	Quarterly reports on the Internship programme.	On-job training for interns during the audit process.	Quarterly reports on the Internship programme.	GRAP training and SCM training	Proof of Expenditure report, certificates of attendance.	Revenue Management, VAT training, and other	Expenditure reports..
		R300 000	R0.00	R0.00	R0.00	R.00	R150 00.00	R0.00	R150 000.00	R0.00
	Policy Development and Review	Reviewed policies by 2 nd quarter.	Implementation of approved policies	GAP identification and analysis report.	Policy review preparation and actual policy review	Council resolutions for approved policies	Printing and summarization of policies	Printed policies for stakeholders	Implementation of Policies	Report on implementation of policies.
		R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

LOCAL ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> Weekly database updates Appointment of a panel of attorneys for the Municipality 	To expand the competitive levels.	Advertisement for new suppliers on the database including legal services. Evaluation and inclusion in the database.	Quarterly database report. Panel of attorneys appointed for a period of 2 years.	Continuous update of database.	Report of uploaded suppliers, grey-listed suppliers and inactive suppliers. Blacklisted suppliers.	Continuous update	Review and analysis Report.	Continuous database update	Review and analysis report.
		R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
LOCAL ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> Training of Women in business on business management issues Training of Local SMME's on all legislation relevant to them 	Capacity building of local SMME's as per LED plans and	Needs Analysis from affected stakeholders	Needs analysis report.	Training of local SMME's in conjunction with LED	Impact assessment report.	Needs analysis and research	Report on needs analysis	Training of SMME's as per the needs analysis report.	Expenditure report..
		R100 000.00	R0.00	R0.00	R50 000.00	R0.00	R0.00	R0.00	R50 000.00	R0.00
FINANCIAL VIABILITY	Monthly payment of 3 rd parties, Submission of SARS returns on a monthly basis	Timeous submission of returns and remittance advices	Monthly reconciliations and submissions. SARS audit.	Refund by SARS, VAT reconciliation report.	Monthly reconciliation and submissions	Audit by SARS, VAT reconciliation report	Monthly reconciliations and submissions	Refund by SARS	Monthly reconciliations and submissions	Quarterly report and refund by SARS

	R12 000 000	R4000 000	R0.00	R4000 000.00	R0.00	R4000 000.00	R0.00	R4000 000.00	R0.00	R0.00
<ul style="list-style-type: none"> • Bank reconciliations, • Investment registers, • Payroll reconciliations, • Debtors Reconciliation Creditors reconciliations	To improve financial accountability on a monthly basis.	Monthly preparation of reconciliations . Quarterly review of reconciliations	All reconciliation in place and signed by the relevant managers.	Monthly preparation of reconciliations. Review of reconciliations..	Signed reconciliation for the 2nd quarter	Monthly preparation of reconciliations	Review and analysis of	Quarterly preparation of reconciliations	Review and rectification of errors	
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
Preparation of accurate payroll information on a monthly basis	Accurate payroll administration.	Payroll preparation and review	Payroll reports tabled to committees and Council	Payroll preparation and review	Payroll reports tabled to committees and Council	Payroll preparation and review	Payroll reports tabled to committees and Council	Payroll preparation and review	Payroll reports tabled to committees and Council	
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	
Preparation of interim financial statements	Improving of audit outcomes	Review of misallocations and correction thereof.	Journals with supporting documents	Preparation of IFS Plan and audit file.	Development of Audit Turnaround strategy. Compilation of interim FS	Consolidation of TAS information into Interim FS, Internal audit process for interim FS	Audit Report for interim FS	Turnaround strategy for interim audit issues.	Report and AFS preparation on plan..	
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	

	<ul style="list-style-type: none"> • Monthly review of budget for possible misallocations, • Advice on over and under expenditure patterns to all departments 	Proactive approach to ensure accurate and responsible expenditure	Downloading of financial information from the financial system for analysis of revenue and expenditure patterns.	Quarterly report on misallocations, over and under expenditure.	2nd quarter analysis of budget information.	Quarterly report on misallocations, over and under expenditure. Preparation for budget adjustment.	Budget adjustment approval and implementation	Quarterly report on misallocations and rectification strategies.	Final amendments on possible misallocations and rectification strategy before year-end	Final report on amendments on budgets in preparation for AFS preparation..
		R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

<ul style="list-style-type: none"> Monthly update and reconciliation of assets register to the ledger Monthly reconciliation of stock to the ledger Introduction of Fleet management software from Munsoft and Monitoring of fleet through the telematic system, 	<p>Timeously updated asset register on a monthly basis.</p>	<p>Capturing and reconciliation of asset additions .</p> <p>Reconciliation of issues and purchases of stock</p> <p><i>Installation of fleet management module from munsoft</i></p> <p><i>Analysis of telematic information.</i></p>	<p>Quarterly reports on asset management, fleet management and stock control issue.</p>	<p>Physical stock take and asset verification, Fleet monitoring</p>	<p>Quarterly reports on asset management, fleet management and stock control issue</p>	<p>Analysis of asset and inventory information from the sytem.</p> <p>Ensuring availability of supporting documents.</p>	<p>Quarterly reports on asset management, fleet management and stock control issue</p>	<p>Annual asset verification process.</p> <p>Final stock take with AG</p>	<p>Final stock take reports and asset verification reports</p>
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

<ul style="list-style-type: none"> Revenue Enhancement Strategy, with clear time frames and possible finance sources. 	<p>Movement of ULM to Grade 4 by 2015, and collection of R30 000 000.00 own revenue</p>	<p>Appointment of a consortium of Town planners including economists, engineers to look at all our resources and devise means to maximize use.</p>	<p>Contract for the service provider.</p>	<p>Execution of the Task</p>	<p>Progress Report</p>	<p>Presentation of a draft report</p>	<p>Consideration of comments and finalization of the plan.</p>	<p>Presentation of the Final report with clear projects, quick wins, funding sources</p>	<p>Council resolution to adopt the strategy</p>
	300 000			R150 000.00			100 000		
<ul style="list-style-type: none"> Issuing of bills Negotiating with Post office for subsidized rate for delivering all the bills <p>Debt Collection</p>	<p>Delivery of bills on the 1st day of the month, Debt Collection</p>	<p>Problem identification on distribution of bills. Debt collection process progress.</p>	<p>Quarterly reports on debt collection.</p>	<p>Debt Collection and issuing of bills</p>	<p>Implementation of strategy to eliminate identified problems</p>	<p>Analysis of quarterly figures to identify gaps</p>	<p>Implementation of strategy to eliminate identified problems</p>	<p>Final assessment on debt collection patterns</p>	<p>Development of a strategy for the next financial year.</p>
	R495 000.00	123 500.00	R0.00	R123 500.00	R0.00	R123 500.00	R0.00	R123 500	R0.00

	Monthly update of customer information	Updated data on the system	Download of information from deeds office, Update of financial system to renew updates.	Monthly reports on updates.	Download of information from deeds office, Update of financial system to renew updates.	Monthly reports	Download of information from deeds office, Update of financial system to renew updates.	Monthly reports	Download of information from deeds office, Update of financial system to renew updates.	Monthly reports
		R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
	<ul style="list-style-type: none"> Procurement of banking services for a period of 5 years. Procurement of Investment services 	5 year contract for banking services.	Appointment of a financial institution to render banking services	Monthly reports	Quarterly reports and interest revenue analysis	Report on interest received and bank charges.	Monitoring and evaluation of banking services	Quarterly report	Final Quarter assessment of services rendered by the bank	Report on interest received on both investments and
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

	Analyzing all municipal revenue streams and in terms of the cost of service provision and tariff used to generate revenue to ensure that a break-even point is achieved	For cost effective tariff setting that ensures value for money.	Implementation of new tariffs developed and budgeted for.	Revenue reports tabled quarterly	Gap analysis for inclusion of omitted tariffs during the budget adjustment process.	Report on budget assessment	Tariff analysis, cost vs revenue analysis and tariff restructuring	Revenue analysis report.	Gap analysis for inclusion of omitted tariffs during the budget adjustment process. Obtaining comments for the new cycle.	Report on
		R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Compilation of IDP and budget process plan	To have structured approach for achievement of budget processes	Implementation of the adopted process plan	Report on TAS implementation	Implementation of the adopted process plan	Report on TAS	Development of a new process plan	Council resolutions.	No activity	
		R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
	<ul style="list-style-type: none"> Monthly Reports Quarterly reports Annual reports 	Compliance to Laws and regulations relating to	Compilation of monthly reports and submission	Proof of submission to relevant stakeholders.	2 nd Quarter reports compilation and submission	Report from Provincial treasury on status of	3 rd quarter reports compilation and submission.	Proof of submission.	4 th quarter reports, annual report compilation	Treasury report on status of reports.

						submissi on.				
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
Quarterly meetings with ratepayers to create awareness regarding their rights and responsibilities	Effective communication with ratepayers	1 st quarter meeting	Report and problem analysis	2 nd Quarter meeting	Report on feedback	3 rd Quarter meeting	Report of feedback	Final quarter meeting	Report.	
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
Conducting awareness campaigns to Advise customers of the communication channels they need to follow to address their queries.(In partnership with SP and Communication)	To enhance customer care implementation	Awareness Campaign	Impact analysis	Analysis of customer care forms	Customer care reports	Follow up on outstanding Queries and analysis of customer care reports.	Impact analysis	Analysis of customer care forms	Final report on customer care for the financial year-end.	
	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

COMPONENT 2 – MONTHLY PROJECTIONS OF REVENUE BY SOURCE (ALL DEPARTMENTS)

Category description	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	TOTAL
Assessment Rates	741,666	741,666	741,666	741,666	741,666	741,666	741,666	741,666	741,666	741,666	741,666	741,666	8,900,000
Equitable Share	58,917,000	0.00	0.00	0.00	35,350,200	0.00	0.00	0.00	23,566,800	0.00	0.00	0.00	117,834,000
Financial Management Grant	0.00	1,550,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,55,0000
Municipal Systems Improvement	0.00	890,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	890,000
Office Rental	92,488	92,488	92,488	92,488	92,488	92,488	92,488	92,488	92,488	92,488	92,488	92,488	1,109,862
Interest on Current Account	19,166	19,166	19,166	19,166	19,166	19,166	19,166	19,166	19,166	19,166	19,166	19,166	230,000
Interest on Investments													
Interest-Outstanding Debtors	62,500	62,500	62,500	62,500	62,500	62,500	62,500	62,500	62,500	62,500	62,500	62,500	750,000
Clearance Certificate	0.00	0.00	0.00	0.00	36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sundry Income	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
Proceeds on Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00	105,300	0.00	0.00	0.00	0.00	0.00	150300
LG Seta	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	370 000

Municipal Infrastructure Grant	20,033,000	0.00	0.00	0.00	12,019,800	0.00	0.00	0.00	8,013,200	0.00	0.00	0.00	40,066000
EPWP Grant	610,000	0.00	0.00	0.00	366,000	0.00	0.00	0.00	244,000	0.00	0.00	0.00	1,220,000
DBSA	0.00	54,000,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,000,000
Plant Rental	2,583.33	2,583.33	2,583.33	2,583.33	2,583.33	2,583.33	2,583.33	2,583.33	2,583.33	2,583.33	2,583.33	2,583.33	31,000
Advertising	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	65,000.00
Building Plan Fees	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	110,000.00
Rezoning Application	0.00	0.00	0.00	0.00	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Rezoning Certificate	0.00	0.00	600	0.00	0.00	0.00	0.00	600	0.00	0.00	0.00	0.00	1,200.00
SG Diagrams	96.75	96.75	96.75	96.75	96.75	96.75	96.75	96.75	96.75	96.75	96.75	96.75	1,161.00
Special Consent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	10000
Subdivision	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	3,200
Tender Fees	123,333.33	0.00	0.00	0.00	123,333.33	0.00	0.00	0.00	0.00	123,333.33	0.00	0.00	370,000
Integrated National Electrification	0.00	35,000,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000,000
Land sales	0.00	0.00	0.00	0.00	0.00	750,000	0.00	0.00	0.00	0.00	0.00	0.00	750,000
Hawker Stalls	3,513.33	3,513.33	3,513.33	3,513.33	3,513.33	3,513.33	3,513.33	3,513.33	3,513.33	3,513.33	3,513.33	3,513.33	4,2160.00
Dedea Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Flea Market	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Trading License	1,000	0.00	0.00	1,000	0.00	0.00	1,000	0.00	0.00	1,000	0.00	0.00	5000.00

Street Trading	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	35,000.00
Tourism	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12,000.00
Commercial Nursery	420	420	420	420	420	420	420	420	420	420	420	420	420	5,000.00
Hall Rentals	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	70,000.00
Funeral Plots	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00
Parks	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	2,000.00
Sport field	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	90,000.00
Refuse Removal	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	
Cleaning : Vacant Plots	462.42	462.42	462.42	462.42	462.42	462.42	462.42	462.42	462.42	462.42	462.42	462.42	462.42	
Cleaning: Builder Ruble	0.00	0.00	0.00	34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Landfill Site	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	5,532.75	
Traffic Fines	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	66,666.67	
Drivers & Learners Licenses	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	183,333.33	
Vehicle Registration	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	83,333.33	
Vehicle testing station	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	9,166.67	
Pound Fees	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	38,225.00	
Storage of Goods	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	

Towing Fees	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	1,667.67	
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COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIFF & MOUNT FRERE					
ALL WARDS					
Budget and treasury	Revenue Management	Free basic Services	R 2 500 000	R1 500 000	R100 000.00
All Wards total			R 2 500 000.00	R 1 500 000	R1 000 000
ALL WARDS					
Budget and Treasury	Revenue Management	Indigent support	R 631 000.00	R 1 500 000	R2 000 000.00
All Wards total			R 631 00.0	R1 500 000	R2 000 000,00

CORPORATE SERVICES

VISION

To become the Centre of excellence that will enhance service delivery and responsiveness so that the municipality will function at a world class level

MISSION

To be a multi-disciplinary strategic partner to all directorates which provides value adding policies, strategies, knowledge and expertise

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

SECTION					HUMAN RESOURCES				
KPA	Programme	IDP Objectives	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
						Output	Outcome		
Service Delivery	Training & Development	Render training and development programmes to support to local community by 2017	Bursary for external students	To provide and enhance skills amongst the community	Bursary is currently offered to 6 students by the municipality	Enrolled students in institutions of higher learning	Reduction of matriculants who are not studying and Career enhancement amongst children from destitute families	R450 000	31 March 2014
			Municipal Learnerships	To provide skills and ensure exposure of graduates	The municipality has never offered internal funded learner ships	Number of learners enrolled in the learnership programme	Knowledge Management for learners	R250 000	31 December 2013
			Career Exhibition	To ensure provision of capacity building for future career pathing	Career Exhibition is done annually	Number of high schools to attend the exhibition.	Career Exhibition conducted	R350 000	31 March 2014
			In- service training	To ensure provision of capacity building for future career pathing	In service is offered but was not budgeted for before	Number of students to be assisted with in-service training	Enhancing opportunity for students to obtain their qualifications on time	R100 000	30 June 2014

		Render training and development programmes to support to local community by 2017	Experiential Training	To provide skills and ensure exposure of graduates	Experiential training is offered by the municipality	Number of trainees/interns trained/coached/mentored.	Imparting skills, knowledge and experience to students	R300 000	30 June 2013
	Employment Equity		Disability Campaign	To adhere to the municipal equity plan	Disability campaigns have not been done by Corporate Services before	Applications received from people living with disabilities	Campaigns conducted	R80 000	31 December 2013
			Youth development Programme	To motivate/enhance human confidence within Umzimvubu Youth	There are no youth development programmes conducted by Corporate Services Department	Number of sessions conducted	Motivated and uplifted youth	-	30 June 2014
			Customer Care	Performance Rating kiosk	Communicating with the external stakeholders with regard to the services offered by the municipality	The municipality does not have such a device	Improved Customer Care Service	Satisfied Customers on service delivery	R200 000
	Online Customer Care Service e-mail			To provide a communication tool between the municipality and its community	The municipality does not have such communication method	Improved Customer Care Service	Satisfied Customers on service delivery	-	30 September 2013
	Strategic & Development			Schools IT Development Programme	To provide ICT Equipment to school within the municipality	The municipality does not have a project of this nature	Number of computers provided	Computer skills impacted	R30 000

Local Economic Development	SMME Support	Render training and development programmes to support local economic development by 2017	Adoption of one (1) SMME's: Investing in Human Capital	Ensuring empowerment and prosperity in local business fraternity	The Corporate Services has not adopted an SMME within HR Section	SMME trained on human resources	SMME that will fully understand what human resources is and investing in its human capital	R60 000	31 March 2014
			Adoption of one (1) SMME's: Administration Strategies	Ensuring empowerment and prosperity in local business fraternity	The Corporate Services has adopted before a Cleaning Co-op within SG Section	SMME trained on handling company administration for sustainability of the company	SMME that will adapt to office management	R60 000	31 March 2014
			Adoption of one (1) SMME's: Becoming a credible IT Provider	Ensuring empowerment and prosperity in local business fraternity	The Corporate Services has adopted before an IT Co-op within ICT Section	SMME trained on business management with regard to information & Technology	SMME that will fully understand the core business of IT	R60 000	31 March 2014
Financial Viability	Financial Management	To ensure compliance with municipal budget processes by 2017	Payroll Management	To ensure submission of accurate payroll inputs	Payroll is shared between Corporate Services and Budget & Treasury	Number of payroll inputs received processed	Accurate inputs forwarded to Budget & Treasury	-	30 June 2014
			Leave Administration	To ensure accurate and updated leave records	Leave administration is done by Corporate Services	Number of leave applications processed and captured	Accurate and updated leave management	-	30 June 2014

			Clean Audit Report and Budget Management	Compliance with MFMA	Corporate Services monitors and manages its budget	Monitored Budget	Operation Clean Audit	R 16,547,724	30 June 2014
Good Governance & Public Participation	Strategic Support	Ensure a functional system of the municipality's soft information by 2017	Strategic Planning Sessions (manco & Council)	Maintenance of Sound governance and proper coordination of council strategies and to ensure strategic development orientation planning process is in line with local government KPAs	Strategic Planning Sessions are conducted	Mid- term report adopted by Council IDP / SDBIP / Budget adopted by Council	A municipality that takes and follow strategized decisions	R200 000	30 June 2014
	Council Support		Efficient Admin support to Council	Provision of efficient support to council structures through secretariat services	9 Committees, Exco & Council sitting on a monthly, & bi-monthly, respectively.	Number of Council meetings held and attended	Ensuring well informed Councillors to take strategic decisions	-	30 June 2014
	Batho Pele		Training of Ward Committees	Batho Pele Change Management Programme rolled out to Ward Committees	Batho Pele Change Management Programme has not been extended to Ward Committees level.	Number of Ward Committees trained on Batho Pele Programme	Enhancement of customer service amongst Ward Committee.	R150 000	31 December 2013
			"Know your service rights" campaign	Changing the municipality through Batho Pele Programmes	The Municipality has conducted awareness campaign.	Number of campaigns conducted.	Continuous information sharing with ULM communities.	R100 000	31 March 2014

	Website, Internet & E-Government Services		Website: intranet	To enhance communication within the municipality through latest trends and technology	There is not intranet within the Municipality.	Development of intranet.	Fully functioning intranet within ULM.	R50 000	31 September 2013
			Website upgrade	To enhance communication with the community and to ensure consistent uploading of essential municipal documents	Website is up to date and functioning with an average of 200 viewers per month.	Upgraded website.	Website upgraded and with updated information.	R50 000	30 June 2014
Institutional Transformation & Development	Training & Development	Ensure a functional, accountable and responsive administration by adhering to legislative prescript and policies by 2017	Training - Employees	To provide skills development programs in line with the adopted WSP	Training is provided to employees	Number of trained employees in line with WSP.	Implementation of an approved WSP.	R700 000	30 June 2014
			Training - Cllrs Skills Development Programme	To provide skills development programs in line with the adopted WSP	Training is provided to Councillors	Number of trained Councillors in line with WSP.	Implementation of an approved WSP.	R300 000	30 June 2014
			Recognition of Prior Learning	Recognising skills for the growth of the Municipality	This process has not been embarked before.	Number of employees assessed on skills acquired.	Acknowledgement of skills acquired.	R100 000	31 March 2014

	Employee Relations		Internal Bursary	Sharpening skills for the growth of the institution	The study grant is granted to Municipal employees as per application & operational requirements for 2012/2013.	Number of employees enrolled at higher learning institutions.	Performance enhancement through capacity building.	R105 300	31 March 2014
			Work Exposure (take a girl-child to work)	To encourage and motivate girl-children through workplace exposure	This process has not been embarked before	Session/day declared for the event within the Municipality.	Girl - children exposed to municipal environment	R30 000	30 June 2014
			Legal Resource & Compliance	To maintain good employee/employer relations	The ULM is adhering to the Labour Relations legislation and good working relations.	Subscription to Lexus Nexus for MM & HOD's.	Improved employer employee relations	R50 000	30 June 2014
			Municipal Prayer Day	To promote emotional wellbeing of employees and councillors	Prayer Day held in 2012/2013	Prayer Day held	ULM Family Spiritually revived	R50 000	31 March 2014
			Municipal 16 days of activism campaign	To create awareness against children and women abuse with the municipal employees and councillors	Campaign has never been coordinated for municipal employees and councillors	Awareness Campaign Session/s arranged	Sensitizing employees and Councillors against Women & Children abuse	R50 000	31 December 2013
			Staff Orientation/ Induction	To familiarize all newly appointed employees on municipal environment	Induction is done quarterly	Number of Induction Session conducted	Well informed newly employees of ULM	R25 000	30 June 2014

			EAP	To render assistance programme that will help employees and councillors with their personal/ economical and social matters	Municipality adheres to the contents of the EAP policy	Number of referrals. Number of employees and Councillors assisted	Improved morale and motivation/job satisfaction	R100 000	30 June 2014
			Health & Safety/ Wellness	To promote wellbeing of employees, maintain conducive and safe workplace	OHS Committee not active 6 Wellness Days held in 2012/2013FY	Revival of the OHS Committee Number of Wellness Days held	Conducive and safe working environment Physically and emotionally fit employees	R 160 000	30 June 2014
			Development of Employee/ Cllr Procedure Manual	To provide a document for ease of reference for newly employees	There is no procedural manual in place	Procedural manual developed	Information Sharing Tool	-	31 December 2013
	Performance Management		Performance Plans for ALL employees	To promote a culture of excellence and accountability by all municipal employees	Performance Management Framework Performance Management Policy. 30 employee are on performance contract.	Facilitation of signing of work plans for all employees from respective departments Signed performance contract by all contract employee Performance Assessments	More productivity and motivation for employees	R170 000	30 September 2013

			Year - end Function	To reward outstanding performance of permanent employees	1 Year end function held annually	Staff performance excellence awards event	Improved staff morale and high performance	R250 000	31 December 2013
	Job Evaluation		Training on developing Job Descriptions	To capacitate all supervisors on development of Job Descriptions	Existing Job descriptions outdated and need to be developed and reviewed for all employees.	Trained supervisors on the development of job descriptions.	Capacitated senior officials within the municipality	R150 000	31 December 2013
	Recruitment & Selection		Recruitment	To populate all vacant/budgeted positions	Recruitment & Selection Policy Municipal organogram	Number of positions budgeted for and filled	Ensuring service delivery by recruiting human capital that possesses skills and experience	-	30 June 2014
	Customer Care		Revamping of the municipal Reception Areas	To beautify municipal receptions and to provide a welcoming environment to the municipal customers	There are 2 reception areas in the Municipality.	Upgraded reception area/s for both Municipal offices.	Improved customer care relations.	R100 000	31 December 2013
	Council Support		Decision Circular Workflow system in Orbit	To monitor the implementation of Council resolutions	Inconsistent circulation of resolutions (manually).	Developed workflow orbit system.	Tracked & monitored implementation of resolutions.	-	30 June 2014

			Consolidation of Minutes & Agenda	Ensuring proper restoring of municipal information and reliable record keeping	4 batches of agenda and minutes consolidated for 2012/2013.	Quarterly bound minutes and agenda of 2013/2014.	Bound minutes and agenda of 2013/2014.	-	30 June 2014
	Registry		Postage / Franking machine	Reduction of postage related costs and efficient mailing service within the municipality	There is no Postage/Franking machine	1 Postage/Franking machine procure	Efficient mailing service	R15 000	30 September 2013
	Network Management & Desktop Services		1 Gig bandwidth between Mt Ayliff and Mt Frère	To broaden the municipal bandwidth in order to accommodate more traffic	There is a 512K VPN line between Mt Ayliff and Mt frère	Install 1 Gig line between Mt Ayliff and Mt Frere	Faster access to resources and system between Mt Ayliff and Mt frère	R50 000	30 September 2013
			Global desktop	To ensure accessibility of user computers through cloud computing	Currently users cannot Access their computers.	Configuring and installation Global desktop	Login remotely to user computers	R100 000	31 December 2013
	Website, Internet & E-Government Services		Official email Archiving system (Mime cast) for employees and councillors	To provide e-mail backup, restoring institutional memory	Exchange only archive emails for less than one year.	Deployment of Mimecast for Exchange archiving	Archiving Emails and aligning with EDMS.	R100 000	31 December 2013

			Fax to Email Exchange	To enable emails to receive faxes.	Faxes are only at registry	All users have fax assigned to their emails	Users getting their Fax through emails.	R100 000	30 September 2013	
			Video Conferencing (Cisco Jaba) Mt frère and Mt Ayliff	To enable video conferencing to ULM network.	Umzimvubu Network has VOIP with VLANS	Two video conference facility in Mt frère and Mt Ayliff	Enhanced communication via video conferencing.	R100 000	31 December 2013	
			Connect all Councillors to Umzimvubu Exchange email	To provide ULM email to all Cllrs.	Councillors are using Gmail as their emails	56 Cllrs connected to Umzimvubu emails.	Councillors accessing agenda using Umzimvubu Emails	R50 000	30 September 2013	
			Fortigate (Email SPAM and VPN monitoring)	To enable all ULM Cllrs to access all systems.	Councillors cannot access Umzimvubu systems (Orbit and Emails)	56 Cllrs accessing all systems.	Councillors connecting and accessing Umzimvubu systems	R50 000	31 March 2014	
	Infrastructure and Information Management Solutions and Systems			GIS for Infrastructure and planning	To enhance usage of GIS and provide ICT infrastructure.	The Municipality has procured GIS system.	Configured GIS system for use.	Centralized GIS system that accessible to all respective users	R100 000	31 March 2014
				Business intelligence system(BIS) (network informative system).	To provide a network business intelligence business system.	Whatsapp gold Network monitoring systems in place	Configured network BIS	Informative ICT system	R50 000	31 December 2013
			Strategic & Development	Review of ICT strategy	To review ICT strategy to be more of COBIT & ITIL compliance.	ICT strategy adopted in 2010 has been implemented and objectives have been achieved.	Reviewed ICT Strategy.	ICT Strategy which is COBIT & ITIL compliant	-	31 December 2013

PERFORMANCE MILESTONES

SECTION			HUMAN RESOURCES							
KPA	Project	Target & Budget	Quarterly Targets						4th Quarter	MOV
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV		
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14			
Service Delivery	Bursary for external students	9 new Students And 2 current students	Preparing posters	-	School visits	-	Confirmation of students to be assisted	-	Progress report	-
			Finalizing schedule for school visits		Presentation during Outreach IDP		Payment to tertiary institutions			
		R450 000	R10 000	-	-	-	R 440 000	-	-	-
	Municipal Learnerships	2 Learnerships for 10 Learners	Appointment of service provider	TOR	Learnership commences	Project Plan	Learnership continues	Progress Report	Learnership continues	Progress Report
			Recruitment of Learners	Letter of appointment for Learners				Report from the Assessor		Report from the Assessor
		R250 000	-	-	R50 000	-	R100 000	-	R100 000	-
Career Exhibition	1 Career Exhibition	-	-	Preparations for all logistics	List of schools	Career exhibition	Successful career	Project complete	-	
		Confirmation of schools to attend								
	R350 000	-	-	-	-	R350 000	-	-	-	

	In- service training	14 Students	Appointment of students	Letters of appointment Copy of Logbook	-	-	Appointment of students	Letters of appointment Copy of Logbook	-	-
		R100 000	R25 000	-	R25 000	-	R25 000		R25 000	-
	Experiential Training	10 Students	10 Graduates appointed through recruitment process	Letters of appointment for each Intern	Interns trained within all departments	-	Interns trained within all departments	-	Interns trained within all departments	-
		R300 000	R75 000	-	R75 000	-	R75 000	-	R75 000	-
	Disability Campaign	27 Wards	-	-	Disability Campaign during IDP Outreach	Presentation Attendance Register	-	-	-	-
		R80 000	-	-	R80 000		-	-	-	-
	Youth development Programme	All 27 Wards	-	-	-	-	Youth Motivation sessions	Presentation Attendance Register	Youth Motivation sessions	Presentation Attendance Register
		-	-	-	-	-	-	-	-	-

	Performance Rating kiosk	2 Rating Kiosk	Preparation for procurement	-	Kiosk procured for both municipal offices Reports generated by the device submitted to each department	Installed devices in both reception areas	Reports generated by the device submitted to each department	-	Reports generated by the device submitted to each department	-	
		R200 000	-	-	R200 000	-	-	-	-	-	
	Online Customer Care Service e-mail	1 email address for Customer Care	Customer Care Email created marketed through the website, all municipal documents and posters	Functioning email	-	-	-	-	-	-	-
		-		-	-	-	-	-	-	-	-
	Schools IT Development Programme	6 Computers for 2 schools	Identify schools that need computers and procurement of computers	List of schools consulted and invoice for computers	Presentation of computers to schools	Functioning computers in schools	-	-	-	-	-
		R30 000	R30 000		-	-	-	-	-	-	-

Local Economic Development	Adoption of one (1) SMME's: Investing in Human Capital	1 SMME with more than 10 employees	Develop training manual	training manual	LED to assist in nominating 1 SMME to be trained Meetings with the nominated SMME presenting activity plan	Activity Plan	Conduct a workshop Conduct practical training	Attendance Register from workshop	-	-
		R60 000	-	-	-	-	R60 000	-	-	-
	Adoption of one (1) SMME's: Administration Strategies	1 SMME with more than 10 employees	Develop training manual	training manual	LED to assist in nominating 1 SMME to be trained Meetings with the nominated SMME presenting activity plan	Activity Plan	Conduct a workshop Conduct practical training	Attendance Register from workshop	-	-
		R60 000	-	-	-	-	R60 000	-	-	-

	Adoption of one (1) SMME's: Becoming a credible IT Provider	1 SMME specializing in IT	Develop training manual	training manual	LED to assist in nominating 1 SMME to be trained Meetings with the nominated SMME presenting activity plan	Activity Plan	Conduct a workshop Conduct practical training	Attendance Register from workshop	-	-
		R60 000	-	-	-	-	R60 000	-	-	-
Financial Viability	Payroll Management	Payroll done on a monthly basis for twelve (12) months	Ensure Submission of Payroll inputs to finance by 10 th & 20 th of the month	payroll input schedule / File	Ensure Submission of Payroll inputs to finance by 10 th & 20 th of the month	payroll input schedule / File	Ensure Submission of Payroll inputs to finance by 10 th & 20 th of the month	payroll input schedule / File	Ensure Submission of Payroll inputs to finance by 10 th & 20 th of the month	payroll input schedule / File
		-	-	-	-	-	-	-	-	-
	Leave Administration	Management of Leave files for all 173 employees	Monthly leave reconciliations to be done	Leave reconciliation notice to each HOD	Monthly leave reconciliations to be done	Leave reconciliation notice to each HOD	Monthly leave reconciliations to be done	Leave reconciliation notice to each HOD	Monthly leave reconciliations to be done	Leave reconciliation notice to each HOD
		-	-	-	-	-	-	-	-	-
	Clean Audit Report and Budget Management	R9,881,870 (Operational) R150 000 (R &M) R700 000 (Capital)	Spending on operations and projects of the department	Monthly reports	Spending on operations and projects of the department	Monthly reports	Spending on operations and projects of the department	Monthly reports	Spending on operations and projects of the department	Monthly reports
		R 10, 731 870	R2 682 967.50		R2 682 967.50		R2 682 967.50		R2 682 967.50	

Strategic Planning Sessions (manco & Council)	2 Council Strategic Planning sessions	-	-	Preparation for mid-year strat plan	-	Mid- year Strat Plan(January)	Strat Plan Reports	New financial year strat plan (April)	Strat Plan Reports
	R200 000	-	-	-	-	R100 000		R100 000	
Efficient Admin support to Council	6 Council 10 Exco 10 Standing Committees 4 Audit Committee 11 LLF 4 EEC, 6 BPC	Hosting all council meetings as per 2013 schedule of meetings	Attendance Registers	Development of the 2014 municipal schedule of meeting Hosting all council meetings as per 2013 schedule of meetings	Attendance Registers	Hosting all council meetings as per 2014 schedule of meetings	Attendance Registers Adopted Schedule of Meetings Calendar 2014	Hosting all council meetings as per 2013 schedule of meetings	Attendance Registers
	-	-	-	-	-	-	-	-	-
Training of Ward Committees	All 270 Ward Committees trained on BP Principles	Development of training manual Clustering of ward committees	Training manual	Training conducted for all ward committees	Attendance register	-	-	-	-
	R150 000	-	-	R150 000	-	-	-	-	-
“Know your rights” campaign	2 Campaigns	1 campaign held in both towns	Pictorial evidence	-	-	1 campaign held in both towns	Pictorial evidence	-	-
	R100 000	R50 000	-	-	-	R50 000	-	-	-

	Website: intranet	Intranet accessed by 150 users	Appointment of service provider for development of intranet in the municipal website	Intranet	Training of users on intranet	Attendance registers for training	-	-	-	-
		R50 000	R50 000	-	-	-	-	-	-	-
	Website upgrade	1 website upgraded	Maintain functioning of the website	Functioning website	Maintain functioning of the website	Functioning website	Maintain functioning of the website	Functioning website	Redesign of the website and new features	
		R50 000	-	-	-	-	-	-	R50 000	-
Institutional Transformation & Development	Training - EmployeesTraining interventions conducted	Accredited service providers be appointed Declaration of Intent submitted to LGSETA Training conducted according to the plan Quarterly reports submitted to ANDM for submission to LGSETA	Monthly reports on training Invoices of service providers Quarterly reports to ANDM & LGSETA	Quarterly report on training evaluation and training Training co-ordinated in line with WSP Quarterly report submitted to LGSETA Annual report to DoL	Monthly reports on training Invoices of service providers Quarterly reports to ANDM & LGSETA Letter from DoL	Training co-ordinated in line with WSP Quarterly report submitted to LGSETA	Monthly reports on training Invoices of service providers Quarterly reports to ANDM & LGSETA	Training co-ordinated in line with WSP Quarterly report submitted to LGSETA	Monthly reports on training Invoices of service providers Quarterly reports to ANDM & LGSETA
		R700 000	R 175 000		R 175 000		R 175 000		R 175 000	

	Councillors Skills DevelopmentCapacity Building Programmes conducted	Trainings offered to Councillors	Monthly reports on training	Trainings offered to Councillors	Monthly reports on training	Trainings offered to Councillors	Monthly reports on training	Project Complete	None
			Quarter reports to ANDM	Invoices of service providers	Quarter reports to ANDM	Invoices of service providers	Quarter reports to ANDM	Invoices of service providers		
			Quarter reports to LGSETA	Quarterly reports to ANDM & LGSETA	Quarter reports to LGSETA	Quarterly reports to ANDM & LGSETA	Quarter reports to LGSETA	Quarterly reports to ANDM & LGSETA		
		R300 000	R100 000		R50 000		R150 000		-	
	Recognition of Prior Learning	10 Employees assessed for RPL	Appointment of Assessor Develop activity plan	Activity Plan	Assessment of identified employees	Assessment report				
		R100 000	-	-	R100 000					
Internal Bursary	7 Employees	-	-	Advert of the bursary be done Shortlisting	Advert List of approved applications Agreements entered into between employee and ULM	Payment done to institutions	Proof of payments	Monitoring of students/submission of results	Letters requesting results	
	R105 300	-	-	-	-	R105 300	-	-	-	

	Work Exposure (take a girl-child to work)	1 girl-child per ward	-	-	Engagement of Cell C and other business stakeholders for publicity and funding	Letters to different stakeholders	Identifications of children to embark in the project	List of children to participate per ward	Take a girl child day Solicit services of a motivational speaker for girls	Pictorial evidence
		R30 000	-	-	-	-	-	-	R30 000	-
	Legal Resource & Compliance	Subscription for MM and 2 HOD's on Lexus Nexus	Subscription to Lexus Nexus	Proof of payment for subs fees	Subscription to Lexus Nexus	Proof of payment for subs fees	Subscription to Lexus Nexus	Proof of payment for subs fees	Subscription to Lexus Nexus	Proof of payment for subs fees
		R50 000	R 12 500	-	R 12 500	-	R 12 500	-	R 12 500	-
	Municipal Prayer Day	1 Prayer Day	-	-	-	-	Prayer Day conducted for the municipality	Programme Attendance Register	-	-
		R50 000	-	-	-	-	R50 000		-	-
	Municipal 16 days of activism campaign	25 Employees & 5 Cllrs participating	Identification of Old-women OR Child-headed homes in Ward 14 Visit to identified homes for planning	List of identified homes Activity Plan	Visit to identified homes for implementation of the plan i.e 1 home 1 vegetable garden	Pictorial evidence	-	-	-	-
		R50 000	-	-	R50 000	-	-	-	-	-
	Staff Orientation/ Induction	Induction for all new employees	-	-	Induction session	Attendance register Programme	-	-	Induction session	Attendance register Programme
		R25 000	-	-	R12 500	-	-	-	R12 500	-

	EAP	Employees and Councillors who need assistance	Assistance of employees/ councillors	Report on EAP	Assistance of employees/ councillors		Assistance of employees/ councillors		Assistance of employees/ councillors	
		R100 000	R25 000		R25 000		R25 000		R25 000	
	Health & Safety/ Wellness	2 Wellness Days	OHS inspection	Pictures Reports	1 Sport event	Pictures Reports	1 Sport event	Pictures Reports	1 Wellness Day	Pictures Reports
		2 Sport Days	1 Wellness Day							
		R160 000	R40 000	-	R40 000	-	R40 000	-	R40 000	-
	Development of Employee/ Cllr Procedure Manual	1 Procedure Manual	Present Procedure Manual to Council for adoption	Council Resolution on adoption of procedure manual	-	-	-	-	-	-
	Performance Plans for ALL employees	Performance plans for 100 employees	Performance Plans developed and distributed to all employees	Signed Performance Plans	Monitoring and evaluation of performance plans	Performance assessments	Monitoring and evaluation of performance plans	Performance Assessments	Monitoring and evaluation of performance plans	Performance Assessments
		R170 000	R170 000	-	-	-	-	-	-	-
	Year - end Function	1 Year end function	-	-	Co-ordination for the event Year-end function ceremony	-	-	-	-	-
		R 250 000	-	-	R250 000	-	-	-	-	-

	Training on developing Job Descriptions	4 employees trained (M:CS, HR Manager, HRO & 1 HOD)	-	-	Training conducted	Attendance Register for training	-	-	-	-
		R150 000	-	-	R150 000	-	-	-	-	-
	Recruitment & Selection	As and when required	Filling of budgeted/vacant positions as and when required	Monthly reports on recruitment activities	Filling of budgeted/vacant positions as and when required	Monthly reports on recruitment activities	Filling of budgeted/vacant positions as and when required	Monthly reports on recruitment activities	Filling of budgeted/vacant positions as and when required	Monthly reports on recruitment activities
	Revamping of the municipal Reception Areas	2 Reception areas revamped	-	-	Procurement of reception furniture and decor	-	-	-	-	-
		R100 000	-	-	R100 000	-	-	-	-	-
	Decision Circular Workflow system in Orbit	1 system developed within Orbit	Decision Circular Workflow system implemented for Resolution Register through Orbit	Orbit report	Decision Circular Workflow system implemented for Resolution Register through Orbit	Orbit report	Decision Circular Workflow system implemented for Resolution Register through Orbit	Orbit report	Decision Circular Workflow system implemented for Resolution Register through Orbit	Orbit report
	Consolidation of Minutes & Agenda	12 books developed	Minutes and Agenda Reconciliation and filed at Registry	Reconciliated Files	Minutes and Agenda Reconciliation and filed at Registry	Reconciliated Files	Minutes and Agenda Reconciliation and filed at Registry	Reconciliated Files	Minutes and Agenda Reconciliation and filed at Registry	Reconciliated Files

	Postage / Franking machine	1 franking machine procured	Procurement of franking machine	Report Invoice of franking machine	Postage done	Registry Report	Postage done	Registry Report	Postage done	Registry Report	
		R15 000	R14 000	-	R200	-	R200	-	R200	-	
	1 Gig bandwidth between Mt Ayliff and Mt Frère	Bandwidth enlarged to 1 gig	Provide specifications to Telkom Implementation Plan developed by ULM & Telkom Project implementation	Closing out report from Telkom & ICT Data Movement Report	-	-	-	-	-	-	-
		R50 000	R50 000	-	-	-	-	-	-	-	-
	Global desktop	Global Desktop for all 27 manco members	-	-	Procurement and installation of the application	Invoice	-	-	-	-	-
		R100 000	-	-	R100 000	-	-	-	-	-	-
	Official email Archiving system (Mimecast) for employees and councillors	1 system procured	-	-	Procurement and installation of the application	Invoice	-	-	-	-	-
		R100 000	-	-	R100 000	-	-	-	-	-	-

	Fax to Email Exchange	1 Server exchange procured	Procurement and installation of the application Intergration with Orbit system	Invoice Intergration File	-	-	-	-	-	-	
		R 100 000	R100 000	-	-	-	-	-	-	-	
	Video Conferencing (Cisco Jaba) Mt frère and Mt Ayliff	1 Cisco Jaba system procured	-	-	Procurement of equipment (TV, Video transmitter, speakers & Telkom Line)	Invoices	-	-	-	-	-
		R100 000	-	-	R100 000	-	-	-	-	-	-
	Connect all Councillors to umzimvubu Exchange email	Compatibility Software Procured	Procurement and installation of the application	Invoice	-	-	-	-	-	-	-
		R50 000	R50 000	-	-	-	-	-	-	-	-
	Fortigate (Email SPAM and VPN monitoring)	Fortigate system procured and installed	-	-	-	-	Procurement and installation of Software	Invoice and Licence	-	-	-
		R50 000	-	-	-	-	R50 000	-	-	-	-
	GIS for Infrastructure and planning	1 GIS System procured	Procurement and installation of the system Training of user	Invoice Attendance register for training	-	-	-	-	-	-	-

		R100 000	R100 000	-	-	-	-	-	-	-
	Business intelligence system	1 Business intelligence system procured	-	-	Procurement and installation of the system	Invoice	-	-	-	-
					Training of user	Attendance register for training				
		R 50 000	-	-	R100 000	-	-	-	-	-
	Review of ICT strategy	1 ICT Strategy reviewed	-	-	Review ICT strategy and table to council	Council resolution adopting revised ICT Strategy	-	-	-	-

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIFF & MOUNT FRERE					
ALL WARDS					
Corporate Services	Human Resources	Bursary for External Students	R 450 000	R	R
All Wards total			R 450 000	0	0
ALL WARDS					
Corporate Services	Human Resources	Career Exhibition	R 350 000	R	R
All Wards total			R 350 000	0	0
ALL WARDS					

Corporate Services	Human Resources	Municipal Learnerships	R 100 000	R	R
All Wards total			R 100 000	0	0
ALL WARDS					
Corporate Services	Human Resources	In- service training	R 100 000		
All wards total			R 100 000	0	0
ALL WARDS					
Corporate Services	Human Resources	Experiential Training	R 300 000	R	R
All wards total			R 300 000	0	0
ALL WARDS					
Corporate Services	Human Resources	Disability Campaign	R 80 000	R	R
All wards total			R 80 000	0	0
ALL WARDS					
Corporate Services	Human Resources	Youth development Programme	-	R	R
ALL WARDS					
Corporate Services	Sound Governance	Training of Ward Committees	R150 000	R	R
All wards total			R 150 000	0	0
ALL WARDS					
Corporate Services	Human Resources	Take a girl-child to work	R 30 000	R	R
All wards total			R 30 000	0	0
WARD 7 & 18					
Corporate Services	Information, Communication & Technology	Schools IT Development Programme	R 30 000	R	R
Total			R 30 000	0	0
WARD 7 & 18					
Corporate Services	Sound Governance	"Know your rights" campaign	R 100 000	R	R
Total			R 100 000	0	0
WARD 14					
Corporate Services	Human Resources	Municipal 16 days of activism campaign	R 50 000	R	R
Total			R 50 000	0	0

SPECIAL PROGRAMMES AND COMMUNICATION

VISION

A department that enhance effective and dynamic development communication and stimulate socio-economic development of designated group

MISSION

To bridge the information gap through an interactive two way process and create a community that is buyers towards the plights of targeted group

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

SECTION					SPECIAL PROGRAMMES AND COMMUNICATIONS				
KPA	Programme	IDP Objectives	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
						Output	Outcome		
<i>Institutional Transformation & Development</i>	Communication Strategy	To facilitate implementation of marketing communication strategy by June 2017	Communication Strategy Review	To provide a communication framework for ULM and align it with that of ANDM and the Provincial Government	The adopted Communication Strategy is in place	1 Council approved Communication Strategy document	Better Communication of Council Programmes	R200 000	30 September 2013
	DCF/LCF	To enhance inter-governmental communication in order to promote and market service delivery initiatives	DCF/LCF Meetings	To enhance inter-governmental communication in order to promote and market service delivery initiatives	DCF/LCF meetings are held on a quarterly basis	4 sittings of DCF/LCF meetings.	An integrated approach in execution of government activities and programmes and community awareness	-	30 June 2014
	Adverts and Statutory Notices	To facilitate Adverts & Notices in Electronic & Print media to promote transparency by 2017	Print and Electronic Media Adverts made in both Local and Mainstream Media	Compliance with Legislation and Promotion of the ULM brand	Adverts and Notices are currently done in both print and electronic media	6 Council Notices and 15 Adverts.	Newspaper cuttings and Electronic Billboards	R170 000	30 June 2014

	Strategic Planning and Team Building	Facilitate a strategic session and team building workshop by 2017	Strategic Planning and Team Building Session	To promote unity and boost the morale and keep staff motivated	Team building sessions are held once per annum	1 Successful Strategic Planning and Team Building Session	Increased staff motivation and performance A boosted work morale and positive relations amongst staff members	R65 000	30 December 2013
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Basic Service Delivery	Tele-Communication Infrastructure	To promote accessibility of communication network in the vast and Rural remote areas of ULM	Installation of Signal/Network Poles	To promote accessibility of communication network in the vast and Rural remote areas of ULM	22 ULM Wards do not have Telecommunication Network Coverage	Specific Ward numbers and names forwarded to Sentech, Vodacom and engagement sessions held that led to a presentation to the ULM Council by them Further implementation processes are in place Network Poles installation in all 22 outstanding wards	Network coverage in all ULM Wards	-	30 June 2014
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LED	Sports Arts & Culture	To ensure a coordinated Sports, Arts and Culture in the entire municipality by 2017	Sports, Recreation Arts and Cultural Activities	To promote Sport and unearth Local talent of local artists and cultural initiatives.	ULM commitment to assist local artists sports and organised cultural groups.	Promotion of Sports, Arts and Cultural Activities in ULM, i.e. 1 Sporting Activity 1 Cultural Activity 1 Art Activity	A sport savvy and talented community of ULM.	R300 000	30 June 2014
	Youth Empowerment	To promote the socio-economic status of ULM Youth	Mount Ayliff Car Wash	To promote the socio-economic status of ULM Youth	Youth programmes are in place	Fully functional car wash in Mount Ayliff run by youth	Improved youth socio-economic status	R200 000	30 March 2014
	Advertising Service	To create a digitized advertising platform for local business and revenue generation for ULM	Electronic Billboard	To create a digitized advertising platform for local business and revenue generation for ULM	Currently there is no advertising service in place	Installation of 2 Electronic Billboards	Advertisement of Local businesses and a boost in ULM Revenue	R500 000	30 March 2014

Financial Viability	Image Development and Identity Management	Ensure fully fledged Branding & Marketing by 2017	Branding and Marketing	To create a unique brand that promotes & markets ULM	Various Materials like Municipal branded Diaries, Calendars, etc are procured to brand and market the institution	12 Months Website Hosting Subscriptions 400 Branded Diaries 30 Desk Calendars 200 Wall Calendars	Well Known ULM Brand	R680 000	30 June 2014
	Institution Promotion and Profiling	Facilitate availability of promotional material by 2017	Promotional Material	To profile and Market the Municipality	Promotional Material continues to be acquired for various activities	6 000 Copies of ULM Newsletter per quarter	Municipal Programmes enhanced through promotion	R400 000	30 June 2014
	Clean Audit	Ensure Clean Audit Report and Budget Management	Clean Audit Outcomes and Budget Management	To ensure full compliance with legislation and policies, e.g. MFMA	Budget as allocated for SP & Communication	Proper spending and spending funds according to their allocations	Spending budget accordingly	R4 535 000	30 June 2014

Good Governance & Public Participation	Media Relations	To enhance and maintain good relations with the media through regular media briefings/break fasts, reservation of airtime slots (Electronic, Print and Face-to-face interactions) as well as crises rapid response.	Media Liaison	To enhance and maintain good relations with the media through regular media briefings/break fasts, reservation of airtime slots (Electronic, Print and Face-to-face interactions) as well as crises rapid response.	Radio Interviews, Media Briefings, Print Press Statements and Crises responses are currently done.	2 Media Briefing Sessions 5 Radio Interviews 4 Press Statements 3 Crises Rapid Responses	Maintenance of good and positive media relations	R250 000	30 June 2014
	SPU Calendar Events	Facilitate coordinated SPU Events & Programmes by 2017	SPU Events and Programmes	To ensure effective coordination of Municipal Events and Programmes	All calendar events are celebrated according to schedule	Successful commemoration and celebration of 9 calendar events.	Social Cohesion	R370 000	30 June 2014

	SPU Targeted/Designated Groups	To ensure development and implementation of sector plans for: Youth, Women, Physically Challenged, Orphans and vulnerable children & Elderly, HIV/AIDS by June 2017	SP Programmes	To mobilise SP Groups to take charge of their own development	Children, Youth, Women, Disability & Elderly programmes are implemented annually	135 Christmas Gifts for Elderly 10 Gift Toys for hospitalized children School Uniform for 150 learners from 2 different schools MPCC and Internet Cafe for the disabled Kamvelihle Co-op Mt Ayliff Gymnasium	Social cohesion and destigmatization of these groups	R550 000	30 June 2014
	Direct complaints to the Presidency	Facilitate an effective system of responding to queries lodged with the Presidential Hotline by 2017	Presidential Hotline	To afford the Community the opportunity to raise issues directly with the Presidency	Complaints are dealt with as they come	100% resolving of complaints received	Government image boosted	-	30 June 2014

	Stakeholder Engagement	Facilitate Stakeholder mobilisation by 2017	Stakeholder Mobilisation	To mobilize and consolidate all structures of civil society	Stakeholders are not formally organised and coordinated	Database of all relevant stakeholders	Harmonious relationship between the stakeholders and the municipality	-	30 June 2013
	Speech Writing And Research	Facilitate Speech Writing & Research by 2017	Drafting and Preparation of Mayor's Speeches	To provide executive support to the Mayor	Speeches are written from time to time	5 Well researched speeches per quarter	Good image of the municipality	-	30 June 2013
	Outreach Programme	Facilitate EXCO Outreach Program by 2017	Exco Outreach Programme	To reach out to communities in order to get buy in from the community for ULM Programmes and Activities	Council always reaches out to communities for IDP and Budget processes	Report on IDP and Budget outreach with communities having participated	Community participation in prioritization of needs	R320 000	30 June 2014
	Council Events	Facilitate coordinated Council Events & Program / Project Handover by 2017	Council Events and Project Hand-overs	To ensure coordination and harmonization of Council Events	Council Events continue to be organised	2 Events per quarter	Community acknowledgment of municipal projects. Empowerment of Ward committees	R530 000	30 June 2014
			Public Participation programme	To maximize participation of communities	Public Participation Strategy was adopted by Council	2 public participation meetings per year	Community involvement in governance		

PERFORMANCE MILESTONES

SECTION			SPECIAL PROGRAMMES AND COMMUNICATIONS							
KPA	Project	Target & Budget	Quarterly Targets							
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV	4th Quarter	MOV
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun 14	
<i>Institutional Transformation & Development</i>	Communication Strategy Review	1 Communication Strategy Review Workshop	Draft Communication Strategy document. Conduct a Communication Strategy Review Workshop. Present Draft Communication Strategy to Council for approval	Draft document Attendance registers, Workshop programme Mayor's Speech Council adopted strategy with Council Resolution number	Implementation	-	Implementation	-	Implementation	-
		R200 000	R200 000	-	-	-	-	-	-	-

	DCF/LCF	4 meetings	1 DCF/LCF meeting	Attendance Register Meeting Minutes Meeting Agenda	1 DCF/LCF meeting	Attendance Register Meeting Minutes Meeting Agenda	1 DCF/LCF meeting	Attendance Register Meeting Minutes Meeting Agenda	1 DCF/LCF meeting	Attendance Register Meeting Minutes Meeting Agenda
		-	-	-	-	-	-	-	-	-
	Print and Electronic Media Adverts in both Local and mainstream media	6 Council Notices & 15 Adverts	2 Council Notices (R14 000) 2 Adverts for Nelson Mandela Day (R10 000) 2 Adverts for National Women's Day (R12 000) 1 Promotional Advert (R5 000)	Newspaper cuttings Compact Disc Records	1 Council Notice (R7 000) 16 Days of Activism Against Women and Children Violence (R12 000) Christmas message advert (R12 000) 1 Promotional Advert (R5 000)	Newspaper cuttings Compact Disc Records	New Year message advert (R14 000) 2 Council Notices (R10 000) 2 Human Rights Day Advert (R12 000) 1 Promotional Advert (R5 000)	Newspaper cuttings Compact Disc Records	1 Council Notice (R7 000) Freedom Day Advert (R5 000) IDP & Budget Advert (R30 000) Youth Month Activities (R5 000)	Newspaper cuttings Compact Disc Records
		R170 000	R41 000	-	R36 000	-	R41 000	-	R52 000	-

	Strategic Planning and Team Building Session	2 Sessions	-	-	Build-up sessions towards the main strategic planning and team building.	Attendance registers & Programmes	Main strategic planning and team building session	Attendance registers and	-	-
		R65 000	-	-	R30 000	-	R35 000	-	-	-
Basic Service delivery	Installation of Signal/ Network Pole	Network coverage in 22 wards	Ongoing facilitation of processes with Vodacom and Sentech	Correspondence through e-mail	Ongoing facilitation of processes with Vodacom and Sentech	Correspondence through e-mail	Ongoing facilitation of processes with Vodacom and Sentech	Correspondence through e-mail	Ongoing facilitation of processes with Vodacom and Sentech	Correspondence through e-mail
		-	-	-	-	-	-	-	-	-
LED	Sports, Recreation Arts and Cultural Activities	4 Sporting, Cultural and Arts events	1 Sporting Event	Attendance Registers, Proof of payment and photographs	1 Cultural Activity	Attendance Register, Photographs	1 Arts/Cultural Activity	Attendance Register, Photographs	1 Cultural Activity	Attendance Register, Photographs
		R300 000	R200 000	-	R35 000	-	R30 000	-	R35 000	-

	Mount Ayliff Car Wash	Youth Car Wash	Formation of Cooperative and registration Source site	Cooperative Registration Certificate	Building and establishment of Car Wash	Photographs	Launch and Hand-over	Photographs, Attendance Register and Programme	Implementation	Photographs
		R200 000	-	-	-	-	-	-	-	-
	Electronic Billboard	Installation of 2 Electronic Billboards	Initiate SCM processes Recruit Advertisers	Requisitions, Specifications and Advertisements Advertisement Contracts with advertisers	Installation of Billboard	Photographs	-	-	-	-
		R500 000	-	-	-	-	-	-	-	-

Financial Viability	Brandin g and Marketi ng	12 Website Monthly subscripti ons, 400 Branded Diaries, 30 Desk Calendar s and 200 Wall Calendar s	3 Website Subscriptions (R22 500) Initiation of SCM processes for purchase of diaries and Calendars	Proof of payment	3 Website Subscription s (R22 500) 400 Diaries, 200 Wall Calendars and 30 Desk Calendars (R590 000)	Proof of Payment Delivery of Diaries and calendars	3 Website Subscriptions (R22 500) Distribution of diaries and calendars	Proof of Payment	3 Website Subscriptions (R22 500)	Proof of Payment
		R680 000	R22 500	-	R 612 500	-	R22 500	-	R22 500	-
	Promoti onal Materia l	28 000 copies of the Municipal Newslette r 1000 Universal Events Posters Parapher nalia Materials	6 000 Newsletter Copies (R40 000) 1000 Universal Events Cards (R50 000) Paraphernalia Material (R190 00)	Newsletter Copies and proof of payment	6 000 Newsletter Copies (R40 000)	Newsletter Copies and proof of payment	6 000Newslett er Copies (R40 000)	Newsletter Copies and proof of payment	6 000 Newsletter Copies (R40 000)	Newsletter Copies and proof of payment
		R400 000	R280 00	-	R40 000	-	R40 000	-	R40 000	-

	Clean Audit Outcomes and Budget Management	All budget votes and grants spent accordingly	Spend according to budget	Financial Statements	Spend according to budget	Financial Statements	Spend according to budget	Financial Statements	Spend according to budget	Financial Statement
		R4 535 000	R1 166 825	-	R1 426 625		R731 625		R510 125	
Good Governance and Public participation	Media Liaison	2 Media Briefings, 5 Radio Interviews, 4 Press Statements, 3 Crises Rapid Responses, Principal Radio Talk show	1 Media Briefing(R20 000) 2 Radio Interviews(15 000) 1 Press Statement Principal Radio Talk Show(R43 125)	Attendance Registers Compact Disc Records Newspaper Cuttings	1 Press Statement 1 Radio Interview(R7 500) Principal Radio Talk show (R43 125)	Newspaper Cutting Compact Disc Record	1 Media Briefing(20 000) 1 Press Statement 1 Radio Interview (R7 500) Principal Radio Talk show (R43 125)	Newspaper Cutting Compact Disc Record	1 Press Statement 1 Radio Interview(R7 500) Principal Radio Talk show (R43 125)	Newspaper Cuttings Compact Disc Record
		R250 000	R78 125	-	R50 625	-	R70 625	-	R50 625	-

	SPU Events and Programmes	9 Calender Events Celebrated	Nelson Mandela Day Celebrations (R10 000) National Women's Day Celebrations(R100 000) Heritage Day Celebrations (R35 000)	Attendance Register Programmes Proof of Payment	16 Days of Activism (R35 000) International Disability Day Celebrations (R30 000)	Attendance Register Programme Proof of Payment	Human Rights Day Celebrations (R20 000) Freedom Day Celebrations(R30 000)	Attendance Register Programme Proof of Payment	Worker's Day Celebrations (R1000) Youth Month Activities (R100 000)	Attendance Register Programme Proof of Payment
		R370 000	R145 000	-	R65 000	-	R50 000	-	R110 000	
	SPU Programmes	135 Christmas Gifts for elderly, 10 Gift toys for hospitalized Children, School Uniform for 150 learners, MPCC and Internet Café for the Disabled Kamvelihle Co-op Mt Ayliff Gymnasium	Purchase equipment for the Disability Sector MPCC and Internet Café (R67 500)	Proof of payment	135 Christmas Gifts(R100 000) 10 Gift Toys for hospitalized Children (R15 000) 150 School Uniform(R150 000)	Photographs Proof of Payment	Kamvelihle Co-op (R67 500)	Photographs Proof of Payment	Mt Ayliff Gymnasium (R150 000)	Proof of payment

		R550 000	R67 500	-	R265 000	-	R67 500	-	R150 000	-
	Presidential Hotline	100 Complaints	25 Complaints	Report on responses	25 Complaints	Report on responses	25 Complaints	Report on responses	25 Complaints	Report on responses
		-	-	-	-	-	-	-	-	-
	Stakeholder Mobilisation	4 Key Stakeholders	Identify and meet with one key stakeholder	Attendance Register and minutes	Identify and meet with one key stakeholder	Attendance register and minutes	Identify and meet with one key stakeholder	Attendance Register and minutes	Identify and meet with one key stakeholder	Attendance Register and minutes
		-	-	-	-	-	-	-	-	-
	Speech Writing	20 Speeches	5 Speeches	Copy of each speech written	5 Speeches	Copy of each speech written	5 Speeches	Copy of each speech written	5 Speeches	Copy of each speech written
		-	-	-	-	-	-	-	-	-

	Exco Outreach Programme	2 Outreach Programmes	-	-	Exco confirms priorities and reports on service delivery	Reports	Outreach on funded IDP projects	Agenda Reports Attendance Register	-	-
		R320 000	-	-	R160 000	-	R160 000	-	-	-
	Council Events and Project hand-overs	8 Events	2 Project hand-overs	Photographs	2 Project Hand-overs	Photographs	2 Project Hand-overs	Photographs	2 Project Hand-overs	Photographs
	Public Participation programme	Hold 2 public participation events by June 2014	Hold the first Public participation meeting	Attendance Register	-	-	-	-	Hold a second public participation meeting	Attendance registers
		R530 000	R132 500	-	R132 500	-	R132 500	-	R132 500	-

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIFF & MOUNT FRERE					
Special Programmes and Communication	SP & COM	Computer Equipment	R 250 000	R 262 250	R 275 100
		Advertising Board	R 500 000	R 525 500	R 551 250
		Car Wash in Mount Ayliff	R200 000	R210 200	R220 500
		Furniture and Equipment	R 250 000	R 262 250	R 275 100
Total			R1 200 000		

LOCAL ECONOMIC DEVELOPMENT

VISION

A diverse and resilient economy, able to exploit competitive advantage of the municipality while building appropriate skills by 2017

MISSION

Through promotional of viable, sustainable economic activities and employment generation

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

		DEPARTMENT			LOCAL ECONOMIC DEVELOPMENT				
KPA	Programme		Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
						Output	Outcome		
Institutional Transformation & Development	Capacity building	To provide and enhance skills amongst LED staff	Training of LED staff members	To increase organisational effectiveness	LED staff have relevant qualifications	Training of employee through accredited learning institution	Effective, efficient and motivated employees	Nil	30 June 2014
	Strategic planning and team building	To promote union and boost the morale of LED employees and integration of LED programmes	Convene strategic session for the Department	To promote union and boost the morale of LED employees	Strategic documents in place	Documents for planning and venue	Increased production	R75 000	30 June 2014
Service Delivery	Construction of economic infrastructure	Add value addition to or resources	Facilitate construction of aloe processing structure	To provide economic infrastructure for processing of aloe plants	Aloe structure fenced and beneficiaries registered as co-operative	Facilitate construction of aloe structure	Job creation Value addition	R1 million	30 June 2014

	Food security	To ensure economic growth for agrarian purposes	Ploughing and Ripping of 60 hectares in 15 wards of Umzimvubu	To combat land degradation and to alleviate poverty	Land is available for ploughing purposes	Ploughing and ripping of maize fields	Poverty alleviation	R1,6 m	30 December 2013
LED	SMME Development	Implementation of business and retention strategy	Repairing of existing hawker stalls	To provide a conducive environment for hawker stall lessee's	There is a total of 73 hawker stalls ; 68 stalls in Mt Frere and 8 hawker stalls in Mt Ayliff	Repairing and maintenance of hawker stalls	Better conducive environment for businesses	R150 000	September 2013
		Ensure increase in number of tourists	Training of 50 contractors in tender filling	To maximize employment of local people	Some local contractors are still battling to fill in tender documents	Training of contractors on tender filling document	Increase in awarding of tenders to local contractors	Not budgeted for	June 2014
	Tourism Development	Ensure increase in number of tourists	Development of 3000 tourism brochures	To develop marketing tool for Umzimvubu tourism products	There are tourism products	Development of a tourism brochure	Umzimvubu tourism product owners marketed	R 50 000	September 2013
		Ensure increase in number of tourists	Exporting of craft products	To expose local products to overseas market	There are local crafters producing craft products	Facilitate exporting of craft products to overseas	Economic growth	R50 000	June 2014
		Ensure increase in number of tourists	Training of 5 tour guides	To capacitate 5 unemployed tourism graduates as accredited tour guides	There are unemployed youth with tourism background	Training of tour guides	Skilled youth Employment creation	R80 000	December 2013

	Ensure increase in number of tourists	Annual tourism event and flea market	To present an opportunity and networking for Umzimvubu SMME's in the tourism sector	There are tourist attractions within Umzimvubu	Convene of annual tourism celebration	Economic development	R160 000	September 2013
	Ensure increase in number of tourists	Erection of 4 tourism signs	To give guidance to tourists that are visiting the sited	There are tourists attractions without tourism signs	Erection of tourism signs	Increase in number of tourists	R20 000	December 2013
Agrarian reform	To ensure economic growth for agrarian purposes	Mentorship programme of livestock farmers and crop/vegetable production	To partner emerging farmers with well - established farmers	Umzimvubu farmers are stagnant in terms of growth	Partnership agreement between emerging farmers with well established	Poverty alleviation Job creation	R150 000	June 2014
	To ensure economic growth for agrarian purposes	Planting of vegetables through organic farming	To improve healthy living conditions and cost effectiveness	Vegetable Farming is done with fertilizers	Implementation of organic farming	Improve healthy living conditions	R 50 000	December 2013
	To ensure economic growth for agrarian purposes	Poultry rearing	To add value to local produce	There are projects that are involved in poultry farming	Poultry rearing	Economic development Job creation	R150 000	June 2014
Environmental management	To support or contribute towards promoting climatic conditions and promote sustainable development	Donga rehabilitation	To reclaim eroded land	Land is eroded	Rehabilitation of dongas	Land care	R150 000	June 2014

		To support or contribute towards promoting climatic conditions and promote sustainable development	Converting of waste (human/animal) into energy	To add value to natural resources	There are households with farmers	Renewable source of fuel	Reduced carbon foot print Integrated waste management	R300 000	June 2014
	Forestry development	To ensure growth of forestry enterprise	Purchasing of trees for schools	To provide greening to surrounding schools for respond to global warming by planting of trees	Few schools have trees planted	Planting of trees	Environmental conservation and beautification	R50 000	June 2014
Financial Viability	Securing of grant funding for LED projects	Sustainability of LED projects	Facilitate Securing of grant funding for LED projects/programme	To secure grant funding for LED projects	LED projects have no funding	Grant allocation	Job creation and Sustainability of LED initiative	R1 million	June 2014
		Enhance municipal revenue	Revenue Enhancement	To increase municipal revenue	There are structures that provide conducive environment to SMME's	Monitoring of income Revenue Collection	Revenue enhancement	R154 160	June 2014
		Operation clean audit	Contribution towards clean audit	To ensure proper compliance with legislation in terms of financial management	There is funding allocated to LED Department	Compliance with SCM regulations Proper records Monitoring of budget	Operation clean audit	R 5 997 000	June 2014

Good Governance & Public	Information dissemination of LED programmes and policies	Information dissemination	Convene LED forum meetings	To enhance communication with the community and to facilitate consistent uploading of essential LED document and regular communication with LED forum	There are projects that LED is implementing	Convene LED forums and meetings Upload of LED documents on the website	Sense of ownership developed by all relevant stakeholders Marketing of LED initiatives	Nil	June 2014
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PERFORMANCE MILESTONES

SECTION			LOCAL ECONOMIC DEVELOPMENT							
KPA	Project	Target & Budget	Quarterly Targets						4th Quarter	MOV
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV		
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14			

Local Economic Development	Repairing of existing hawker stalls	73 hawker stalls to be renovated	73 hawker stalls repaired and renovated	Monthly reports Invoices of service providers Pictures Local labour forms	-	-	-	-	-	-
		R150 000	R 150 000		-	-	-	-	-	-
	Training of 50 contractors in tender filling	50 Emerging contractors trained	1 training offered to 25 contractors	Monthly reports Attendance register Advert Training programme	1 training offered to 25 contractors	Monthly reports on training Attendance register Training programme Advert	1 training offered to 25 contractors	Monthly reports on training Attendance register Training programme Advert	1 training offered to 25 contractors	Monthly reports Attendance register Training programme Advert
	-	-	-	-	-	-	-	-	-	-

Local Economic Development	Development of 3000 tourism brochures	3000 tourism brochures developed	Development of tourism brochures	Brochures Invoices Monthly reports	Distribution of tourism brochures	Acknowledgement of receipt Monthly reports	Distribution of tourism brochures	Acknowledgement of receipt Monthly reports	Representation of Umzimvubu at tourism indaba	Indaba stands Invoices Monthly reports
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		R50 000	-	R30 000	-	-	-	-	-	R20 000
Converting of waste into energy	Purchasing bio digester for Ward 13 and 24	Bio digester machine purchased for ward 13	Monthly reports Invoice	Bio digester machine purchased for ward 24	Monthly reports Invoice	Monitoring on usage of the machine	Monthly reports	Monitoring on usage of the machine	Monthly reports	
	R300 000	R150 000	-	R150 000	-	-	-	-	-	
Exporting of craft products	Craft products for two co-operatives exported to overseas	Assessment of craft products to be exported	Craft products exported	Monthly report Partnership agreement	Craft products exported	Monthly report Partnership agreement				
	R80 000	-	R40 000	--	R40 000	--		-	-	
Training of 5 tour guides	5 unemployed youth with tourism qualification trained as tour guides	Appointment of service provider Training of tour guides	Invoices Appointment letter Certificates Monthly report	Placement of tour guides on tourist information centre	Placement letter Monthly report	Marketing of Umzimvubu LM	Monthly reports	Marketing of Umzimvubu LM	Monthly reports	
	R50 000	-	R50 000	-	-	-	-	-	-	
Convening of tourism annual event	Tourism celebration held during September (tourism month)	Tourism month celebration at Ward 04	Monthly reports Pictures	-	-	-	-	-	-	
	R160 000	-	R160 000	-	-	-	-	-	-	
Erection of 4 tourism signs	Erecting of tourism signs for Ntsizwa and Ntenetyane tourist attractions	Contract service provider to erect tourism signs for the tourist attractions	Invoice Tourism signs Monthly reports	-	-	-	-	-	-	

	R20 000	-	R20 000	-	-	-	-	-	-
Farmer Mentorship programme	Partnering of established farmers with well experienced farmers	Identification of 5 emerging livestock farmers and 5 emerging vegetable and crop production farmers	Monthly reports Assessment criteria	Partnership agreement signed between well experienced farmers and emerging farmers	Partnership agreement	Monitoring of Mentorship programme	Monthly reports	Monitoring of Mentorship programme	Monthly reports
	R150 000	-	R50 000		R50 000	-	R50 000	-	-
Organic farming	Planting of vegetables through organic farming	Appointment of service provider to practice organic farming	Order Invoice Monthly report	Organic farming vegetables planted	Vegetables Monthly reports Invoices	Supplying of local shops with organic vegetables	MOU signed	Selling of vegetable to local shops	Monthly reports
	R50 000	-	R30 000	-	R20 000	-	-	-	-
Poultry rearing	Construction of poultry structure and purchasing of 50 broilers	Construction of structure	Invoice Order Advert Monthly report	Purchasing of broilers	Invoice Order Advert Monthly report	Monitoring of business	Invoice Order Advert Monthly report	Monitoring of business	Monthly report
	R150 000	R50 000	-	R100 000	-	-	-	-	-
Donga rehabilitation	Rehabilitation of donga's	Rehabilitate dongas in Ward 19 and	Donga rehabilitation	Monthly reports	Donga rehabilitation commences at	Monthly reports	-	-	-

			Ward 20	commence s at ward 19	Local Labour forms	ward 20	Local Labour forms			
		R100 000	-	R50 000	-	R50 000	-	-	-	-
	Tree planting in schools	Planting of 20 trees in 10 schools of Umzimvub u	Assessment of schools in need	Monthly reports	Planting of trees	Invoices Pictures	Monitoring of planted trees	Monthly reports Pictures	Monitoring of planted trees	Monthly reports Pictures
		R50 000	-	-	R50 000	-	--	-	-	-
Financial Viability	Financial Management of Departmental funding	Proper managem ent of funds allocated to the Department	Advertiseme nt Appointment of service providers	Order Advert Monthly reports	Monitoring of expenditure Proper filling	Invoices Payment certificate Monthly reports	Monitoring of expenditure Proper filling Monthly reports	Invoices Proper filling Monthly reports	Monitoring of expenditure Proper filling	Invoices Payment certificate Monthly reports
		R 5 997 000	R 300 0000	-	R697 000	-	R2 500 000	-	R2 500 000	-
	Revenue collection	An amount of R154 160 to be generated from hawker stalls, street traders, trading facility, nursery , tourism and flea market	Monitoring of monthly rentals	Income statement	Monitoring of monthly rentals	Income statement	Income statement	Monitoring of monthly rentals	Income statement	Monitoring of monthly rentals
		R154 160	-	R38 540	-	R38 540	-	R38 540	-	R38 540

	Securing of grant funding for LED projects/programme	An amount of R1 million secured as grant funding for LED initiatives	Submission of business plans and funding proposals	Business plans Funding proposals	Grant received for projects	Acknowledgement letter for funding Implementation of projects utilising grant funding	-	-	Grant received for projects	Acknowledgement letter for funding Implementation of projects utilising grant funding
		R 1 million	-	-	R500 000	-	-	-	R 500 000	-
Good Governance	Convene of LED forum meetings	4 LED forum meetings convened	Inviting LED stakeholders to LED meetings	Invitation letters Monthly reports Attendance registers	Inviting LED stakeholders to LED meetings	Invitation letters Monthly reports Attendance registers Programme	Inviting LED stakeholders to LED meetings	Invitation letters Attendance registers Monthly reports	Inviting LED stakeholders to LED meetings	Invitation letters Attendance registers Monthly reports
Institutional transformation and development	Convene of LED strategic planning session and team building	One strategic session convened for LED stakeholders, councilors and staff	-	Strategic session convened	Attendance register Invitation Letters Invoice Programme	-	-	-	-	-
		R75 000	-	-	R75 000	-	-	-	-	-

	Training of LED Staff	2 Trainings of 4 LED officials in relevant led programmes	Attending training with accredited institutions	Training programme Attendance registers Certificates	Attending training with accredited institutions	-	-	-	-	-
		-	-	-	-	-	-	-	-	
Basic Service Delivery	Facilitate construction of aloe processing structure	Aloe processing structure constructed	Appointment of contractors	Appointment letter Local labour forms Project Steering Committee	Construction of structure	Invoices Pictures Structure Local labour forms	Finalisation of construction and Handing over	Complete structure Invoices Local labour forms	-	Payment of retention fee Completion certificate
		R 1 million	-	-	R400 000	-	R500 000	-	-	R100 000
	Ploughing and ripping of 60 hectares in 15 wards of Umzimvubu (Ward 1,3,6,5,7,9,12,14,16,17,21,22,23,,26, AND 27)	60 hectares in 15 wards of Umzimvubu ploughed and ripped	Counting of hectares to be ploughed and ripped	Number of hectares counted Attendance register	Ploughing and ripping of hectares	Order Invoices Completion certificates	Harvesting of maize	Pictures of maize planted Agricultural show convened	-	-
	R1 ,6 million	-	-	-	R1,6 m	-	-	-	-	

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIFF					
WARD 04					
LED	LED	Construction of aloe processing structure		0	0
Ward 04 Total			R 1 million		
TOWN: MOUNT AYLIFF					
WARD 07					
LED	LED	Construction of surfacing and landscaping at Mt Ayliff trading facility	R500 000	0	0
Ward 07 Total			R500 000		
TOWN: MOUNT AYLIFF					
WARD 26					
LED	LED	Construction of poultry rearing structure	R 50 000	0	0
Ward 26 Total			R 50 000	0	0
TOWN: MOUNT FRERE					
WARD 12					
LED	LED	Construction of poultry rearing structure	R 50 000	0	0
Ward 12 Total			R 50 000	0	0
TOWN: MOUNT FRERE					
WARD 13					
		Purchasing of bio digester	R 150 000	0	0

LED	LED	machine			
Ward 13 Total			R150 000	0	0

TOWN: MOUNT FRERE

WARD 17

LED	LED	Construction of storage structure for nursery	R 50 000	0	0
Ward 17 Total			R 50 000	0	0

TOWN: MOUNT FRERE

WARD 19

LED	LED	Construction of storage structure for nursery	R 50 000	0	0
Ward 19 Total			R 50 000	0	0

TOWN: MOUNT FRERE

WARD 24

LED	LED	Purchasing of bio digester machine	R 150 000	0	0
Ward 24 Total			R 150 000	0	0

CITIZEN AND COMMUNITY SERVICES

VISION

A department that is known to put community first

We will render quality services through our employees and create a platform for vital economic activity which will create sustainable financial viability and development for better life for all

MISSION

To ensure the delivery of quality services that promote economic growth, support development and respond to the community needs in accordance with our development mandate

1 – CAPITAL WORKS PLAN FOR 2013/14

		SECTION			COMMUNITY SAFETY				
KPA	Program	IDP Objective	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
						Output	Outcome		
Basic Service Delivery Basic Service Delivery	Traffic Services	To improve traffic safety by 2017	Driver Fitness	To enforce driver fitness particularly documentation	12000 vehicles stopped and drivers screened	12000 vehicles stopped and drivers screened	Competent drivers in municipal roads and change in behaviour		June
		To improve traffic safety by 2017	Driving Licence Testing	Provision of driving licence testing services	1596 number of applicants tested for driving licenses	3060 number of applicants tested for driving licenses	Competent drivers using national and local roads.		June
		To improve traffic safety by 2017	Learner's Licence Testing	Provision of learner's licence testing services	2304 applicants tested for learners licence	4400 applicants tested for learners licence	Competent drivers using national and local roads		June
		To improve traffic safety by 2017	Issue of Driving Licences	Provision of renewal of driving licences services	1200 Driving Licences renewed	1530 Driving Licences renewed	Full compliance with the NRTA (Act of 93 of 1996 as amended)	R 300 000	June

		To improve traffic safety by 2017	Public Transport Law Enforcement	To do public transport enforcement especially load management	2400 vehicle checked for load management and documentation	2400 vehicle checked for load management and documentation	Good road user behaviour and voluntary compliance		June
		To improve traffic safety by 2017	Road traffic law enforcement notices.	To increase detection and prosecution of critical road traffic offences	Issuing of 3600 notices issued to all transgressors	Issuing of 3600 notices issued to all transgressors	Reduction in offence rates on key safety indices		June
Basic Service Delivery Basic Service Delivery	Traffic Services	To augment ULM's effectiveness and to foster good interdepartmental and intergovernmental relations	Common Operations with other law enforcement agencies	To co-ordinate common operations at all tiers of service delivery	12 special blitzes conducted with other law enforcement agencies	12 special blitzes conducted with other law enforcement agencies	Decrease in crime levels through proactive policing		June
		To improve traffic safety by 2017	Road traffic signs and marking	Erection of road traffic signs and road surface markings	Visible road markings Visible and Compliant Signs	Visible road markings Visible and Compliance	Traffic Safety Complaint Roads	R200 000	June
		To improve traffic safety by 2017	Vehicle Fitness	To focus on vehicle fitness enforcement	600 vehicle tested for roadworthy	600 vehicle tested for roadworthy	Decrease of defective vehicles in our roads	R30 000	June
		To improve traffic safety by 2017	Registering Authority	Vehicle registration and licensing	6000 Registered and licensed motor vehicles	7000 Registered and licensed motor vehicles	Reduction of illegal operating vehicles on municipal roads		June
		To improve traffic safety by 2017	Parking Meters	To control traffic flow	4 parking meters	4 parking meters	Free flow of traffic	Nil	June

Institutional Development & Transformation	Council Security	To provide security to council assets by 2017	Asset protection	Provide security to council assets	Report on number of guarding points secured	Report on number of guarding points secured	Secured municipal assets, Councillors and staff	R3 600 000	June
	By Law Enforcement	To promote zero tolerance to Business & By-Law transgressions by 2017	Business Act & By-Law Enforcement	To ensure effective Business Act and by-law enforcement	Contravention register of transgressors of the municipal bylaws and other pieces of legislation	Contravention register of transgressors of the municipal bylaws and other pieces of legislation	Compliant citizenry and business		June
Institutional Development & Transformation		To promote zero tolerance to Business & By-Law transgressions by 2017	Pound By-Law Enforcement	To ensure effective Pound by-law enforcement	Contravention register of transgressors of the municipal bylaws and other pieces of legislation	Contravention register of transgressors of the municipal bylaws and other pieces of legislation	Compliant citizenry and business	R100 000.	June
		To promote traffic & community safety by 2017	Animal Pound	Safekeeping of stray animals	Building of Mount Ayliff Pound - Phase 2	Building of Mount Ayliff Pound - Phase 2	Control of stray animals	R 300 000	June
Local Economic Development	EPWP	To create decent work opportunities by 2017	Job creation	To Create Job opportunities through waste management and Public Safety sectors	10 trained EPWP beneficiaries enforcing Road Traffic Laws & By-laws	10 trained EPWP beneficiaries enforcing Road traffic laws & By-Laws	Free pedestrian and traffic flow and compliance with legislation		June
Municipal Financial Viability	Budget	To enhance effective financial management on allocated budget by 2017	Operation Clean Audit	To enhance effective financial management	10% level of variance against operational expenditure	10% level of variance against operational expenditure	Sound financial management through compliance with MFMA	R9 779 673	June

						80% expenditure of Capital Budget	Sound financial management through compliance with MFMA		June
Good Governance & Public Participation	Community Safety	To contribute towards combating of crime by 2017	Community Safety Forum	To contribute towards reduction of crime in support of proactive policing	Reports on Two community safety forum meetings	Reports on Two community safety forum meetings	General crime reduction within the municipal jurisdiction	R300 000	June
	Disaster Management Services	To build institutional capacity for disaster management by 2017	Social Relief of Distress	To provide social relief of distressed households due to disaster	Register of relief material issued	Register of relief material issued	Social relief of distress packages issued to affected households	R100 000	June
			Capacity Building	Coordinate the establishment of Fire & Disaster response Volunteers	Register, record of training and established teams	Register, record of training and established teams	Fire & Disaster ready response teams at localities		June
Good Governance & Public Participation	HIV/AIDS	Co-ordinate the rendering of health services in particular the management of communicable diseases by 2017	Co-ordination of HIV & AIDS Activities	To participate in the commemoration of HIV and AIDS institutionalized days	Participate in Commemoration of World Aids Day and Candle light memorial events	Participate in Commemoration of World Aids Day and Candle light memorial events	Proper co-ordination of health issues within the local municipality	R50 000	June

PERFORMANCE MILESTONES

SECTION			COMMUNITY SAFETY								
KPA	Project	Target & Budget	Quarterly Targets						MOV	4 th Quarter	MOV
			1 st Quarter	MOV	2 nd Quarter	MOV	3 rd Quarter	MOV			
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14				
Basic Services	Driver Fitness	12000 vehicles stopped and drivers screened	3000 vehicles stopped and drivers screened	Monthly reports	3000 vehicles stopped and drivers screened	Monthly reports	3000 vehicles stopped and drivers screened	Monthly reports	3000 vehicles stopped and drivers screened	Monthly reports	
	Drivers Licence Testing	3060 number of applicants tested for driving licenses	765 applicants tested for driver's license	Monthly reports	765 applicants tested for driver's license	Monthly reports	765 applicants tested for driver's license	Monthly reports	765 applicants tested for driver's license	Monthly reports	
	Learners Licence Testing	4400 applicants tested for learners licence	1100 applicants tested for learners licence	Monthly reports	1100 applicants tested for learners licence	Monthly reports	1100 applicants tested for learners licence	Monthly reports	1100 applicants tested for learners licence	Monthly reports	
Basic Services	Issue of Drivers Licence	1530 Drivers licences	382 Drivers licences issued	Monthly reports	382 Drivers licences issued	Monthly reports	382 Drivers licences issued	Monthly reports	382 Drivers licences issued	Monthly reports	
		R 3 0 0 0 . 0 0									
	Public Transport law Enforcement	2400 vehicle checked for load management and documentation (passengers)	600 public transport checked for documentation and load management (passengers)	Monthly reports	600 public transport checked for documentation and load management (passengers)	Monthly reports	600 public transport checked for documentation and load management (passengers)	Monthly reports	600 public transport checked for documentation and load management (passengers)	Monthly reports	
	Road Traffic Offences	3600 notices issued to transgressors	900 notices issued	Monthly reports	900 notices issued	Monthly reports	900 notices issued	Monthly reports	900 notices issued	Monthly reports	
	Common operations with other	12 drunk and driving blitz	3 x drunk and driving blitz	Monthly reports	3 x drunk and driving blitz	Monthly reports	3 x drunk and driving blitz	Monthly reports	3 x drunk and driving blitz	Monthly reports	

	law enforcement agencies									
	Road traffic signs and marking	Maintain road markings at least bi- annually	Maintain road markings	Monthly reports	Maintain road markings	Monthly reports	Maintain road markings	Monthly reports	Maintain road markings	Monthly reports
		Replace road markings as and when required	Replace road markings as and when required	Monthly reports	Replace road markings as and when required	Monthly reports	Replace road signs as and when required		Replace road markings as and when required	Monthly reports
		R200 000	R100 000	Monthly reports		Monthly reports	R100 000			
Vehicle Fitness	600 vehicle tested for roadworthy	150 vehicles tested for roadworthy	Monthly reports	150 vehicles tested for roadworthy	Monthly reports	150 vehicles tested for roadworthy		150 vehicles tested for roadworthy	Monthly reports	
Basic Service Delivery		R30 000	R5000	Monthly reports	R10000	Monthly reports	R5000		R10000	
	Registering Authority	Maintain 6000 registered and licenced vehicles	Maintain 6000 registered and licenced vehicles	Monthly reports	Maintain 6000 registered and licenced vehicles	Monthly reports	Maintain 6000 registered and licenced vehicles		Maintain 6000 registered and licenced vehicles	Monthly reports
				Monthly reports		Monthly reports				
	Council Security	11 guarding points serviced for 24 hours per day	11 guarding points serviced for 24 hours per day	Monthly reports	11 guarding points serviced for 24 hours per day	Monthly reports	11 guarding points serviced for 24 hours per day		11 guarding points serviced for 24 hours per day	Monthly reports
		R3 600 000	R900 000		R900 000		R900 000		R900 000	
	Pound Phase II	Phase 2 Mount Ayliff Pound	Tender processes	Monthly reports	Construction of Sheds and Storage rooms	Monthly reports				Monthly reports
		R200 000			R200 000					
Institution	Parking meter	Operations	Monthly reports	Operations	Monthly reports	Operations	Monthly reports	Operations	Monthly reports	

	Business Act	Execution of 40 Business Act & By-Law contravention cases	Execution of 10 Business Act & By-Law contravention cases	Monthly reports	Execution of 10 Business Act & By-Law contravention cases	Monthly reports	Execution of 10 Business Act & By-Law contravention cases	Monthly reports	Execution of 10 Business Act & By-Law contravention cases	Monthly reports
	Street Trading- By - Law	Execution of Street Trading by law contravention cases	Execution of 10 Street Trading By-Law contravention cases	Monthly reports	Execution of 10 Street Trading By-Law contravention cases	Monthly reports	Execution of 10 Street Trading By-Law contravention cases	Monthly reports	Execution of 10 Street Trading By-Law contravention cases	Monthly reports
	Pound By-Law	Execution of 300 Pound by law contravention cases	75 livestock impounded as per the Pound by law	Monthly reports	75 livestock impounded as per the Pound by law	Monthly reports	75 livestock impounded as per the Pound by law	Monthly reports	75 livestock impounded as per the Pound by law	Monthly reports
Local Economic Development	EPWP	Road traffic enforcement by 10 trained volunteers	Recruitment of 10 EPWP beneficiaries	Monthly reports	Appointment	Monthly reports				
Municipal Financial Viability	Operation Clean Audit	10% variance in operational expenditure	10% variance in operational expenditure	Monthly reports	10% variance in operational expenditure	Monthly reports	10% variance in operational expenditure	Monthly reports	10% variance in operational expenditure	Monthly reports
		80% expenditure on Capital Budget	80% expenditure on Capital Budget	Monthly reports	80% expenditure on Capital Budget	Monthly reports	80% expenditure on Capital Budget	Monthly reports	80% expenditure on Capital Budget	Monthly reports
Good Governance and Public Safety	Community Safety	To have Two community safety forum meetings	Community safety forum meeting	Monthly reports	Community safety forum meeting	Monthly reports				

	Disaster Management Services	Issue social relief of distress material when needed	Issue social relief of distress material when needed	Monthly reports	Issue social relief of distress material when needed	Monthly reports	Issue social relief of distress material when needed	Monthly reports	Issue social relief of distress material when needed	Monthly reports
	Disaster Capacity Building	Establish Fire & disaster response volunteer teams at identified localities	Consultation & research	Monthly reports	Training, formation & launch of teams	Monthly reports	Training, formation & launch of teams	Monthly reports	Training, formation & launch of teams	Monthly reports
Good Governance and Public Participation	HIV & AIDS	Participate in Commemoration of World Aids Day, and Candle light memorial events	Monthly reports	Monthly reports	Participate in Commemoration of World Aids Day	Monthly reports			Participate in Candle light memorial event	Monthly reports

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIFF & MOUNT FRERE					
ALL WARDS					
C&CS	Community Safety	Registering Authority Furniture	R100 000.	R100 000.	R100 000.
C&CS	Community Safety	Pound	R300 000.	R300 000.	R300 000.
C&CS	Community Safety	Security Equipment	R200 000.	R200 000.	R200 000.
C&CS	Community Safety	Communication Equipment	R100 000.	R100 000.	R100 000.
C&CS	Community Safety	Traffic Equipment	R250 000.	R250 000.	R250 000.
All Wards total			R 950 000.	R950 000	R 950 000.

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

SECTION				Community Services				
KPA	Programme	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
					Output	Outcome		
Basic Service Delivery	Waste management	Domestic Waste Collection	To promote and ensuring effective waste management services	Domestic waste collection standards Waste collection and illegal dumping BY – Laws	Waste collection services in Mount Frere and Mount Ayliff CBD and Residential areas	Environmental friendly areas, minimum pollution	Nil	June
	Waste management	Refuse removal and transportation	To promote and ensuring effective waste management services	IWMP and refuse tracks	450 000 Refuse bags	Promotion of environmental friendly towns	R700 000	June
	Waste management	Landfill Site Management	To manage landfill site as per the DWAF minimum standards	National Standard for Disposal of Waste to landfill	Landfill site assessment report Landfill Site Compactor equipment Cell Development	Compliance to environmental standards	R3000 000	June

Basic Service Delivery	Waste Management	Rehabilitation of Illegal Dumping sites	To promote waste management services	Domestic waste collection standards Waste BY - Laws	Illegal Dumping sites GIS Map	Clean and less Dumping Area	Nil	June
	General Horticultural Maintenance	Landscaping and Greening	To beautify our towns in line with municipal greening initiatives	Concept designs and working drawings	Mount Frere town entrance beatification, Cemetery, Parks and open Spaces mantainance	Green and beauty towns	R1000 000	June
	Library services	Mount Frere Library	To render library services in order to assist in literacy development.	Memorandum of understanding with Department of Sports Arts and recreation	Well managed Mount Frere library	Availability of library services	R141000 Subsidy	June
Institutional Transformation & Development	By –law enforcement	Waste By law enforcement	To curb and reduce illegal activities	Municipal Bylaws and other relevant legislation	Less illegal Activities occurrences	Law and order	Nil	June

	Waste Management	By –Law Special operations	To bring about coordinated efforts with other relevant departments interested parties to reduce illegal activities	Municipal By-laws	Municipal Bylaws and other relevant legislation	Less illegal activities and transgressions occurrences	Nil	June
	Cemetery Management	Burial Records management	Provision of record keeping database	Cemetery Management System	Cemetery data base system	Easily accessible burial records to all	R300 000	June
	Waste Management	Waste Information system	To have quantified waste streams, and report to national database	Integrated Waste Management Plan, and By-laws	To have quantified waste streams in the landfill site	Waste management planning based on the waste streams	Nil	June
Local Economic Development	EPWP	Job creation under environmental and cultural sector	To Create Job opportunities through waste management	EPWP policy and ministerial determination	200EPWP beneficiaries employed under environmental and cultural sector	Provision of employment safety net to the marginalized communities	R1000 000	June
Financial Viability	Budget Management	Operation Clean Audit	To enhance effective financial management	MFMA of 2003, 2013/14 budget,	10% level of variance against operational expenditure	Sound financial management through compliance with MFMA	R2 535 000	June

			t		80% expenditure of Capital Budget	Sound financial management through compliance with MFMA	R4250 000	June
Good Governance & Public Participation	Waste Management	Awareness Campaigns	To conduct environmental management awareness campaigns	Integrated Waste Management Plan,	Two Environmental awareness campaigns	Citizens caring for environment	Nil	June

PERFORMANCE MILESTONES

SECTION			COMMUNITY SERVICES							
KPA	Project	Target & Budget	Quarterly Targets						4th Quarter	MOV
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV		
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14			
Basic Service Delivery	Domestic Waste Collection	Waste collection services to Mount Frere and Mount Ayliff CBD and Residential areas	Waste collection services to Mount Frere and Mount Ayliff CBD and Residential areas	Monthly reports	Waste collection services to Mount Frere and Mount Ayliff CBD and Residential areas	Monthly reports	Waste collection services to Mount Frere and Mount Ayliff CBD and Residential areas	Monthly reports	Waste collection services to Mount Frere and Mount Ayliff CBD and Residential areas	Monthly reports
	600 000 refuse bags used in Kerbside Collection	600 000 refuse bags used in Kerbside Collection	150 000 refuse bags used in Kerbside Collection	Delivery Note	150 000 refuse bags used in Kerbside Collection	Delivery Note	150 000 refuse bags used in Kerbside Collection	Delivery Note	150 000 refuse bags used in Kerbside Collection	Delivery Note
	Landfill site management	Annual Compaction and covering and Landfill site annual report	Landfill site workface management	Landfill site assessment report	Landfill site workface management	Landfill site assessment report	Landfill site workface management	Landfill site assessment report	Landfill site workface management	Landfill site assessment report
	Rehabilitation of Illegal Dumping sites	40 rehabilitated illegal dumping sites per annum	10 rehabilitated illegal dumping sites per annum	Visuals and reports	10 rehabilitated illegal dumping sites per annum	Visuals and reports	10 rehabilitated illegal dumping sites per annum	Visuals and reports	10 rehabilitated illegal dumping sites per annum	Visuals and reports

Basic Service Delivery	Landscaping and Greening	Facilitate town beautification through building of Mount Frere town Entrance precinct and general landscaping and greening in community amenities	Mount Frere Town entrance landscaping and greening. General Horticultural maintenance (treescape and grass cutting) in 32 streets, 13 open spaces, 5 sports fields, two parks and 1 tourism attraction centre and 1 monumental site .	Visuals and monthly reports and completion certificates	General Horticultural maintenance (treescape and grass cutting) in 32 streets, 13 open spaces, 5 sports fields, two parks and 1 tourism attraction centre and 1 monumental site .	Visuals and monthly reports and completion certificates	General Horticultural maintenance (treescape and grass cutting) in 32 streets, 13 open spaces, 5 sports fields, two parks and 1 tourism attraction centre and 1 monumental site .	Visuals and monthly reports and completion certificates	General Horticultural maintenance (treescape and grass cutting) in 32 streets, 13 open spaces, 5 sports fields, two parks and 1 tourism attraction centre and 1 monumental site .	
	Library Services	Library administration and general maintenance in two Libraries	Library administration and general maintenance	Monthly reports	Library administration and general maintenance		Library administration and general maintenance		Library administration and general maintenance	

SECTION			COMMUNITY SERVICES							
KPA	Project	Target & Budget	Quarterly Targets							
			1 st Quarter	MOV	2 nd Quarter	MOV	3 rd Quarter	MOV	4 th Quarter	MOV
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun	
Institutional Transformation & Development	By-law enforcement	150 compliance note and prohibition	Site inspection, investigation and issuing of 50 Prohibition and compliance notices	Notices and Monthly report	Site inspection, investigation and issuing of 20 Prohibition and compliance notices	Notices and Monthly report	Site inspection, investigation and issuing of 40 Prohibition and compliance notices	Notices and Monthly report	Site inspection, investigation and issuing of 40 Prohibition and compliance notices	Notices and Monthly report
	Special Operations	4 special joints operations	One joint operation	Notices and Monthly report	One joint operation	Notices and Monthly report	Two Joint operations	Notices and Monthly report	One joint operation	Notices and Monthly report
	Burial Records	Electronic records management system	Recording on Cemetery Database management system	Notices and Monthly report	Recording on Cemetery Database management system	Notices and Monthly report	Recording on Cemetery Database management system	Notices and Monthly report	Recording on Cemetery Database management system	Notices and Monthly report
	Waste Information Systems	Data capturing and reporting	Data capturing and reporting	Notices and Monthly report	Data capturing and reporting	Notices and Monthly report	Data capturing and reporting	Notices and Monthly report	Data capturing and reporting	Notices and Monthly report

SECTION			COMMUNITY SERVICES							
KPA	Project	Target & Budget	Quarterly Targets							
			1 st Quarter	MOV	2 nd Quarter	MOV	3 rd Quarter	MOV	4 th Quarter	MOV
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun	
Local Economic Development	Waste Buy Back Centre	Manage Mt Frere Waste Buy Back Centre (Material recover Facility)	Recyclable material waste sorting and storing	20 tons of recycled waste	Recyclable material waste sorting and storing	20 tons of recycled waste	Recyclable material waste sorting and storing	20 tons of recycled waste	Recyclable material waste sorting and storing	20 tons of recycled waste
	EPWP	Creation of 200 fulltime equivalent jobs	Creation of 200 fulltime equivalent jobs	Beneficiary register and contracts	Administration (MIS reporting) Monthly beneficiary register consolidation	Webbased report printouts	Administration (MIS reporting) Monthly beneficiary register consolidation	Webbased report printouts	Administration (MIS reporting) Monthly beneficiary register consolidation	Webbased report printouts
Municipal Financial Viability	Clean Audit Report and Budget Management	0% level of variance against operational expenditure	0% level of variance against operational expenditure	Monthly Cash flow reports	0% level of variance against operational expenditure	Monthly Cash flow reports	0% level of variance against operational expenditure	Monthly Cash flow reports	0% level of variance against operational expenditure	Monthly Cash flow reports
		80% expenditure of Capital Budget	80% expenditure of Capital Budget	Monthly Cash flow reports	80% expenditure of Capital Budget	Monthly Cash flow reports	80% expenditure of Capital Budget	Monthly Cash flow reports	80% expenditure of Capital Budget	Monthly Cash flow reports
		R 16 125 321 Budgeted	-		-		-		-	

SECTION			COMMUNITY SERVICES							
KPA	Project	Target & Budget	Quarterly Targets							
			1 st Quarter	MOV	2 nd Quarter	MOV	3 rd Quarter	MOV	4 th Quarter	MOV
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun	
Good Governance Public participation and	Waste Management Awareness Campaign	Two Environmental awareness campaigns	One anti-litter campaign	Register, Visual and concept document and report	Free litter towns Campaign	Register, Visual and concept document and report	-	-		

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIF & MOUNT FRERE					
Citizen and Community Services	Community services	Landfill site waste compactor machinery in Mount Frere	R 3000 000	R300 000	R300 000
	Community services	Mount Frere Town Entrance Beautification	R1000 000	R1000 000	R1000 000
	Community services	Tools and Equipment	R200 000	R3000 000	R3000 000
	Community services	Computer Equipment	R50 000	R50 000	R50 000
All Wards total			R 4 250 000	R4250 00	R4250 000

INFRASTRUCTURE AND PLANNING

VISION

A department that provides quality services to the people in order to improve the quality of their lives

MISSION

To be a department that delivers sustainable services through proper planning

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

SECTION				INFRASTRUCTURE AND PLANNING DEPARTMENT: TOWN PLANNING UNIT				
KPA	Programme	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
					Output	Outcome		
Service Delivery	Rural Development / Spatial Planning	Rural Development Plan	The need to focus on rationalising the use of land and resources in rural areas The need to focus on what is achievable in development terms and how this related to spatial and economic development proposals The need to understand the urban – rural interface in certain parts of the study area Identification and protection of prime productive land in the rural areas	In order for Umzimvubu Local Municipality to review its overall spatial development plan and more specific to undertake settlement planning for the provision of basic services and housing, a new rural development plan for the rural areas is required	Identification and protection of prime productive land in the rural areas Controlling the haphazard growth and development, thus promoting optimal use and management of land in the rural areas	Identification of existing infrastructural and social services and where there the gaps are. Identification and protection of prime productive land and environmental sensitive areas in the rural areas Identify where settlement expansion should be undertaken if needed i.e. in which direction should a rural settlement expand its settlement footprint. Identification as settlement edges as proposed in the Provincial Spatial Development Plan Identification of rural nodes and service centres where a higher order of services should be planned for.	+R450 000 Planning Unit To prepare a business plan for funding from Local Government	30 June 2014

Service Delivery	Spatial Planning / Urban Design	Urban Design Framework (or Implementation Plan) for Mount Ayliff and Mount Frere	Creating a legible structure for the town including urban design concepts Establishing a focal point of the town Establishing a formal public space system Creating a more functional and attractive town Providing the basis for a development management system. Providing a clear development plan and policy for urban decay of both towns.	Umzimvubu Local Municipality have already Adopted an Urban Renewal Strategy which points out most of the Urban Development strategies however it does not clearly go deep into details of Urban Design Concepts up until implementation stage.	The proposed project would involve expects to conduct Environmental report for both towns, flood line study for both towns, a land surveyor to provide a base plan map with at least 5m contour intervals, a Town Planner/Urban Designer which would consolidate all this information to one report and different Urban Design Concepts for the towns	Guiding the future growth of Mount Frere and Mount Ayliff. Maintaining of the characteristics of a rural town Guiding the creation of an efficient urban development Protecting, rehabilitating and integrating the natural environment and identifying potential future usage	+- 380 000	30 June 2014
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Service Delivery	Land Use Development Strategy	Upgrading of Land Zoning Plans for Mount Ayliff and Mount Frere	More updated development changes. Easy access to information for both the municipality and people it serves. The study would also be required to provide the municipality with all the latest General plans for filling at our records.	Umzimvubu Local Municipality in the past few years had major changes in terms of Land uses, Zonings, infrastructure , housing development s, subdivisions, as a results some of the data the municipality grasp is outdated due to development changes.	This project will need a big role on the stakeholders, community involvement to make sure the community is well involved in the planning process of the town.	The Planning department would also be able to update all the new changes in zonings and other land development changes	Budget of this project will depend on the terms of reference and the scope of work required by the ULM, minimum budget should be R300 000	30 June 2014-
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Service Delivery	Survey	Relocation/identification of pegs and Ownership of Mount Frere and Mount Ayliff Surveyor Registered properties.	This will allow the municipality to Identify all the encroachments within both towns it serves,	There has been numerous encroachments within the towns of ULM, with some private properties encroaching on the road reserves and some on the municipal land.	This project will need community involvement. To make sure the community understands the project processes and provide the municipality with relevant information.	Provide the municipality with better information on the property boundaries and will be helpful for future planning.	Planning Unit To prepare a request for deviation of funds that were allocated for Mapping (R268 000), hence Alfred Ndzo, will provide the Municipality with all the areal cadastral information, and digital copies of shed services.	
Institutional Development	Computer Aided Drafting	Installation of Auto CAD and Ally-Cad for Planning Staff	This will allow the planning section to do miner applications in-house without outsourcing	To be able to save on the municipal operational budget, and to allow the municipal planning section to make amendments on town planning layouts without having to pay private firms.	Urban design concepts and Cad Designs	The municipality will be able to provide draftspersons with digital copies of cadastral information.	R50 000	30 June 2014

PERFORMANCE MILESTONES

SECTION			HUMAN RESOURCES							
KPA	Project	Target & Budget	Quarterly Targets							
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV	4th Quarter	MOV
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun	
Service Delivery	Rural Development / Spatial Planning	Adoption of Rural Development Plan By Council and Local Gov. +-R450 000 Planning Unit To prepare a business plan for funding from Local Government	Request for Funding	Preparation of Business Plan and	If funds obtained, preparation of terms of reference or cope of work for the project together with other Governmental stakeholders . Advertising of tender. Appointment	Formation of PSC. Phase 1: Inception Stage of the Project,	Phase 2: Project Workshops including a rural Status Quo Report for council to comment.	Project reporting Invoices of service provider. Submission of the final draft report	Presentati on to stakeholde rs Submission of invoices by the service provider.	Submissio n of the final consolidat ed report Invoices of service provider Adoption of the Rural Developm ent Plan by the full Council of ULM
		R450 000	R 0		R 135 000		R 180 000		R 135 000	
	Urban Design Framework (or Implementation Plan) for Mount Ayliff and Mount Frere	To have implementa ble Urban Design Framework. R380 000	Preparation of terms of reference agreed by ULM Manageme nt and council	Appointm ent of service provider. Agreeme nt on terms of reference	Formation of PSC. Phase 1: Inception Stage of the project.	Public participati on Invoice of service provider	Status Quo Analysis	Submissio n of status quo report Invoice of service provider Comments	Preparatio n of urban design concepts by the service provider Presentati	Comment s on the draft final report and submissio n of final report for adoption by the

			Advertisement of tender	between the Municipality and the service provider.				by the ULM management.	on to stakeholders. Submission of draft final report	council. Complete Urban Design Master Plan. Invoice of service provider
		R380 000			R114 000		R152 000		R114 000	
Service Delivery	Upgrading of Land Zoning Plans for Mount Ayliff and Mount Frere	The study would also be required to provide the municipality with all the latest General plans for filling at our records. Budget of this project will depend on the terms of reference and the scope of work required by the ULM, minimum budget should be R300 000.	Preparation of terms of reference agreed by ULM Management and council Advertisement of tender	Appointment of service provider. Agreement on terms of reference between the Municipality and the service provider.	Formation of PSC. Phase 1: Inception Stage of the project.	Public participation Invoice of service provider	Status Quo Analysis	Submission of status quo report Invoice of service provider Comments by the ULM management	Preparation of zoning maps by the service provider Presentation to stakeholders. Public Participation and comments Submission of draft final report	Comments on the draft final report and submission of final report for adoption by the council. Complete zoning Maps. Invoice of service provider
		R300 000			R90 000		R90 000			R120 000
Service	Relocation/Identific	Planning	Preparation	Appointment	Formation of	Public	Identificati	Submission	Preparatio	Submission

Delivery	ation of pegs and Ownership of Mount Frere and Mount Ayliff Surveyor Registered properties	Unit To prepare a request for deviation of funds that were allocated for Mapping which amounts to R268 000, hence Alfred Ndzo, will provide the Municipality with all the areal cadastral information, and digital info of shed services, the project for Mapping is not desirably for ULM.	of terms of reference agreed by ULM Management and council Advertisement of tender	ent of service provider. Agreement on terms of reference between the Municipality and the service provider.	PSC. Phase 1: Inception Stage of the project. Investigation to Deeds Offices. Public Announcement.	participati on Invoice of service provider	on of problems i.e ownership , illegal subdivisions, illegal road closures Status Quo Analysis,	n of status quo report Invoice of service provider Comments by the ULM management	n of General Plans and property ownership records by the service provider Presentati on to stakeholders, Highlightin g all Properties that have erroneous overlapped on other properties. Obtain comments Submissio n of draft final report	n of final report and digital copies of general plans
Institution al Development	Installation of Auto CAD and Ally-Cad for Planning Staff	This will allow the planning section to do miner land development applications in-house without outsourcing and the	Request for Quotation by ICT. Installation of the program							

		budget is R50 000								
		R50 000	-	-	-	-	-	-	-	-

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIFF & MOUNT FRERE					
WARD 7 AND 18					
Infrastructure and Planning	Planning Section	Spatial Planning / Urban Design Framework	R 380 000	R	R
Both Wards total			R 380 000	0	0
ALL WARDS					
Infrastructure and Planning	Planning Section	Rural Development Plan	R450 000	R	R
All Wards total			R 450 000	0	0
WARD 7 AND 18					
Infrastructure and Planning	Infrastructure and Planning	Upgrading of Land Zoning Plans for Mount Ayliff and Mount Frere	R 300 000	R	R
Both Wards total			R 300 000	0	0
WARD 7 AND 18					
Infrastructure and Planning	Infrastructure and Planning	Relocation/Identification of pegs and Ownership of Mount Frere and Mount Ayliff Surveyor Registered properties	R + 268 000	R	R
Both Wards total			R +268 000	0	0

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

SECTION				BUILDING & HOUSING					
KPA	Programme	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe	
					Output	Outcome			
Institutional Transformation & Development	Training & Development	Workshop on National Building regulations	To facilitate through the department of Human Resources Training on the NBR as informed by the WSP	Training is provided to employees as informed by the WSP	At least four(4) employees to be trained in line with WSP.	Internal capacity enhancement.	R26 605	30 June 2014	
Service Delivery	Building Controls	Building Control Awareness Campaigns	To promote adherence to building standards	National Building Regulation, By- Laws	National Building Regulations and By-Law advocacy	Adherence to National Building Regulation and the By-Law	R50 000	14 June 14	
		Building inspections	To promote adherence to building standards	National Building Regulation, By- Laws	Inspections Register	Adherence to National Building Regulation and the By-Law	R 50 000	14 June 14	

Service Delivery		Building Control Enforcement	To promote adherence to building standards	National Building Regulation, By- Laws	Notices, Court Orders and enforcement of summons	Adherence to National Building Regulation and the By-Law	R 100 000	14 June 14
		Building Plan Approval	To provide for a planned and a regulated development	National Building Regulation, By- Laws	Regulate development	Revenue Generation	R 0.00	31 May 14
	Housing Delivery	Housing Needs Register	To formulate a base document for future housing development	The is currently no data base for housing demand	Base line document for housing demand	Future projects on housing demand and backlog	DoHS	30 June 14
		Review of Housing Sector Planning	To align the housing chapter with current priorities	Housing Sector Plan 2012-2017	Housing Chapter	Proper planning	DoHS	14 June 14
	Service Delivery		Beneficiary Administration on BNG Project	To provide for necessary additional space accommodation to middle income	Middle income housing demand	BNG beneficiary list	Accommodation space	N/a
		Enhanced People's Housing Process	To provide for affordable houses	Lubalasi peri-urbanisation	204 Approved beneficiary list using the (EPHP)	Implementation of the EPHP	DoHS	14 June 14

		Facilitate Middle income Housing on Ext 3 & Ext 6	To provide for additional space to middle income bracket	Middle income Housing demand	Beneficiary list for Middle Income category	Out rolling of the programme	N/a	30 June 14
	Community Light	High Masts / Street Lights	To provide much need lighting to communal settlement & t areas which are currently identified as possible danger to human live through request to Sanral	16 existing high mast	2 new high mast	Communal lighting which will subsequently reduce crime	R 0.00	14 June 14
LED	Green Energy Programme	Solar Heater Geyser and Electrification of Public Amenities	To contribute on energy serving and to Leverage on the existing opportunities for the community, and the poor in particular	EXT 5& EXT 7 targeted beneficiary totaling 1054 has been identified	Provision of affordable service to the needy	Energy efficiency	N/a	30 June 14

Financial Viability	Revenue Generation	Building plan collection Fee Enhancement	To contribute towards a financially self sustainable institution	Tariff the is subjected to an annual increment	Collection of revenue	Enforcement of the National Building Regulation	N/A	30 June 2014
Good Governance & Public Participation	Building & Housing Policy development	Development of Building & Housing Manual	To create a base document which is going to guide council on Building process and housing allocation	National Building Regulation, By-laws & Provincial Housing Policy	Building & Housing Manual source document	Internal controls	R 75 000	14 June 2014

PERFORMANCE MILESTONES

SECTION			Building & Housing							
KPA	Project	Target & Budget	Quarterly Targets							
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV	4th Quarter	MOV
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun	
Institutional Transformation & Development	Training - Employees	Workshop on the National Building Regulation & Its application	Workshop on the NBR and its amendments	Attendance register Photo graphs Report on training	-	-	-	-	-	-
		R 22 605	R 22 605		R 000	R 000	R 000	R 000	R 000	
	Building Plan Approval	5500 M2 on building plan approval	1375m2 on building plan approvals	Attendance register Signed minutes by the Building Control Officer, Senior Town Planner, Chief Fire Fighter, and the chief Environmental Health Officer	1375m2 on building plan approvals	Attendance register Signed minutes by the Building Control Officer, Senior Town Planner, Chief Fire Fighter, and the chief Environmental Health Officer	1375m2 on building plan approvals	Attendance register Signed minutes by the Building Control Officer, Senior Town Planner, Chief Fire Fighter, and the chief Environmental Health Officer	1375m2 on building plan approvals	Attendance register Signed minutes by the Building Control Officer, Senior Town Planner, Chief Fire Fighter, and the chief Environmental Health Officer
		R 146 410.00	R 36 602.50	000	R 36 602.50	000	R 36 602.50	000	R 36 602.50	

Service Delivery	Building Inspection	[2500] building inspections [300] signed happy letters targeting these areas: Mount Frere, Mount Ayliff towns Dundee, Cabazana, Nkungwini Nguse, Matyeni, Qadu, Ngqumane Lubacweni	[625] building inspections [75] signed happy letters	Signed Inspections register Monthly Report on Building Inspection	[625] building inspections [75] signed happy letters	Signed Inspections register Monthly Report on Building Inspection	[625] building inspections [75] signed happy letters	Signed Inspections register Monthly Report on Building Inspection	[625] building inspections [75] signed happy letters	Signed Inspections register Monthly Report on Building Inspection
		R 50 000	R 12.500.00		R 12.500.00		R 12.500.00		R 12 500.00	
	Building Control Enforcement	[50] Notices on Renovations of dilapidated buildings [20] Notices on the demolishin of Neglected Buildings	[25] Notices on Renovations of dilapidated buildings [10] Notices on the demolishin of Neglected Buildings	Monthly reports on training Signed Notices Register	[25] Notices on Renovations of dilapidated buildings [10] Notices on the demolishin of Neglected Buildings	Monthly reports on training Signed Notices Register	[25] Notices on Renovations of dilapidated buildings [10] Notices on the demolishin of Neglected Buildings	Monthly reports on training Signed Notices Register	[25] Notices on Renovations of dilapidated buildings [10] Notices on the demolishin of Neglected Buildings	Monthly reports on training Signed Notices Register
		R 100 000.00	R 25 000.00		R 25 000.00		R25 000.00		R25 000.00	

Service Delivery	Housing Needs Register	Data collection to all wards[27in Total]	Data collection to all wards	Monthly reports on progress	Draft housing needs register presented to council and adoption of final draft	Monthly report on the progress	-	-	-	-
		R 000	R 000	R 000	R 000		R 000		R 000	
	Renewal of Housing Sector Plan	Review of the current Housing Sector plan	Review of the current Housing Chapter	Monthly reports on the review of the HSP	Draft Housing Sector Plan presented to council and adoption of a final draft	Monthly report on the progress	-	-	-	-
		000	000		000		000		000	

Service Delivery	Beneficiary Administration on BNG Project	Facilitate beneficiary administration of [250] units on social rental project	Write a letter to the provincial department to resuscitate the project.	Monthly reports on the feasibility study	Pre-screening processes and finalization of the final beneficiary list	Monthly reports on progress and the feasibility study	Presentation and adoption of the final beneficiary list by council	Monthly reports on progress and the feasibility study	Facilitate process of planning	Report on the processes of planning
		Conclusion on the feasibility Study	Public participation and consumer education					Beneficiary list		
		R 1 500 000	R 375 000.00		R 375 000.00		R 375 000.00		R 000	

	Enhanced People's Housing Process(EPHP)	To facilitate the enrollment of the Enhanced People's Housing Process	To facilitate the adoption of EPHP by the council as a pilot programme on ward 7 & ward 16	Monthly reports on EPHP programme	Facilitate and monitoring of a feasibility study	Monthly reports on progress and the feasibility study and beneficiary administration	Presentation and adoption of the final beneficiary list by council	Monthly reports on progress and the feasibility study Beneficiary list	Facilitate process of planning	Report on the processes of planning
		R1 119 200.00	R 559 600.00		R 559 600.00		R 0.00		R 0.00	
	Facilitate Middle income Housing on Ext 3 (Mt Ayliff) & Ext 6 (Mt Frere)	Facilitate adoption by council to provide for middle income housing through (FLISP)	To facilitate the adoption of (FLISP) by the council as a pilot programme on ward 7 & ward 16	Monthly reports on (EPHP) programme	Facilitate and monitoring of a feasibility study and start the processes of beneficiary administration	Monthly reports on progress and the feasibility study and beneficiary administration	Presentation and adoption of the final beneficiary list by council	Monthly reports on progress and the feasibility study Beneficiary list	Facilitate process of planning	Report on the processes of planning
		R 465 000.00	R 232 500.00		R 232 500.00		000		000	

<i>Local Economic Development</i>	Facilitate Solar Heated Geyser Installation	Solicit funding for the implementation of this project	Monitor progress on the funding application	Monthly reports on progress on the funding	Monitor progress on the funding application	Monthly reports on progress on the funding	Monitor progress on the funding application	Monthly reports on progress on the funding	Facilitate process of planning	Report on the processes of planning
		R 000	R 000		R 000		R 000		R 000	

Financial Viability	Building plan collection Fee Enhancement	R146 410 Projected revenue collection	R 36 602.50 Projected revenue collection	Monthly reports on revenue collections	R 36 602.50 Projected revenue collection	Monthly reports on revenue collections	R 36 602.50 Projected revenue collection	Monthly reports on revenue collections	R 36 602.50 Projected revenue collection	Monthly reports on revenue collections
		R 146 410.00	R 36 602.50		R 36 602.50		R 36 602.50		R 36 602.50	

Good Governance & Public Participation	Development of Building & Housing Manual	Building & Housing Manual	-	-	Development of Building Housing procedure Manual	Monthly reports on the development of Building & Housing Procedure Manual	-	-	-	-
		R 75 000.00	R 000		R 75 000.00		R 000		R 000	

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIFF & MOUNT FRERE					
ALL WARDS					
Infrastructure & Planning	Building & Housing		R	R	R
All Wards total			R 000	0	0
ALL WARDS					
Infrastructure & Planning	Building & Housing		R	R	R
All Wards total			R 000	0	0
ALL WARDS					
Infrastructure & Planning	Building & Housing		R	R	R
All Wards total			0	0	0

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

SECTION				PROJECT MANAGEMENT UNIT				
KPA	Programme	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
					Output	Outcome		
Institutional Transformation & Development	Training Development	Training and transfer of skills	Transfer of skill using the appointed SMME's contractor.	Make sure that skill transfer to employees is provided	number of skills transfer to employees	Implementation of skills transfer.	R 0.00	30 June 2014
Service Delivery	Surfacing of internal Streets	Surfacing of Mt Frere Internal streets	To change the outlook in our town to also eliminate dust pollution	Make sure that surfacing of internal streets are properly done	Construction Of 3.5km surfaced roads	Well surfaced internal streets	R11,000,000.00	30 June 2014
		Surfacing of Mt Frere Internal streets	To change the outlook in our town to also eliminate dust pollution	Make sure that surfacing of internal streets are properly done	Construction Of 3.5km surfaced roads	Well surfaced internal streets	R11,000,000.00	30 June 2014
	Construction of Trading Facility Phase 2	Mt Ayliff Trading Facility – Phase 2	To change the outlook in our town	Make sure that the Trading Facility has been properly constructed	Construction of 250m2 Business units with ablutions	Well constructed trading facilities business units	R2,500,000.00	30 June 2014

	Construction of Multi Purpose Centre – Phase 2	Mt Ayliff Multi Purpose centre – Phase 2	To change the outlook in our town	Make sure that the Multi Purpose centre has been properly constructed	Construction of Parkings, installation of Flood lights and site works, construction of pool change rooms and swimming pool; construction of soccer seats, cricket nets, basket ball and tennis courts.	Well constructed multi purposed centre	R2 000 000.00	30 June 2014
	Construction of 5 Bridges	Tyinirha, Lubhacweni, Ntlabeni, Daluhlanga & Ntsimangweni Villages	To Improve access to our communities	Make sure that the bridges are properly constructed	Construction of Bridges.	Well constructed bridges	R4m @ R800 000.00 each	30 June 2014
	2 x Cluster Sporting Facility	Shinta Cluster=16,19,20&21, Mandileni Cluster= 14, 15,22, 23 & 24	To attend to youth programmes	Make sure that the Sporting facilities has been properly constructed	Construction of pitch, stands and goal posts.	Well constructed sports field	R6m @ R2 000 000 .00 each	30 June 2014
	Revamping of badibanise Stadium	Badibanise Sports field phase 1	To rehabilitate Badibanise Stadium	Make sure that the stadium has been properly constructed	Construction of Parkings, installation of Flood lights and site works, construction of construction of soccer seats,	Well constructed stadium	R1 197 000 .00	30 June 2014
	Community Facilities	Sigidini, Dutyini & Lugelweni	To develop community facilities	Make sure that the Community Halls have been properly constructed	Construction of Community halls as part of Land Claims MOUs.	Well constructed multi purposed centre	R4 869 000 .00	30 June 2014

	Construction of gravel access road	Lower Brooksneck AR Maintenance & Ngqcowayi Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible, only tracks created by local vehicles	Maintenance of 3.62 & Construction of 4.54 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1 217 000.00	30 June 2014
		Manyimbane ni Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible.	Construction of 3.2 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1,100,148.11	30 June 2014
		Rolobile/Myengwa Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible, only tracks created by local people	Construction of 4.1 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1,602,877.61	30 June 2014
		Maqabanini Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible, only tracks created by local people	Construction of 4.0 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1,488,734.92	30 June 2014

		Mt Horeb-Mt White Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible, only tracks created by local people	Construction of 4.1 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1,789,747. 64	30 June 2014
		Njaboya-Draimora Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible, only tracks created by local people	Construction of 4.5 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1,887,944. 95	30 June 2014
	Maintenance of gravel access road	Marwaqa to Manxiweni Road Maintenance	To ensure provision of adequate access road to communities in a sustainable manner	Insufficient gravel on the road and poor road drainage.	Maintenance of 3.8 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 341,802.91	30 June 2014
		Lutateni Road Maintenance	To ensure provision of adequate access road to communities in a sustainable manner	Insufficient gravel on the road and poor road drainage.	Maintenance of 5.8 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 890,705.94	30 June 2014

		Sgundwaneni Road Maintenance	To ensure provision of adequate access road to communities in a sustainable manner	Insufficient gravel on the road and poor road drainage.	Maintenance of 3.1 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 451,002.24	30 June 2014
		Mbodleni Road Maintenance	To ensure provision of adequate access road to communities in a sustainable manner	Insufficient gravel on the road and poor road drainage.	Maintenance of 5.8 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 956,721.86	30 June 2014
	Construction of gravel access road	Sikolweni Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible, only tracks created by local people	Construction of 1.6 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 885,410.04	30 June 2014
		Sikhumbeni Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible, only tracks created by local people	Construction of 6.4 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1,401,409. 42	30 June 2014

		Sugarbush Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible, only tracks created by local vehicles	Construction of 6.19 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1,809,096. 74	30 June 2014
		Phuka – Mvalweni Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible,	Construction of 3.3 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 2,527,911. 11	30 June 2014
		Ngwegweni – Sipolweni Access Road	To ensure provision of adequate access road to communities in a sustainable manner	Road inaccessible.	Construction of 3.9 km of access road and stormwater drainage	Well drivable gravel access road and good drainage	R 1,923,264. 40	30 June 2014
	Electrification Programme	Electricity connection to number of Households	To ensure our communities receive basic service delivery in terms of Electricity	Electricity installation to a number of Households	Electricity installation to 4900 Number of Households	Well electrified households	R 89,000,000 .00	30 June 2014

LED	Promoting SMME's Development and employment of Local Labour	Job creation for local labour	Facilitate provision of jobs for SMME's and contribute towards job creation for the unemployed through maintenance of municipal infrastructure.	The majority of population in particular the youth is unemployed.	Providing labour forms to service providers. Monitoring the completion and submission of the forms on a monthly basis. Submit reports on labour employed.	Implementation of labour form and signed on site on a monthly basis	R 0.00	30 June 2014
Financial Viability	Budget control on all maintenance projects in accordance with the municipal systems	Budget Control for the PMU Section	To maintain the municipal infrastructure through proper budget planning and implementation	There is an allocated budget of R 104'000,000.00 for municipal infrastructure projects (Roads and electrification)	Well managed budget for the department and compliance with the municipal policies and National Regulations	Implementation of budget monitoring	R104,000,000.00	30 June 2014

Good Governance & Public Participation	Improved public participation community involvement and project management	Community Involvement in all maintenance projects.	To ensure community involvement and public participation in all maintenance projects	All projects implemented through the involvement of ward councillor and local communities.	Attend project meetings where the community is represented and involved	Implementation of public participation and involvement of local communities	R 0.00	30 June 2014
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PERFORMANCE MILESTONES

SECTION			HUMAN RESOURCES							
KP A	Project	Target & Budget	Quarterly Targets							
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV	4th Quarter	MOV
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun	
Institutional Transformation	Training and transfer of skills	4 training and skills transfer	Nil	Nil	2 Trainings offered and skill transfer to 4 employees	Monthly task for skill transfer.	2 Trainings offered and skill transfer to 4 employees	Monthly task for skill transfer.	2 Trainings offered and skill transfer to 4 employees	Monthly task for skill transfer.
		R0.00			R0.00		R0.00		R0.00	

Service Delivery	Lower Brooksneck Maintenance & Ngqcoway Access Road	Maintenance of 3.62 & Construction of 4.54 km of access road and stormwater drainage	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R 1 217 000.00			R405 667.67		R405 667.67		R405 667.67	
	Surfacing of Mt Frere Internal Streets	To complete surfaced roads on time and within allocated budget	Scm processes and tender award		Project Implementation	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R 15,000,000.00			R5,000,000.00		R5,000,000.00		R5,000,000.00	
	Surfacing of Mt Ayliff Internal Streets	To complete surfaced roads on time and within allocated budget	Scm processes and tender award		Project Implementation	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R 15,000,000.00			R5,000,000.00		R5,000,000.00		R5,000,000.00	
	Construction of Trading Facility Phase 2	To complete 250m2 Trading facility business	Scm processes and tender award		Project Implementation	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Photos, soil test results, Practical Completion

		units								n Certificat e.
		R 2,500,000.00			R833,333.33		R833,333.33		R833,333.33	
Construction of Multi Purpose Centre Phase 2	To complete site works and flood lights; parkings;ten nis and netball courts; change rooms and swimming pool.	Scm processe s and tender award		Project Implementati on	Project Implementati on	Project Implementati on	Project Implementati on	Project Implementati on	Project Implementati on	Photos, soil test results, Practical Comple tion Certificat e.
	R5,375,550.0 0			R1,791,850.0 0		R1,791,850.0 0		R1,791,850.0 0		
Manyimbaneni Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspectio n. Tender process.	Advert, site inspection register and Appointme nt letter	Project Implementati on	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementati on	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementati on	Photos, soil test results, Practical Comple tion Certificat e.	
	R 1,100,148.11			R349 253.37		R349 253.37		R349 253.37		
Rolobile/Myeng wa Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspectio n. Tender process.	Advert, site inspection register and Appointme nt letter	Project Implementati on	minutes of site meetings, Progress Payment Certificates, Monthly	Project Implementati on	minutes of site meetings, Progress Payment Certificates, Monthly	Project Implementati on	Photos, soil test results, Practical Comple tion Certificat e.	

						reports, Labour forms,		reports, Labour forms		
	R 1,602,877.61			R508 850.03			R508 850.03		R508 850.03	
Marwaqa to Manxiweni Road Maintanance	To complete access road on time and within the allocated budget.	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementation	Photos, soil test results, Practical Completion Certificate.	
	R 341,802.91			R108 508.86			R108 508.86		R108 508.86	
Sikolweni Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementation	Photos, soil test results, Practical Completion Certificate.	
	R 885,410.04			R281 082.55			R281 082.55		R281 082.55	
Maqabanini Access Road	To complete access road on time and within the allocated	Advert. Site inspection. Tender	Advert, site inspection register and	Project Implementation	minutes of site meetings, Progress Payment	Project Implementation	minutes of site meetings, Progress Payment	Project Implementation	Photos, soil test results, Practical Completion	

		budget.	process.	Appointment letter		Certificates, Monthly reports, Labour forms,		Certificates, Monthly reports, Labour forms		n Certificate.
		R1,488,734.92			R496,244.97		R496,244.97		R496,244.97	
	Mt Horeb- Mt White Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R1,789,747.64			R596,582.55		R596,582.55		R596,582.55	
	Njaboya Drimora Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R1,887,944.95			R629,314.98		R629,314.98		R629,314.98	
	Sikhumbeni Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspection. Tender	Advert, site inspection register and Appointment	Project Implementation	minutes of site meetings, Progress Payment	Project Implementation	minutes of site meetings, Progress Payment	Project Implementation	Photos, soil test results, Practical Completion

			process.	nt letter		Certificates, Monthly reports, Labour forms,		Certificates, Monthly reports, Labour forms		Certificat e.
		R 1,401,409.42			R444 891.88		R444 891.88		R444 891.88	
	Sugarbush Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R 1,809,096.74			R574 316.43		R574 316.43		R574 316.43	
	Phuka – Mvalweni Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R 2,527,911.11			R802 511.46		R802 511.46		R802 511.46	

	Ngwegweni – Sipolweni Access Road	To complete access road on time and within the allocated budget.	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms,	Project Implementation	minutes of site meetings, Progress Payment Certificates, Monthly reports, Labour forms	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R 1,923,264.40			R610 560.13		R610 560.13		R610 560.13	
	Electrification Programme	To complete all planned households with electricity connections	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R89,000,000.00			R29,666,666.67		R29,666,666.67		R29,666,666.67	

	Construction of 5 Bridges	Tynirha, Lubhacweni, Ntlabeni, Daluhlanga & Ntsimangweni Villages	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Photos, soil test results, Practical Completion Certificate.
		R4m	R30 000.00							

2 x Cluster Sporting	Shinta Cluster=16,19,20&21, Mandileni Cluster=	Advert. Site inspection.	Advert, site inspection register and	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Photos, soil test results,
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Facility	14, 15,22, 23 & 24	Tender process.	Appointment letter						Practical Completn Certificate.
	R6m	R30 000.00		R992 500	R992 500	R992 500	R992 500		

Revamping of badibanise Stadium	Badibanise Sports field phase 1	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Photos, soil test results, Practical Completn Certificate.
	R1 197 000.00	R30 000.00		R291 750.00	R291 750.00	R291 750.00	R291 750.00		

Community Facilities	Sigidini, Dutyini & Lugelweni	Advert. Site inspection. Tender process.	Advert, site inspection register and Appointment letter	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Project Implementation	Photos, soil test results, Practical Completn Certificate.
	R 4 869 000.00	R30 000.00		R1 209 750.00	R1 209 750.00	R1 209 750.00	R1 209 750.00		

COMPONENT 3 - CAPITAL BUDGET FOR 2013/14 TO 2015/16 BY TOWNS AND WARDS

DIRECTORATE	SECTION	PROJECT DESCRIPTION	BUDGET 2013/14	BUDGET 2014/15	BUDGET 2015/16
TOWN: MOUNT AYLIF & MOUNT FRERE					
ALL WARDS					
Infrastructure	PMU	Municipal Infrastructure Grant (MIG)	R40 066 000	R43 323 000.00	R46 294 000.00

All Wards total			R40 066 000	R43 323 000.00	R46 294 000.00
ALL WARDS					
Infrastructure	PMU	Electrification Programme	R89 000 000	R 35 000 000.00	R 35 000 000.00
All Wards total			R89 000 000	R 35 000 000.00	R 35 000 000.00
ALL WARDS					
	PMU	Infrastructure Projects	R15 000 000.00	R	R
All Wards total			R15 000 000.00	0	0
ALL WARDS					
	PMU	Purchasing of TLB	R800 000.00	R	R
All Wards total			R800 000.00	0	0
ALL WARDS					
	PMU – R&M	Repairs & Maintenance	R1 895 530.00	R	R
All Wards total			R1 895 530.00	0	0

COMPONENT 1 – CAPITAL WORKS PLAN FOR 2013/14

SECTION				REPAIRS AND MAINTENANCE SUB-SECTION				
KPA	Programme	Project	Objective	Baseline	Key Performance Indicator		Budget	Timeframe
					Output	Outcome		
<i>Institutional Transformation & Development</i>	Training Development	Training and transfer of skills	Transfer of skill using the appointed SMME's contractor.	Make sure that skill transfer to employees is provided	number of skills transfer to employees	Implementation of skills transfer.	R 0.00	30 June 2014

	Repair and Maintenance	Repair and Maintenance of Municipal Building	To Improve on turn-around time in fixing identified faults	Maintenance of Municipal Building Structure	Well maintained of municipal building, street, streetlight and plant	Implementation of Repair and maintenance of Municipal Building	R 500 000.00	30 June 2014
		Repair and Maintenance of streets	Make sure that every streets / road within Mt Ayliff and Mt Frere are drivable with a minimum acceptable standard	Repairs of potholes, storm water drainages, main hauls and maintenance of access Road	Well maintained of street	Implementation of street maintenance	R 600 000.00	
		Repair and maintenance of Street lights	Make sure that all streetlights and High Mast are working	Repair and maintenance of Streetlight and high Mast	Well maintained of streetlights	Implementation of streetlight maintenance	R 600 000.00	
		Repair and Maintenance of Vehicle and Plant	Make sure that all Municipal vehicle and plant are well maintained	Maintenance of Municipal Vehicle and Plant	Well maintained of plant	Implementation of plant service	R 110 530.00	
	Procurement of TLB	TLB Machine	Make sure that the municipality purchase the new TLB that will assist the land fill site and	Procurement of New TLB machine.	Procurement of plant	Implementation of purchasing the plant equipment	R 800 000.00	
	Material and stores	Purchase material and stores	construction of storm water drainages	Make sure that all material required are in place.	Purchase material for stores	Implementation	R 35 000.00	
	Protective Clothing	Purchase Protective Clothing	To provide		Make sure employee have protective clothing	Implementation	R 50 000.00	

LED	Promoting SMME's Development and employment of Local Labour	Job creation for local labour	Facilitate provision of jobs for SMME's and contribute towards job creation for the unemployed through maintenance of municipal infrastructure.	The majority of population in particular the youth is unemployed.	Providing labour forms to service providers. Monitoring the completion and submission of the forms on a monthly basis. Submit reports on labour employed.	Implementation of labour form and signed on site on a monthly basis	R 0.00	30 June 2014
Financial Viability	Budget control on all maintenance projects in accordance with the municipal systems	Budget Control for the Department	To maintain the municipal infrastructure through proper budget planning and implementation	There is an allocated budget of R 2 695 530 for municipal infrastructure projects	Well managed budget for the department and compliance with the municipal policies and National Regulations	Implementation of budget monitoring	R 2 695 530.00	30 June 2014

Good Governance & Public Participation	Improved public participation community involvement and project management	Community Involvement in all maintenance projects.	To ensure community involvement and public participation in all maintenance projects	All projects implemented through the involvement of ward councillor and local communities.	Attend project meetings where the community is represented and involved	Implementation of public participation and involvement of local communities	R 0.00	30 June 2014
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PERFORMANCE MILESTONES

SECTION			HUMAN RESOURCES							
KPA	Project	Target & Budget	Quarterly Targets							
			1st Quarter	MOV	2nd Quarter	MOV	3rd Quarter	MOV	4th Quarter	MOV
			Jul-Sept 13		Oct-Dec 13		Jan-Mar 14		Apr-Jun	
Institutional Transformation & Development	Training and transfer of skills	4 training and skills transfer	Nil	Nil	2 Trainings offered and skill transfer to 4 employees	Monthly task for skill transfer.	2 Trainings offered and skill transfer to 4 employees	Monthly task for skill transfer.	2 Trainings offered and skill transfer to 4 employees	Monthly task for skill transfer.

Service Delivery	Repair and Maintenance of Municipal Building	Maintain Municipal building and Toilets and Spend the allocated budget	Documentation approval by relevant committees and advertise		Appointment of the service provider and repair and maintenance of municipal building, lift and public toilets.		Repair and Maintenance of municipal building, lift and public toilets		Repair and Maintenance of municipal building, lift and public toilets
		R 500 000.00	R 50 000.00		R 250 000.00		R 100 000.00		R 100 000.00
	Repair and Maintenance of streets	Repairs and maintenance of Street, potholes, main hauls and storm water drainages	Documentation approval by relevant committees and advertise		Appointment of service providers to maintain the street, storm water, main haul and potholes and also monitoring the quality of work done		maintain the street, storm water, main haul and potholes and also monitoring the quality of work done		maintain the street, storm water, main haul and potholes and also monitoring the quality of work done
		R 600 000.00	R 50 000.00		R 300 000.00		R 150 000.00		R 100 000.00
	Repair and maintenance of Street lights	Repairs and Maintenance of Streetlights and High Masts	Documentation approval by relevant committees and advertise		Appointment of service providers to maintain the streetlights and high masts and also monitoring the quality of work done		maintain the streetlights and high masts and also monitoring the quality of work done		maintain the streetlights and high masts and also monitoring the quality of work done

		R 600 000.00	R 0.00		R 150 000.00		R 300 000.00		R 150 000.00	
	Repair and Maintenance of Vehicle and Plant	Repair and Maintenance of Vehicle, Generators and Plant	Prepare the service level Agreement between the Municipality and the service provider to service both Mt Frere and Mt Ayliff Generators. Make sure that all plant and vehicle are well maintained.		Make sure that all generators are service on a monthly basis and are operating well. Make sure that all plant and vehicle are well maintain		Make sure that all generators are service on a monthly basis and are operating well. Make sure that all plant and vehicle are well maintain		Make sure that all generators are service on a monthly basis and are operating well. Make sure that all plant and vehicle are well maintain	
		R 110 530.00	R 15 000.00		R 30 000.00		R 55 000.00		R 10 530.00	
	TLB Machine	Purchasing the New TLB	Documentation approval by relevant committees and advertise		Appoint the service provider that will supply and delivery the TLB to the Municipality		The appointed service provider to provide 2 days training for the TLB operation.		Nil	
		R 800 000.00	R 0.00		R 550 000.00		R 250 000.00		R 0.00	

	Purchase material and stores	Make sure we purchase material for repairs and maintenance	Preparing the specification for material that is required for maintenance		Request Quotation to the local suppliers to supply and deliver material that is required		Material required and request Quotation to the local suppliers to supply and deliver material that is required		Material required and request Quotation to the local suppliers to supply and deliver material that is required	
		R 35 000.00	R 7 500.00		R 10 000.00		R 10 000.00		R 75 000.00	
	Purchase Protective Clothing	Make sure that we purchase the protective clothing	Preparation of protective clothing spec and sizes		Request quotation to the suppliers to supply protective clothing and appoint service provider to supply protective clothing.		Make sure we comply with OHS		Make sure we comply with OHS	
		R 50 000.00	R 0.00		R 25 000.00		R 15 000.00		R 10 000.00	
LED	Job creation for local labour	Create 10 Jobs opportunities	Nil		3 Job opportunities created		3 Job opportunities created		4 Job opportunities created	
Financial Viability	Budget Control for the Department	To spend 100% of the allocated budget of R 2 695 530.00	R 122 500.00		R 1 315 000.00		R 880 000.00		R 378 030.00	

Good Governance & Public Participation	Community Involvement in all maintenance projects.	Involvement of the local communities through engagements (at least one community project meeting)	Involvement of the local communities and stakeholders through the implementation of projects		Involvement of the local communities and stakeholders through the implementation of projects		Involvement of the local communities and stakeholders through the implementation of projects		Involvement of the local communities and stakeholders through the implementation of projects	
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