

2013/14

# Performance Report Baviaans Municipality



**baviaans**  
PARTICIPATION FOR DEVELOPMENT

umasipala  
local municipality  
plaaslike munisipaliteit

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## 1. BAVIAANS MUNICIPALITY'S PERFORMANCE 2013/14

### 1.1 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2013/14

#### SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP)

2013/14

30-Jun-14

Objective	Strategy	Key perf. Indicator	Unit of measurement	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
								Sep-13	Dec-13	Mar-14	Jun-14	
<b>DEVELOPMENT PRIORITY 1: INFRASTRUCTURE DEVELOPMENT</b>												
					<b>Responsible: B Arends</b>							
Supply sustainable basic infrastructure to all inhabitants of Baviaans: Water	Sustainable water supply	Upgrading of bulk water supply in Willowmore and Steytlerville by 30 June 2014.	Percentage of MIG and RBIG funds spent	80% expenditure by April 2014.	Infrastructure	780042 & 780080	SV Erasmuskloof: RBIG R12 000 000 DTI R15 623 600; MIG R4 384 649.12; Roll over R3 280 840 (incl VAT)	Target: 10 % Actual: 54%	Target: 20 %. Actual: 89%	Target: 50% Actual: 95%	Target: 100 % Actual: 100%	B Arends
	Efficient accounting system for water	Percentage of water losses. Reduce water losses to < 25 %/ month for Baviaans Municipality	% Billed / % used by municipality	< 25 % Water losses	Infrastructure	10078306	Repair & Maintenance budget: Water R90 000	Target: < 25 % water losses Actual: 21 % water losses	Target: < 25 % water losses Actual: 18.67 % water losses	Target: < 25 % water losses Actual: 14.11 % water losses	Target: < 25 % water losses Actual: 18% Remedial Action: Reason:	B Arends
Supply sustainable basic infrastructure to all inhabitants of Baviaans: Road infrastructure & transport systems which enhance accessibility - urban areas	Contribute to more roadworthy vehicles	Upgrade Driving Licence Testing Centre (DLTC) and get approval from MEC to operate DLTC.	No of learners license and drivers license applications by 30 June 2014	1200 applications	Infrastructure	-	-	Target: 5 applications Actual: 161 applications	Target: 300 applications Actual: 374 applications	Target: 600 applications Actual: 1011 applications	Target: 1200 applications Actual: 3642 applications Remedial Action: Reason:	B Arends

Objective	Strategy	Key perf. Indicator	Unit of measurement	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
								Sep-13	Dec-13	Mar-14	Jun-14	
<b>DEVELOPMENT PRIORITY 1: INFRASTRUCTURE DEVELOPMENT</b>					<b>Responsible: B Arends</b>							
Supply sustainable basic infrastructure to all inhabitants of Baviaans: Sanitation	Provide sanitation of an acceptable standard to all communities	No of households with buckets to be eradicated by 30 June 2014	12 households with bucket to be eradicated	12 waterborne sanitation	Infrastructure		R 260 000	See 4th quarter target	See 4th quarter target	See 4th quarter target	Target: 12 Actual: 13 buckets eradicated Remedial Action: Reason:	B Arends
Supply sustainable basic infrastructure to all inhabitants of Baviaans: Electricity	Electricity supply to all inhabitants of the Baviaans	Upgrade electricity capacity of Willowmore by 30 June 2014.	Application for funding to DME	Report to Council on funding.	Infrastructure		No budget	Target: Application for funding Actual: Application was made to DME for funding. POE available	Target: Application for funding Actual: Application was made to DoE for funding.	Target: Application for funding Actual: Report will be tabled in 4th quarter on progress made	Target: Report to Council on funding Actual: Funding application was submitted to DoE and was submitted to Council Remedial Action: Reason:	B Arends
	Eradicate or minimise electricity losses	Percentage of electricity losses. Reduce electricity losses to < 12 %/ month for Baviaans Municipality	KW Billed / KW used by municipality	< 12 % electricity losses	Infrastructure	10074306	Repair & Maintenance budget: Electricity R110 000	Target: < 12 % electricity losses Actual: 12.43 % electricity losses  Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	Target: < 12 % electricity losses Actual: 12.82 % electricity losses Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	Target: < 12 % electricity losses Actual: 10.88% electricity losses Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	Target: < 12 % electricity losses Actual: 11.75 %	B Arends

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible	
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14		
<b>DEVELOPMENT PRIORITY 1: INFRASTRUCTURE DEVELOPMENT</b>				<b>Responsible: B Arends</b>								
Supply sustainable basic infrastructure to all inhabitants of Baviaans: Streets & Storm Water	Quality of streets & Storm water drainage: Willowmore & Steytleville	Upgrade 1.05 km gravel road with paved road.	No of kilometres	1.05 km upgrade to paved roads	Infrastructure	500052 & 500062	MIG: R5 199 377 (incl VAT)	See target 4th quarter	See target 4th quarter	See target 4th quarter	Target: 1.05 km paved roads Actual: 1.05 km road was paved + sidewalks of 1 km Remedial Action: Reason:	B Arends

Objective	Strategy	Key perf.	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
		Indicator					Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 2: FINANCIAL VIABILITY</b>											
A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service.	Improve financial systems and controls	Asset Control in terms of the policy	Ensure updated assets register	Budget and treasury office		No budget	Target: Yearly report to council on status of assets register Actual: Asset register updated monthly	Target: Yearly report to council on status of assets register Actual: Asset register updated monthly	Target: Yearly report to council on status of assets register Actual: Asset register will be tabled in quarter 4.	Target: Yearly report to council on status of assets register Actual: Asset register updated - Report to be submitted with first available council meeting	H Nagel
		GRAP compliance	Investigate current status of GRAP compliance by 31 December 2013	Budget and treasury office		No budget	Target: Quarterly report to council on progress made Actual: Grap compliance checklist completed by Internal Audit on 30 Aug 2013	Target: Quarterly report to council on progress made Actual: Quarterly report submitted to council. POE in file	Project completed	Project completed	H Nagel

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones			Responsible	Objective
							Sept 2013/14	Dec 2013/14	March 2013/14		
<b>DEVELOPMENT PRIORITY 2: FINANCIAL VIABILITY</b>											
A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service.			Lobby for funds for unbundling of assets by 31 December 2013	Budget and treasury office		No budget	Target: Quarterly report to council on status of unbundling Actual: Letter to Dept DPLGTA for funding. Cannot assist. Unbundling of assets completed by municipality at 30 Sept 2013	Target: Quarterly report to council on status of unbundling Actual: Quarterly report submitted to council - POE in file	Project completed	Project completed	H Nagel
		Adhere to requirements of reporting to National Treasury with timeframes	Make use of NT checklist to ensure that all reporting are done	Budget and treasury office		No budget	Target: Quarterly report to council on reports to NT Actual: All reports for quarter 1 submitted	Target: Quarterly report to council on reports to NT Actual: All reports for quarter 2 submitted - quarterly report to council	Target: Quarterly report to council on reports to NT Actual: All reports for Q3 submitted. Quarterly report to council	Target: Quarterly report to council on reports to NT Actual: All reports for Q3 submitted. Quarterly report to Council	H Nagel

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 2: FINANCIAL VIABILITY</b>											
A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service.		National treasury Regulations Circular No 68 - fruitless and wasteful expenditure	Implement procedures in terms of the circular	Budget and treasury office		No budget	Target: Six-monthly report to council Actual: Will report end 2nd quarter( 6 monthly reports)	Target: Six-monthly report to council Actual: Six-monthly report to council	Target: Will report end of 4th quarter	Target: Six monthly report to council Actual: Six monthly report to Council Remedial Action: Reason:	H Nagel
	Improve revenue collection	Cleansing of debtors to be within 30-60 days payment	Table report to council on once-off writing off of irrecoverable debt by 31 December 2013	Budget and treasury office		No budget	Target: Table report to council Actual: Report was submitted to council, but council needed further investigations to be done	Target: Report to council Actual: Report to be reviewed and re-submit to council in 3rd quarter	Target: Report to council Actual: Submit report to council	Target: Report to council Actual: Completed Remedial Action: Reason:	H Nagel
		Effective control over indigent households	Provide council within timeframes with an indigent application list and ensure on time free electricity of 50 units per month	Budget and treasury office		No budget	Target: Six-monthly report to council Actual: Indigent campaign done prior to start of new year. Indigent register maintained on monthly basis with new applications Remedial Action: Reason:	Target: Six-monthly report to council Actual: Report to council	Target: Will report in 4th quarter	Target: Report to council Actual: Report to council. Indigent applications for 2014/15 done and approved by Council by 30 June 2014. The municipality was requested to apply for an award for best practice on campaign Remedial Action: Reason:	H Nagel



Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 2: FINANCIAL VIABILITY</b>											
A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service.		Increase payment rate	100% payment rate payment rate (total money received from debtors over accounts sent out) by 30 June 2014	Budget and treasury office		No budget	Target: Monthly report to council on payment rate Actual: Monthly reports submitted to Council - as at 30/9/2013 - 69.45%	Target: Monthly report to council on payment rate Actual: Monthly reports submitted to council - as at 31/12/13 - 78.15%	Target: Monthly report to council on payment rate Actual: Monthly reports submitted to council - as at 31/3/14 - 81.03%	Target: Monthly report to council on payment rate Actual: Monthly reports submitted to council - as at 30/06/2014 - 82.07 % Remedial Action: Reason:	H Nagel
		Effective control over property rates	Ensure 100% recovery of property rates by 30 June 2014	Budget and treasury office		No budget	Target: Monthly report to council on progress made with recovery of property rates Actual: Monthly reports submitted to Council - as at 30/9/2013 - 42.46 %	Target: Monthly report to council on progress made with recovery of property rates Actual: Monthly reports submitted to Council - as at 30/12/2013 - 65.56% Action plan in place in place for the recovery of outstanding amounts	Target: Monthly report to council on progress made with recovery of property rates Actual: Monthly reports submitted to Council - as at 31/3/14 - 73.37%	Target: Monthly report to council on progress made with recovery of property rates Actual: Monthly reports submitted to Council - as at 30/06/2014 - 80 % Remedial Action: Reason:	H Nagel

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 2: FINANCIAL VIABILITY</b>											
A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service.	Improve revenue collection	Increase additional municipal income to 100% by 30 June 2014	Ensure 100% pay over of all state subsidies and grants as gazetted within timeframes	Budget and treasury office		No budget	Target: Monthly reports to council on grants received Actual: Reports tabled to council. All grants received for 1st quarter	Target: Monthly reports to council on grants received Actual: Monthly reports to council. All grants for 2nd quarter received	Target: Monthly reports to council on grants received Actual: All grants received for 3rd quarter. R2m received additional for MIG and R2m for RBIG.	Target: Monthly reports to council on grants received Actual: Monthly reports to council on grants received. All grants received Remedial Action: Reason:	H Nagel
	Keep expenditure under control	Ensure effective spending of municipal funds : no overspending	Monitor spending to be within parameters of the approved budget	Budget and treasury office		No budget	Target: Monthly reports to council Actual: Report tabled to council. No over expenditure on total annual budget	Target: Monthly reports to council Actual: Monthly reports to council. Interest paid over spent - Remedial action: adjustment budget required.	Target: Monthly reports to council Actual: Monthly reports to council. No overspent on annual budget	Target: Monthly reports to council Actual: Overspending on audit fees - item to council to condone as this is above the 1 % regulated by the law and no subsidy received	H Nagel

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 3: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION</b>											
A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service.	Improve cash flow problems	Execute MEC (DLPGTA) task team recommendations to improve cash flow problems by 30 June 2014.	Implement MEC Task team recommendations	Office of the Municipal Manager/CFO		R 0	Target: Quarterly report to council on execution of MEC task team recommendations . POE in file Actual: Meeting held on 9/9/2013- report submitted to council on 7/11/2013 Remedial Action: Reason:	Target: Quarterly report to council Actual: Quarterly report to council - had meeting during December 2013.	Target: Quarterly report to council Actual: Letter to MEC requesting date for meeting. Letter requesting additional funding as per recommendation of the task team. Application declined. No funding.	Target: Quarterly report to council Actual: N/A Remedial Action: Reason:	J Z A Vumazonke/H Nagel
	Improve status of Audit Report	Improve outcome of AG report: Execute action plan to address previous findings by 31 December 2013.	At least qualified audit report for 12/13	Office of the Municipal Manager CFO		No budget	Target: Prepare for AG audit 12/13 by executing action plan Actual: Audit outcome still pending - estimated 95% of previous year findings addressed Remedial Action: N/A Reason: AG still busy with audit	Target: Prepare for AG audit 12/13 by executing action plan Actual: Qualified audit report achieved - target reached Remedial Action: N/A Reason:	Target reached end of 2nd quarter.	N/A	J Z A Vumazonke/H Nagel

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 3: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION</b>											
	Oversight (MPAC)	Establish MPAC Committee to assist with oversight function by end of 1st quarter 2013.	Quarterly MPAC meetings	Corporate Services			Target: Quarterly report to council on MPAC meeting Actual: None Remedial Action: MPAC meeting in 2nd quarter Reason: No items referred to MPAC	Target: Quarterly report to council on MPAC meeting Actual: Meeting was held on 16/11/13. Report to council Remedial Action: MPAC meeting in 2nd quarter	Target: Quarterly report to council on MPAC meeting Actual: MPAC meeting held on 27/1/14	Target: Quarterly report to council on MPAC meeting Actual: Had MPAC meeting during June 2014. Remedial Action: Reason:	M Lotter
Working towards the creation of a stable, capacitated personnel-corps geared to increased service delivery and good performance in service delivery	Improve customer care: control complaints	Ensure effective customer care in all areas by 30 June 2014.	No more than 5% un-addressed complaints on a quarterly basis	Community Services		No budget	Target: Quarterly report on complaints received to council. POE in file Actual: Report prepared on 30/9/12. Tabled to council on 7/11/13. 697 received 48 not solved (6.88%). Remedial Action: Do investigate on reason for complaints >5% Reason: Due to lack of stock in Rietbron all complaints couldn't be attended to. Problem addressed with Snr Mng Technical Services.	Target: Quarterly report on complaints received to council. POE in file Actual: Report prepared on 30/9/12. Tabled to council on 7/11/13. 697 received, 5% unsolved	Target: Quarterly report on complaints received to council. POE in file Actual: Report tabled to council on 24/4/14. 966 received, 903. 6 % unsolved Remedial Action: Address problem with Technical Services Manager Reason: No stock	Target: Quarterly report on complaints received to council. POE in file Actual: Report to council in August. 20 % outstanding complaints. Remedial Action: None Reason : All expenses stopped due to cash flow problem	M E de Beer

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 3: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION</b>											
	Performance management	Customer care survey done internally or externally	Obtain funding to execute customer care survey by 30 June 2014.	Community Services		No budget	Target: Reply for funding/service provider to execute customer care survey Actual: DPLGTA promised assistance. No feedback could be obtained from Mr Mini at DPLGTA. POE in file Remedial Action: Do follow up with Department. Reason: No feedback from the department	Target: Obtain funding/service provider to execute customer care survey Actual: DPLGTA promised assistance. No feedback could be obtained from Mr Mini at DPLGTA. POE in file Remedial Action: Do follow up with Department. Reason: Email sent to Mr Minnie. Await his response.	Target: Obtain funding/service provider to execute customer care survey Actual: Dept indicated that they do not have funding to assist BM with a customer care survey. POE in file Remedial Action: BM must do survey themselves Reason: Important to have a view of community on service delivery	Target: BM to develop a questionnaire a do survey Actual: Customer care done internally Remedial Action: Reason:	M E de Beer

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 3: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION</b>											
		Evaluation of lower level staff	All lower level staff must be evaluated on a quarterly basis. End of each quarter	All managers		No budget	Target: Table a report every quarter to council with summary of lower staff evaluations. Actual: Report to council on 21/11/13. POE in file	Target: Table a report every quarter to council with summary of lower staff evaluations. Actual: Report tabled on 27/2/14. POE in file	Target: Table a report every quarter to council with summary of lower staff evaluations. Actual: Report will be tabled to council on 29 May 2014	Target: Table a report every quarter to council with summary of lower staff evaluations. Actual: Report to council in August 14. Remedial Action: Reason:	All managers. M E de Beer to compile report.
	Local Labour Forum	Effective Local Labour forum	Arrange for bi-monthly local labour forum meetings	Corporate Services		No budget	Target: Table Bi-monthly meeting minutes to council. POE in file Actual: Tabled to council on	Target: Bi-monthly report to council Actual: Meeting held on 10/10/13 Remedial Action: Reason:	Target: Bi-monthly report to council Actual: LLF held on 18/3/14. POE in file	Target: Target: Bi-monthly report to council Actual: Had LLF meeting in 4th quarter Remedial Action: Reason:	M Lotter

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 3: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION</b>											
Well established communication channels	Improve internal & external communication	Execute communication Action Plan by end of each quarter.	Improve internal communication	Community Services		R 110 000	Target: Quarterly report to council on actions taken to improve internal communication. POE in file Actual: Report prepared on 30/9/12. Tabled on 7/11/13	Target: Quarterly report to council on actions taken to improve internal communication. POE in file Actual: Report prepared on 31/12/13. Will be tabled on 30/1/14.	Target: Quarterly report to council on actions taken to improve internal communication. POE in file Actual: Report prepared & will be tabled to council	Target: Quarterly report to council on actions taken to improve internal communication. POE in file Actual: Report to council in August 14 Remedial Action: Reason:	M Ede Beer
		Improve communication (feedback) between MM and Mayor on a daily basis.	Ensure continuous communication between mayor and MM as and when necessary	Municipal Manager/Community Services		No budget	Target: Quarterly report to council on communication between mayor & MM. POE in file Actual: Not regular meetings during 1st quarter - PA of mayor resigned. Remedial Action: PA appointed in 2nd quarter. Reason: Lack of capacity to assist CS Manager	Target: Quarterly report to council on communication between mayor & MM. POE in file Action: Quarterly report on communication to council on 30/1/14.	Target: Quarterly report to council on communication between mayor & MM. POE in file Actual: Quarterly report on communication to council	Target: Quarterly report to council on communication between mayor & MM. POE in file Actual: Communication report to council in August 2014. Remedial Action: Reason:	J Z A Vumazonke/M E de Beer

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 3: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION</b>											
		Develop website to comply with MFMA 75(1)	Adhere to requirements of the Act - 30 June 2014.	Community Services		No budget	Target: Quarterly report on all items on municipal website. POE in file Actual: Done. See POE	Target: Quarterly report on all items on municipal website. POE in file Actual: Done. POE in file	Target: Quarterly report on all items on municipal website. POE in file Actual: Done. POE in file	Target: Quarterly report on all items on municipal website. POE in file Actual: Communication plan tabled to council in August 2014. Remedial Action: Reason:	M E de Beer
		Municipal face book as an additional way of communication by 30 June 2014.	Develop a municipal face book page for the municipality	Community Services		No budget	Target: Facebook report to council. POE in file. Actual: Experience problems in first quarter with regular updates on Facebook (absence of PA) Remedial Action: PA appointed in 2nd quarter Reason: Lack of capacity	Target: Facebook report to council. POE in file. Actual: Report on municipal Facebook part of Communication report - table to council on 30/1/14 Remedial Action: Reason:	Target: Facebook report to council. POE in file. Actual: Communication report to be tabled to council	Target: Facebook report to council. POE in file. Actual: Communication report tabled to council in August 2014. Remedial Action: Reason:	M E de Beer



Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 13/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 3: GOOD GOVERNANCE &amp; PUBLIC PARTICIPATION</b>											
Proud citizens that contribute to the development of their town/s	Better educated communities	Equip libraries with books & other necessities	Audit Library needs and develop business plan before 31/12/13	Community Services		Apply for funding: DSRAC	Target: Table business plan to council Actual: Report prepared on 30/9/12. Tabled on 7/11/13 Remedial Action: Reason:	Target: Project completed Actual: Project completed- Funding received.	Target: Project completed Actual: Project completed-	Target: Project completed Actual: Project completed- Funding received.	M E de Beer
		Increase library users	Increase library users by 25% in all libraries by 30 June 2014	Community Services		R 220 000	Target: Quarterly report to council on new library members Actual: Report tabled to Council. Started 1/7/13 with 4056 members. 30/9 - 4153 members	Target: Quarterly report to council on new library members Actual: Library report tabled to council. Members on 31/12/13 - 4216	Target: Quarterly report to council on new library members Actual: Library report tabled to council. Members on 31/03/14 - 4271 members	Target: Quarterly report to council on new library members Actual: Total members as at 30/06/14 - 4425. Could not reach target Remedial Action: Reason:	M E de Beer
		Educational programmes	Implement educational programmes in each library by 30 June 2014	Community Services		R 220 000	Target: Table quarterly report to council on programmes in libraries Actual: Chess training done in libraries - see report to council on 7/11/13	Target: Table quarterly report to council on programmes in libraries Actual: Chess training continued in 2nd Q - see report to council on 30/1/14 Remedial Action: Reason:	Target: Table quarterly report to council on programmes in libraries Actual: Chess training still continue. First Aid Session held in each library. Report to council	Target: Table quarterly report to council on programmes in libraries Actual: Chess training continued in libraries Remedial Action: Reason:	M E de Beer

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 4: MUNICIPAL INSTITUTIONAL DEVELOPMENT &amp; TRANSFORMATION</b>											
A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service	Improve control of municipal assets	Ensure that contracts for the use of municipal property are in place by 30 June 2014	Compile file with list of all signed lease agreements	Corporate Services		No budget	Target: Six-monthly reports to council (summary of property and usage thereof) Actual: File exists. Lease agreements in place except for new 32 houses recently identified & museum in Rietbron. Report will be tabled on progress made at the end of the 3rd quarter Remedial Action: Will be done by 31 March 2014	Target: Six-monthly reports to council (summary of property and usage thereof) Actual: Report will be submitted to council end January 2014. Remedial Action: Will be done by 31 March 2014	Target: Six-monthly reports to council (summary of property and usage thereof) Actual: Report will be submitted to council of land user's that do not want to sign their contracts (council meeting June 2014) Remedial Action: Reason:	Target: Six-monthly reports to council (summary of property and usage thereof) Actual: Report to council on 30/06/14. Remedial action: Meeting with commonage users on 7/7/14. Remedial Action: Reason:	M Lotter
Working towards the creation of a stable capacitated personnel corps geared to increase service delivery and good performance in service delivery	An effective customised organisational structure with trained and skilled personnel	Number of personnel benefitting from municipal training programmes (Work Skills Plan) by 30 June 2014	Train at least 30 personnel members for 13/14 to benefit from Work Skills Plan	Corporate Services		R 20 000	Target: Report to council	Target: Report to council Actual: Report on people trained was submitted to council on 12 Dec 2013. POE in file.	Target: Report to council Actual: Due to cash flow problems no staff could do any further training Reason: Lack of funding	Target: Report to council Actual: Report to council on 30 June 2014 on all internal training done Remedial Action: Reason:	M Lotter

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 4: MUNICIPAL INSTITUTIONAL DEVELOPMENT &amp; TRANSFORMATION</b>											
		Execute Employment Equity Plan	Review, adopt and execute plan for 13/14	Corporate Services		No budget	Target: Quarterly report to council Actual: Plan adopted for 2013/14	Target: Quarterly report to council Actual: Report to council January 2014	Project completed	Project completed	M Lotter
		Good quality employee files	Re-do all personnel files and ensure compliance to all regulations	Corporate Services		No budget	Target: Ensure compliance to regulations - personnel files. Actual: Ongoing maintenance on files for new appointments.	Target: Ensure compliance to regulations - personnel files. Actual: Started new files for new appointments	Target: Ensure compliance to regulations - personnel files. Actual: All new appointments adhere to minimum requirements	Target: Ensure compliance to regulations - personnel files. Actual: All new appointments adhere to minimum requirements Remedial Action: Reason:	M Lotter

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 5: LOCAL ECONOMIC DEVELOPMENT</b>											
The youth of Baviaans are actively integrated and contribute to community development	Promote self development	Number of individuals benefitting from computer training	Train at least 50 x students to benefit from basic computer training by 30 June 2014	Community Services		No budget	Target: Table quarterly report to council on students trained Actual: 40 currently busy with computer training in WM, SV & RB. Report to council on 7/11/13	Target: Table quarterly report to council on students trained Actual: 24 currently busy with computer training in WM, SV & RB. Report to council on 30/1/14	Target: Table quarterly report to council on students trained Actual: 26 students currently busy with training. Report to council	Target: Table quarterly report to council on students trained Actual: 23 students busy with training Remedial Action: Reason:	M E de Beer
SMME's are provided with mandated municipal support that facilitates their growth and success	Promote opportunity for local job creation (SMME development)	Funding to implement Phase II of craft development	Follow-up on application done for funding for Phase II of craft development by 30 December 2013	Community Services		No budget	Target: Quarterly report to council with copy of application for funding Actual: No confirmation in writing was received from the department re the approval or non-approval of the funding. Remedial Action: Obtain feedback from department in writing	Target: Proof of funding not approved. Actual: No confirmation in writing was received from the department re the approval or non-approval of the funding. Remedial Action: Obtain feedback from department in writing	Target: Proof of funding not approved. Actual: Email received from DEDEAT. See POE in file	Target: Completed - no funding received Actual: Completed - no funding received	M E de Beer

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 5: LOCAL ECONOMIC DEVELOPMENT</b>											
SMME's are provided with mandated municipal support that facilitates their growth and success		More individuals involved in LED programmes	Obtain 25% growth in SMME's by 30 June 2014	Community Services		No budget	Target: Quarterly report to council on growth of SMME's Actual: 5 new SMME registered at LED office for first quarter. Started with 13 SMME's on 1/7/13	Target: Target: Quarterly report to council on growth of SMME's Actual: No new SMME's registered in 2nd quarter	Target: Quarterly report to council on growth of SMME's Actual: 6x new SMME's registered.	Target: Quarterly report to council on growth of SMME's Actual: 11 x new SMME's registered	M E de Beer
A pleasurable tourist experience	Promote local tourism	Execution of Tourism Action Plan	Quarterly monitoring by council on implementation of Tourism Action Plan.	Community Services		R 144 498	Target: Quarterly tourism action plan to council for oversight Actual: Report to council on 7/11/13	Target: Quarterly tourism action plan to council for oversight Actual: Report to council on 30/1/14	Target: Quarterly tourism action plan to council for oversight Actual: Report will be tabled to council	Target: Quarterly tourism action plan to council for oversight Actual: Report to council in August 2014 Remedial Action:	M E de Beer
Enhance LED in Baviaans	Promote local economic development	Execution of LED Action Plan	Quarterly monitoring by council on implementation of LED Action Plan.	Community Services		R 30 000	Target: Quarterly LED action plan to council for oversight Actual: Report to council on 7/11/13	Target: Quarterly LED action plan to council for oversight Actual: Report to council on 30/1/14	Target: Quarterly LED action plan to council for oversight Actual: Report will be tabled to council	Target: Quarterly LED action plan to council for oversight Actual: Report to council in August 2014 Remedial Action:	M E de Beer

Objective	Strategy	Key perf. Indicator	Annual target	Department	Vote No	Budget	Performance Milestones				Responsible
							Sept 2013/14	Dec 2013/14	March 2013/14	June 2013/14	
<b>DEVELOPMENT PRIORITY 5: LOCAL ECONOMIC DEVELOPMENT</b>											
Address high unemployment rate	Job creation/Poverty alleviation	EPWP labour intensive programme to address high unemployment rate	Effective implementation of EPWP labour incentive conditional grant by 30/9/13	Infrastructure		R 1 046 000 - Dept of Works	Target: Reports to council on FTE's created and casuals appointed Actual: Report submitted to council	Target: Reports to council on FTE's created and casuals appointed Actual: Report submitted to council	Target: Reports to council on FTE's created and casuals appointed Actual: Report submitted to council	Target: Reports to council on FTE's created and casuals appointed Actual: Report submitted to Council	B Arends
		Sakha Sizwe labour programme to address high unemployment rate	Implement programme (at least 330 Sakha Sizwe) by 30/6/14	Infrastructure		Dept of Works	Target: Reports to council Actual: Report submitted to council	Target: Reports to council Actual: Report submitted to council	Target: Reports to council Actual: Report submitted to council	Target: Reports to council Actual: Report submitted to Council Remedial Action:	B Arends

1.2 SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN (SDBIP) 2012/13 – OPERATING & CAPITAL BUDGET

BAVIAANS MUNICIPALITY - OPERATING INCOME AND EXPENDITURE FOR THE YEAR ENDING 30 JUNE 2014

		2013/2014 Medium Term Revenue & Expenditure Framework								
Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %	
	<b>OPERATING REVENUE</b>									
	<b>PROPERTY RATES</b>	<b>3 737 378.00</b>	<b>3 737 378.00</b>	<b>2 889 987.11</b>	<b>3 436 403.67</b>	<b>3 435 207.25</b>	<b>3 429 311.42</b>	<b>3 429 311.42</b>	<b>(8.24)</b>	
500	Property Rates	3 737 378.00	3737 378.00	2889 987.11	3436403.67	3435 207.25	3 429 311.42	3429 311.42	(8.24)	
	<b>PENALTIES IMPOSED AND COLLECTION CHARGES ON RATES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>SERVICES CHARGES</b>	<b>18 145 722.00</b>	<b>17 982 890.20</b>	<b>4 014 128.64</b>	<b>8 603 332.14</b>	<b>12 761 966.09</b>	<b>17 480 624.99</b>	<b>17 480 624.99</b>	<b>(2.79)</b>	
705	AVAILABILITY CHARGES	-	50 000.00	13 390.63	26 764.87	40 139.11	53 529.74	53 529.74	7.06	
707	WATER SALES	3 480 578.00	3480 578.20	723 448.24	1633653.51	2536 580.94	3 328 861.70	3328 861.70	(4.36)	
708	ELECTRICITY SALES	1 666 560.00	1666 560.00	431 178.20	805449.26	1176 938.11	1 573 752.74	1573 752.74	(5.57)	
709	PRE PAID ELECTRICITY	7 416 192.00	7416 192.00	1578 689.94	3555549.23	5139 571.01	7 337 628.46	7337 628.46	(1.06)	
710	ELECTRICITY BULK SALES	1 120 000.00	1000 000.00	262 732.15	477276.41	682 189.25	907 444.32	907 444.32	(9.26)	
716	REFUSE REMOVAL	2 407 152.00	2407 152.00	572 971.07	1169070.70	1763 683.96	2 354 990.46	2354 990.46	(2.17)	
719	SEWERAGE LEVIES	1 731 840.00	1731 840.00	402 511.03	820606.91	1235 347.80	1 644 671.11	1644 671.11	(5.03)	

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
566	BUCKETS	-	7 568.00	2 112.00	3 784.00	5 236.00	6 204.00	6 204.00	(18.02)
656	SEWERAGE TANKS	323 400.00	223 000.00	27 095.38	111177.25	182 279.91	273 542.46	273 542.46	22.66
							-	-	-
	<b>RENT OF FACILITIES AND EQUIPMENT</b>	<b>120 000.00</b>	<b>38 700.00</b>	<b>7 774.59</b>	<b>20 082.23</b>	<b>26 504.93</b>	<b>46 126.54</b>	<b>46 126.54</b>	<b>19.19</b>
588	RENTAL ASSETS	120 000.00	20 000.00	6 903.54	10 012.71	15 121.03	30 788.79	30 788.79	53.94
636	RENTAL OF FACILITIES		1 600.00	544.74	825.11	901.60	2 181.16	2 181.16	36.32
668	HALL RENTAL		17 000.00	326.31	8 778.63	9 784.07	10 853.11	10 853.11	(36.16)
670	SPORT GROUND		100.00		465.78	698.23	2 303.48	2 303.48	2 203.48
	<b>INTEREST EARNED - EXTERNAL INVESTMENTS</b>	<b>80 000.00</b>	<b>80 000.00</b>	<b>21 204.06</b>	<b>27 822.26</b>	<b>38 424.06</b>	<b>120 433.36</b>	<b>120 433.36</b>	<b>50.54</b>
652	INTEREST ON INVESTMENTS	80 000.00	80 000.00	21 204.06	27 822.26	38 424.06	120 433.36	120 433.36	50.54
	<b>INTEREST EARNED - OUTSTANDING DEBTORS</b>	<b>150 000.00</b>	<b>339 000.00</b>	<b>92 931.80</b>	<b>170 046.40</b>	<b>332 724.80</b>	<b>459 564.11</b>	<b>459 564.11</b>	<b>35.56</b>
644	INTEREST EARND OUSTANDING DEBTOR	100 000.00	224 000.00	64 562.09	112209.17	218 826.58	306 086.09	306 086.09	36.65
648	INTEREST ON PROPERTY RATES	50 000.00	115 000.00	28 369.71	57 837.23	113 898.22	153 478.02	153 478.02	33.46
	<b>FINES</b>	<b>20 000.00</b>	<b>15 000.00</b>	<b>5 250.00</b>	<b>7 250.00</b>	<b>8 550.00</b>	<b>9 250.00</b>	<b>9 250.00</b>	<b>(38.33)</b>
700	TRAFFIC FINES	20 000.00	15 000.00	5 250.00	7 250.00	8 550.00	9 250.00	9 250.00	(38.33)



Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
	<b>LICENSES &amp; PERMITS</b>	<b>100 000.00</b>	<b>585 010.00</b>	<b>101 303.52</b>	<b>292 506.09</b>	<b>466 408.70</b>	<b>624 581.60</b>	<b>624 581.60</b>	<b>6.76</b>
607	Learners Licences	50 000.00	56 340.00		28 170.98	52 549.88	75 247.60	75 247.60	33.56
608	Drivers Licences	50 000.00	528 670.00	101 303.52	264335.11	413 858.82	549 334.00	549 334.00	3.91
	<b>INCOME FOR AGENCY SERVICES</b>	<b>2 996 380.00</b>	<b>738 000.00</b>	<b>777 549.08</b>	<b>1 616 491.27</b>	<b>600 858.59</b>	<b>763 769.94</b>	<b>763 769.94</b>	<b>3.49</b>
604	VEHICLE LICENCES	2 976 380.00	-	750 308.55	1526299.27	-			-
605	Transaction Fees		-	27 180.00	54 954.00	-			-
606	Vehicle Testing Fees	20 000.00	-	60.53	25 608.00	-			-
704	Traffic certificates (duplicates)	-	-		9 630.00	-			-
613	Commission agency services		738 000.00			600 858.59	763 769.94	763 769.94	3.49
	<b>GRANTS &amp; SUBSIDIES RECEIVED – Operating</b>	<b>23 329 573.00</b>	<b>23 551 651.45</b>	<b>11 108 500.00</b>	<b>18 123 500.00</b>	<b>23 551 651.45</b>	<b>23 280 888.66</b>	<b>23 280 888.66</b>	<b>(1.15)</b>
567	FINANCE MANAGEMENT GRANT	1 400 000.00	1400 000.00	1400 000.00	1400000.00	1400 000.00	1 400 000.00	1400 000.00	-
676	PMU UNIT	601 500.00	601 500.00	601 500.00	601500.00	601 500.00	270 737.21	270 737.21	(54.99)
570	MSIG	890 000.00	890 000.00	890 000.00	890000.00	890 000.00	890 000.00	890 000.00	-
682	SUBSIDIES CACADU	479 073.00	260 000.00	10 000.00	260000.00	260 000.00	260 000.00	260 000.00	-
681	SUBSIDIES LIBRARY	220 000.00	220 000.00	-	220000.00	220 000.00	220 000.00	220 000.00	-
734	EPWP	1 045 000.00	1045 000.00	418 000.00	732000.00	1045 000.00	1 045 000.00	1045 000.00	-
594	EQUITABLE SHARE	18 694 000.00	18694 000.00	7789 000.00	14020000.00	18694 000.00	18 694 000.00	18694 000.00	-

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
	INCOME COND GRANT AG		441 151.45	-	-	441 151.45	441 151.45	441 151.45	-
	VUNA AWARD (LED)	-	-				60 000.00	60 000.00	-
	<b>GRANTS &amp; SUBSIDIES RECEIVED - CAPITAL</b>	<b>39 428 500.00</b>	<b>42 413 950.00</b>	<b>5 038 331.87</b>	<b>15 925 557.28</b>	<b>22 260 737.15</b>	<b>38 146 633.71</b>	<b>38 146 633.71</b>	<b>(10.06)</b>
	MIG	11 428 500.00	11 428 500.00	2 398 500.00	8 073 500.00	13 428 500.00	13 759 262.79	13 759 262.79	20.39
	RBIG	10 000 000.00	12 000 000.00	2 639 831.87	7 852 057.28	8 832 237.15	8 033 148.27	8 033 148.27	(33.06)
	DTI	18 000 000.00	15 623 600.00	0.00	0.00	0.00	16 094 260.08	16 094 260.08	3.01
	Department of Housing Local Govern - Down Housing	0.00	3 101 850.00			0.00	0.00	0.00	(100.00)
	Department of Housing Local Govern - Bucket eradication	0.00	260 000.00			0.00	259 962.57	259 962.57	(0.01)
	<b>OTHER OPERATING REVENUE</b>								
		<b>3 818 800.00</b>	<b>338 180.00</b>	<b>63 324.70</b>	<b>145 773.47</b>	<b>238 026.39</b>	<b>331 855.56</b>	<b>331 855.56</b>	<b>(1.87)</b>
508	Connection & Reconnection Fees	8 000.00	65 000.00	5 898.62	35 802.68	39 984.74	40 011.17	40 011.17	(38.44)
516	CEMETRY FEES	10 000.00	12 500.00	4 726.60	7 817.95	10 175.45	10 247.15	10 247.15	(18.02)
536	BUILDING FEES	10 000.00	14 000.00	8 424.52	10 340.80	10 616.68	12 390.02	12 390.02	(11.50)
560	SUNDRY INCOME		56 900.00	24 756.31	38 910.16	63 924.12	86 095.38	86 095.38	51.31
561	COMMISSION	20 000.00	25 000.00	6 349.97	12 944.37	18 932.77	25 439.91	25 439.91	1.76
562	Membership Fees	120 000.00	120 000.00	3 050.00	14 501.00	50 860.05	51 310.05	51 310.05	(57.24)
565	Slingby map		2 600.00	491.25	1 403.57	4 736.96	4 736.96	4 736.96	82.19
568	PHOTOSTATS	800.00	900.00		731.72	1 074.26	3 504.26	3 504.26	289.36
601	DISCONNECTION FEES		500.00	43.11	258.76	258.76	603.85	603.85	20.77

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
612	NEW SERVICE CONNECTIONS	20 000.00	10 000.00	4 858.25	6 300.04	13 362.14	14 236.09	14 236.09	42.36
616	SUB DIVISION FEES	10 000.00	10 000.00		2 928.20	2 928.20	2 928.20	2 928.20	(70.72)
634	PERMITS	-	-	81.00	648.00	-	-	-	-
678	Vat Income	3 600 000.00	-				-	-	-
715	SETA claims	-	-				51 030.34	51 030.34	-
720	VALUATION FEES	20 000.00	20 000.00	4 483.71	12 443.10	20 429.14	28 491.34	28 491.34	42.46
736	LETTER OF DEMANDS		100.00	63.36	63.36	63.36	63.36	63.36	(36.64)
738	SUMMONS		100.00	98.00	98.00	98.00	98.00	98.00	(2.00)
637	POUND FEES		580.00		581.76	581.76	581.76	581.76	0.30
910	RELEASE FROM OBLIGATION						87.72	87.72	-
	<b>GAIN ON DISPOSAL OF PPE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>96 491.23</b>	<b>148 652.20</b>	<b>47 621.53</b>	<b>47 621.53</b>	<b>-</b>
800	PROFIT ON SALE		<b>0.00</b>	-	96491.23	148 652.20	136 121.53	136 121.53	-
300	LOSS ON SALE OF ASSETS	<b>0.00</b>	<b>0.00</b>	-	-	-	88 500.00	88 500.00	-
	<b>PUBLIC CONTRIBUTIONS AND DONATIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12 424.41</b>	<b>12 424.41</b>	<b>-</b>
679	PUBLIC CONTRIBUTIONS AND DONATIONS		<b>0.00</b>	-	-	-	12 424.41	12 424.41	
	<b>TOTAL OPERATING REVENUE GENERATED</b>	<b>91 926 353.00</b>	<b>89 819 759.65</b>	<b>24 120 285.37</b>	<b>48 465 256.04</b>	<b>63 869 711.61</b>	<b>84 753 085.83</b>	<b>84 753 085.83</b>	<b>-5.64</b>

OPERATING EXPENDITURE									
Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
	<b>EMPLOYEE RELATED COSTS - WAGES &amp; SALARIES</b>	<b>17 496 144.00</b>	<b>17 593 175.52</b>	<b>4 096 791.41</b>	<b>9 129 624.93</b>	<b>13 219 370.68</b>	<b>17 013 964.81</b>	<b>17 013 964.81</b>	<b>3.29</b>
1	SALARIES	15 568 538.00	15410 000.00	3767 181.20	7500914.27	11246 237.56	14 983 920.87	14983 920.87	2.76
3	EPWP Wages		4 560.00	1 140.00	2 280.00	3 420.00	4 560.00	4 560.00	-
4	HOUSING SUBSIDY	18 300.00	30 760.00	6 825.44	14 028.88	21 182.32	29 241.76	29 241.76	4.94
6	TRAVELING ALLOWANCE		420 935.00	155 529.96	332059.92	478 996.56	330 000.00	330 000.00	21.60
15	CELLPHONE ALLOWANCE	219 242.00	95 400.00	34 293.00	67 686.00	108 121.00	47 700.00	47 700.00	50.00
17	OVERTIME	379 743.00	376 743.00	84 610.70	167907.36	268 138.02	394 188.32	394 188.32	(4.63)
19	OTHER ALLOWANCES	161 339.00	121 555.00	45 848.47	84 519.60	133 046.32	201 548.64	201 548.64	(65.81)
20	BONUSSE	1 015 560.00	999 800.00	1 362.64	228.90 <sup>960</sup>	960 228.90	968 962.49	968 962.49	3.08
21	LONG SERVICE AWARDS	133 422.00	133 422.52				113 206.16	113 206.16	15.15
395	CONTRIBUTION TO BONUS PROVISION	-	-	-	-	-	(14 344.27)	(14 344.27)	-
397	CONTRIBUTION TO LEAVE PROVISION	-	-	-	-	-	27 980.84	27 980.84	-
390	CONTRIBUTION TO LONG SERVICE AWARDS	-	-	-	-	-	18 000.00	18 000.00	-
391	CONTRIBUTION TO POST EMPLOYMENT MEDICAL	-	-	-	-	-	(91 000.00)	(91 000.00)	-
	<b>EMPLOYEE RELATED COSTS - SOCIAL CONTRIBUTIONS</b>	<b>2 368 076.00</b>	<b>2 946 090.01</b>	<b>720 929.59</b>	<b>1 468 333.64</b>	<b>2 338 086.01</b>	<b>3 011 886.35</b>	<b>3 011 886.35</b>	<b>(2.23)</b>
7	GROUP LIFE	-	7 310.00	1 985.25	3 652.87	5 083.18	6 513.49	6 513.49	10.90
8	MEDICAL AID	819 117.00	858 410.00	210 189.30	429203.40	775 996.82	927 046.57	927 046.57	(8.00)

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
9	SKILLS DEVELOPMENT	121 866.00	153 130.00	32 003.39	74 926.09	115 374.75	152 929.05	152 929.05	0.13
10	PENSION FUND	1 282 632.00	1313 040.00	435 354.58	874291.16	1314 117.02	1 757 072.62	1757 072.62	(33.82)
11	UNEMPLOYMENT FUND	137 179.00	142 850.00	32 435.11	68 361.60	100 679.16	132 591.08	132 591.08	7.18
12	INDUSTRIAL LEVY	7 282.00	7 420.00	1 866.90	3 708.40	5 549.90	7 353.30	7 353.30	0.90
14	PROVIDENT FUND		463 930.00	7 095.06	14 190.12	21 285.18	28 380.24	28 380.24	93.88
	<b>REMUNERATION OF COUNCILLORS</b>	<b>1 692 324.08</b>	<b>1 692 324.00</b>	<b>266 340.09</b>	<b>532 680.18</b>	<b>912 296.88</b>	<b>1 656 481.38</b>	<b>1 656 481.38</b>	<b>2.12</b>
186	COUNCILOR ALLOWANCES	1 560 514.00		266 340.09	532680.18	912 296.88			-
86	COUNCILOR ALLOWANCES		1272 133.00			1 254 758.82	1254 758.82		1.37
88	VEHICLE ALLOWANCE: COUNCILLORS		236 747.00			236 746.56	236 746.56		0.00
89	MEDICAL AID CONTR: COUNCILLORS	12 168.00	12 168.00			-	-		100.00
91	CELL PHONE & 3G ALL: COUNCILLORS	119 642.08	171 276.00			164 976.00	164 976.00		3.68
	<b>DEPRECIATION/IMPAIRMENT</b>	<b>8 000 000.00</b>	<b>15 600 000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16 902 992.90</b>	<b>16 902 992.90</b>	<b>-8.35</b>
905	DEPRECIATION	8 000 000.00	15600 000.00	-	-	-	15 784 492.90	15784 492.90	(1.18)
140	IMPAIRMENT LOSSES	-	-	-	-	-	1 118 500.00	1118 500.00	-
	<b>INTEREST EXPENSE - EXTERNAL BORROWINGS</b>	<b>195 000.00</b>	<b>1 063 000.00</b>	<b>79 239.33</b>	<b>252 764.75</b>	<b>395 084.76</b>	<b>1 053 055.22</b>	<b>1 053 055.22</b>	<b>0.94</b>
201	INTEREST PAID	195 000.00	1063 000.00	79 239.33	252764.75	395 084.76	1 053 055.22	1053 055.22	0.94

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
	<b>BULK PURCHASES</b>	<b>9 396 000.00</b>	<b>9 396 000.00</b>	<b>2 815 319.18</b>	<b>5 237 678.67</b>	<b>7 063 135.16</b>	<b>8 475 329.12</b>	<b>8 475 329.12</b>	<b>9.80</b>
99	BULK PURCHASES ELECTRICITY	9 396 000.00	9396 000.00	2815 319.18	5237678.67	7063 135.16	8 475 329.12	8475 329.12	9.80
	<b>REDEMPTION PAYMENTS - EXTERNAL LOANS (TO BE REMOVED BY GRAP)</b>	<b>0.00</b>	<b>0.00</b>	<b>221 746.39</b>	<b>345 090.91</b>	<b>753 591.37</b>	<b>159 103.99</b>	<b>159 103.99</b>	<b>-</b>
338	VEHICLE INSTALLMENTS	-	-	221 746.39	345090.91	753 591.37	159 103.99	159 103.99	-
	<b>DEBT IMPAIRMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1 744 240.24</b>	<b>1 744 240.24</b>	<b>-</b>
398	DEBT IMPAIRMENT	-	-	-	-	-	1 744 240.24	1744 240.24	-
	<b>REPAIRS AND MAINTENANCE - MUNICIPAL ASSETS</b>	<b>1 077 252.00</b>	<b>749 500.00</b>	<b>96 732.70</b>	<b>252 276.13</b>	<b>423 091.97</b>	<b>586 789.42</b>	<b>586 789.42</b>	<b>21.71</b>
306	NETWORK	215 000.00	200 000.00	20 252.97	44 501.04	78 769.66	153 340.54	153 340.54	23.33
307	FENCING	53 425.00	10 000.00	3 041.34	3 041.34	3 041.34	3 041.34	3 041.34	69.59
309	TOOLS	37 398.00	20 000.00	12 576.86	14 812.24	20 213.73	21 804.78	21 804.78	(9.02)
312	BUILDINGS	106 850.00	50 000.00	14 179.84	44 064.95	52 830.44	30 005.63	30 005.63	39.99
314	SPORT GROUNDS	32 055.00	10 000.00	76.50	5 733.09	10 537.62	12 817.38	12 817.38	(28.17)
318	FURNITURE AND EQUIPMENT	10 685.00	11 000.00	(144.69)	710.57	1 764.96	1 764.96	1 764.96	83.95
324	STREETS	106 850.00	50 000.00	7 733.73	26 381.30	55 726.24	73 822.92	73 822.92	(47.65)

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
325	TV MAINTENANCE	21 370.00	11 000.00		5 260.00	5 260.00	5 260.00	5 260.00	52.18
327	STREET LIGHTS	53 425.00	50 000.00	7 658.20	11 616.51	30 400.28	35 611.75	35 611.75	28.78
333	EQUIPMENT	50 000.00	50 000.00	8 290.00	25 395.50	34 895.50	26 395.50	26 395.50	47.21
336	TRAFFIC SIGNS	53 425.00	7 500.00	2 500.39	2 500.39	2 500.39	2 500.39	2 500.39	66.66
339	VEHICLE MAINTENANCE	336 769.00	280 000.00	20 567.56	68 259.20	127 151.81	220 424.23	220 424.23	21.28
	<b>GRANTS &amp; SUBSIDIES PAID</b>	<b>5 718 176.00</b>	<b>5 739 176.00</b>	<b>855 425.99</b>	<b>2 869 613.27</b>	<b>3 794 692.95</b>	<b>5 373 813.64</b>	<b>5 373 813.64</b>	<b>6.37</b>
221	FREE BASIC SERVICES	5 718 176.00	5739 176.00	855 425.99	2869613.27	3794 692.95	5 373 813.64	5373 813.64	6.37
	<b>GENERAL EXPENSES – OTHER</b>								
		<b>13 714 776.00</b>	<b>13 611 288.00</b>	<b>3 433 898.88</b>	<b>7 262 689.81</b>	<b>9 510 719.99</b>	<b>16 080 608.91</b>	<b>16 080 608.91</b>	<b>-18.14</b>
5	UNIFORM	70 685.00	12 000.00	378.30	11 902.30	14 219.67	15 617.67	15 617.67	(30.15)
23	WARD COMMITTEES	50 000.00	50 000.00	4 492.87	18 489.35	26 746.78	30 086.04	30 086.04	39.83
26	BRANDING AND ADVERTISING	10 000.00	-						-
28	COMMUNICATION	115 000.00	110 000.00	29 604.61	52 769.06	27 860.01	96 901.38	96 901.38	11.91
29	AGENCY COMMISSION	117 535.00	175 000.00	46 988.78	87 499.38	131 970.52	173 438.98	173 438.98	0.89
31	ROADS FORUM	30 000.00	15 000.00	2 300.00	6 850.00	6 850.00	7 007.89	7 007.89	53.28
34	SPORT	20 000.00	10 000.00	2 100.00	4 850.41	8 400.41	8 400.41	8 400.41	16.00
37	SUNDRY TOURISM	37 398.00	22 398.00	8 125.44	12 232.34	15 446.72	18 782.68	18 782.68	16.14
38	WORKSHOPS	10 000.00	-						-
39	ROAD SIGNS	15 000.00	-						-

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
40	WEBSITE	15 000.00	17 100.00			17 500.00	17 500.00	17 500.00	(2.34)
41	MARKETING	50 000.00	65 000.00	240.00	509.80	33 324.98	35 008.58	35 008.58	46.14
43	DEVELOPMENT	50 000.00	30 000.00	2 400.00	7 859.58	14 054.33	23 118.96	23 118.96	22.94
44	PRODUCT DEVELOPMENT	10 000.00	10 000.00		10 000.00	10 000.00	10 000.00	10 000.00	-
48	ADVERTISEMENTS	64 110.00	35 000.00		10 047.04	15 707.06	39 155.64	39 155.64	(11.87)
49	TOWN PLANNING	10 000.00	-						-
50	TRAINING SKILLS DEVELOPMENT	74 795.00	20 000.00	1 350.88	2 930.88	2 930.88	2 930.88	2 930.88	85.35
51	SUBSISTENCE AND TRAVELLING	85 695.00	150 000.00	45 216.83	96 701.65	113 958.13	153 973.05	153 973.05	(2.65)
54	BANK CHARGES	180 000.00	180 000.00	45 069.27	89 803.33	138 213.06	182 422.51	182 422.51	(1.35)
57	COMMUNITY ASSISTANCE FUND	60 000.00	40 000.00	12 570.13	16 011.48	22 358.28	22 245.12	22 245.12	44.39
59	LED TRAINING	50 000.00	30 000.00		3 402.03	3 639.22	5 907.26	5 907.26	80.31
60	FUEL AND OIL	1 176 845.00	1218 000.00	291 884.91	609303.41	898 674.95	1 198 125.41	1198 125.41	1.63
61	LED Brick making project	200 000.00	-						-
69	CHEMICALS	160 275.00	204 000.00	46 333.91	102676.33	107 758.01	149 735.27	149 735.27	26.60
72	SUNDRY EXPENSES	-	-			5 575.60	8 564.19	8 564.19	-
78	PRINTING AND STATIONERY	181 646.00	460 000.00	114 161.87	238747.57	311 998.42	415 637.86	415 637.86	9.64
80	RENTAL OF EQUIPMENT	470 140.00	230 000.00	46 966.29	114941.50	228 911.02	244 918.22	244 918.22	(6.49)
81	SERVICES ELECTRICITY	1 282 842.00	1140 000.00	300 068.95	569478.08	927 219.66	1 274 703.79	1274 703.79	(11.82)
82	FINANCE MANAGEMENT GRANT	1 257 294.00	1257 294.00	658 373.40	860719.18	1002 775.99	1 267 540.13	1267 540.13	(0.81)
84	MUNICIPAL SERVICES	922 747.00	590 000.00	201 874.28	293284.68	461 490.35	598 373.60	598 373.60	(1.42)



Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
114	CONSUMABLES	24 576.00	30 000.00	5 804.37	10 505.06	15 280.70	21 607.03	21 607.03	27.98
121	FIRE FIGHTING	42 740.00	98 000.00	14 950.00	80 612.81	90 912.81	96 405.62	96 405.62	1.63
123	LICENCES	41 028.00	41 028.00	10 116.00	19 871.40	29 586.40	31 842.20	31 842.20	22.39
141	TRANSFER FEES	27 781.00	50 500.00	9 004.92	25 194.81	30 549.32	34 614.07	34 614.07	31.46
144	AUDIT FEES	600 000.00	662 330.00	(412 925.99)	(147844.09)	299 800.18	2 376 445.46	376 445.46 <sup>2</sup>	(258.80)
145	INTERNAL AUDIT		500 000.00		-	-	374 783.96	374 783.96	25.04
150	POSTAGE	154 933.00	220 000.00	60 769.47	109526.51	157 310.48	173 295.07	173 295.07	21.23
159	RADIO LICENCES	7 480.00	2 000.00	847.37	1 442.11	1 442.11	2 147.02	2 147.02	(7.35)
162	LEGAL FEES	106 850.00	350 000.00	251 715.70	251058.72	365 581.72	277 138.87	277 138.87	20.82
183	TELEPHONE	373 976.00	534 000.00	157 846.22	266955.28	398 018.00	573 170.72	573 170.72	(7.34)
195	INSURANCE	292 125.00	246 320.00	246 316.30	246316.30	246 316.30	246 316.30	246 316.30	0.00
202	REFUSE BAGS	133 563.00	124 200.00	21 200.00	41 399.89	82 799.89	108 000.00	108 000.00	13.04
204	WATER RESEACRH	37 398.00	45 000.00	4 255.95	22 338.72	56 589.61	77 206.17	77 206.17	(71.57)
216	AGENCY FEES LICENSING	2 208 290.00	-	448 225.25	1156909.16	-			-
217	WORKMENS COMPENSATION	-	-		-		212 999.50	212 999.50	-
218	MEMBERSHIP FEES	400 000.00	400 000.00				462 500.00	462 500.00	(15.63)
219	SPECIAL PROJECTS	15 000.00	30 000.00	13 466.49	26 679.34	25 662.55	27 496.68	27 496.68	8.34
220	MSIG	793 474.00	793 474.00	159 293.38	159779.34	596 508.51	785 594.40	785 594.40	0.99
222	FREE BASIC SERVICE REPAIRS	32 055.00	30 000.00	4 494.64	11 102.33	26 836.58	29 350.75	29 350.75	2.16
292	PROJECT MANAGEMENT UNIT	601 500.00	538 500.00	71 460.26	93 843.81	158 574.21	230 603.51	230 603.51	57.18

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
295	VEHICLE TRACKING EXPENSES	-	292 000.00	-	145860.00	221 364.00	302 994.00	302 994.00	(3.77)
296	IT EXPENSES	-	700 000.00		75 150.87	383 403.04	747 777.63	747 777.63	(6.83)
297	UNBUNDLING OF ASSETS	-	543 620.00		543620.00	543 620.00	543 620.00	543 620.00	-
301	EPWP	1 045 000.00	1309 524.00	506 557.83	901358.06	1232 979.53	1 366 767.07	1366 767.07	(4.37)
	ACTUARIAL GAINS AND LOSSES	-	-	-	-	-	991 707.00	991 707.00	-
368	MOVEMENT IN INVENTORY						(13 869.64)	(13 869.64)	-
					-				
	<b>TOTAL DIRECT OPERATING EXPENDITURE</b>	<b>59 657 748.08</b>	<b>68 390 553.53</b>	<b>12 586 423.56</b>	<b>27 350 752.29</b>	<b>38 410 069.77</b>	<b>72 058 265.98</b>	<b>72 058 265.98</b>	<b>-5.36</b>
	<b>OPERATING SURPLUS</b>	<b>32268604.92</b>	<b>21429206.12</b>	<b>11533861.81</b>	<b>21114503.75</b>	<b>25459641.84</b>	<b>12694819.85</b>	<b>12694819.85</b>	<b>40.76</b>

BAVIAANS MUNICIPALITY - CAPITAL EXPENDITURE FOR THE YEAR ENDING 30 JUNE 2014

750	CAPITAL BUDGET	37 029 035.09	44 949 962.91	4 934 416.57	11 437 624.05	15 510 254.33	34 830 719.20	34 830 719.20	22.51
550500055	Streets and storm water Willowmore	1 842 105.26	2 787 580.26	131 013.65	131013.65	800 272.31	1 578 592.32	1578 592.32	43.37
550500045	Streets and storm water Steytlerville	1 842 105.26	2 930 831.75	711 144.70	711144.70	1067 998.55	2 533 907.27	2533 907.27	13.54
510100031	Feasibility Study Cemeteries	200 000.00	279 300.00			12 250.00	245 000.00	245 000.00	12.28
550460032	Eradication Bucket system Steytlerville	0.00	526 509.00	66 064.88	-	-	66 064.88	66 064.88	87.45
	Eradication bucket system Steytlerville - dept human settlement		260 000.00				259 962.57	259 962.57	0.01
	Feasibility Study Vondeling Water	150 000.00	0.00						-

Vote Number	Description	Budget year 2013/2014	Adj budget 2013/14	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Annual Total	Annual Difference %
	Upgrading Rietbron Streets	859 649.12	0.00						-
500780132	Willowmore water supply Wilgerkloof	4 384 649.12	7 262 579.12	2804 260.09	5916325.33	7993 886.67	6 320 684.12	6320 684.12	12.97
780062	Upgrading of Sport fields in Baviaans Municipality	438 596.49	741 642.98						100.00
510460041	Feasibility Study Landfill sites	150 000.00	235 000.00			49 752.27	256 552.27	256 552.27	(9.17)
500780151	Wanhoop Bulk water supply Feasibility	250 000.00	91 200.00				57 229.50	57 229.50	37.25
790012	Down Housing	0.00	3 101 850.00						100.00
780080	Steytlerville water Erasmuskloof	26 771 929.82	26 149 915.79	1168 307.42	4596673.86	5456 480.76	22 991 391.02	22991 391.02	12.08
500072	Equipment Technical	130 000.00	0.00						-
	Furniture & Equipment	10 000.00	159 000.00	53 625.83	82 466.51	129 613.77	167 888.49	167 888.49	(5.59)
550740012	Steytlerville High mast lightning		424 554.00				353 446.76	353 446.76	16.75
<b>TCE</b>	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>37 029 035.09</b>	<b>44 949 962.91</b>	<b>4 934 416.57</b>	<b>11 437 624.05</b>	<b>15 510 254.33</b>	<b>34 830 719.20</b>	<b>34 830 719.20</b>	<b>22.51</b>

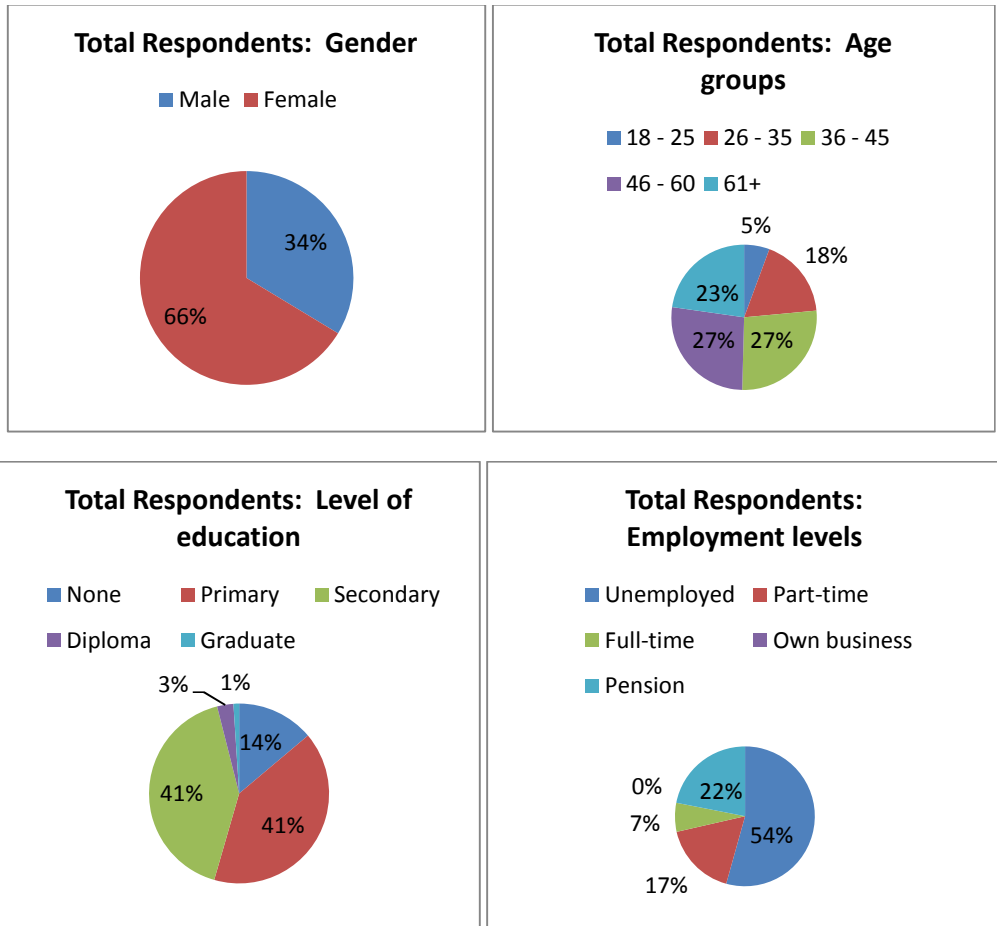
1.3 GENERAL KEY PERFORMANCE INDICATORS IN TERMS OF SECTION 43 REGULATION 10 OF THE MSA

- (a) The percentage of households with access to basic level of water, sanitation, electricity and solid waste removal: Water, electricity & solid waste removal = 100%; sanitation 90%.
- (b) The percentage of households earning less than R1 200 per month with access to free basic services: 100%
- (c) The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's IDP: 77.49%
- (d) The number of jobs created through the municipality's local economic development initiatives including capital projects: 100% (2174 working opportunities)
- (e) The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality are three employees. The municipality does have an Employment Equity Plan: 60%.
- (f) The percentage of a municipality's budget actually spent on implementing its workplace skills plan: 100%
- (g) Financial viability as expressed by ratios: 6.40% outstanding debtors to actual income.

Furthermore, according to MFMA Circular No 13, the top layer of the SDBIP, required for publishing is expected to include the following five components:

- (a) Monthly projects of revenue to be collected for each source,
- (b) Monthly projects of expenditure (operating & capital) and revenue for each vote
- (c) Quarterly projections of service delivery targets and performance indicators
- (d) Ward information for expenditure and service delivery
- (e) Detailed capital works plan broken down by ward over three years

**SECTION A: DEMOGRAPHIC DATA**

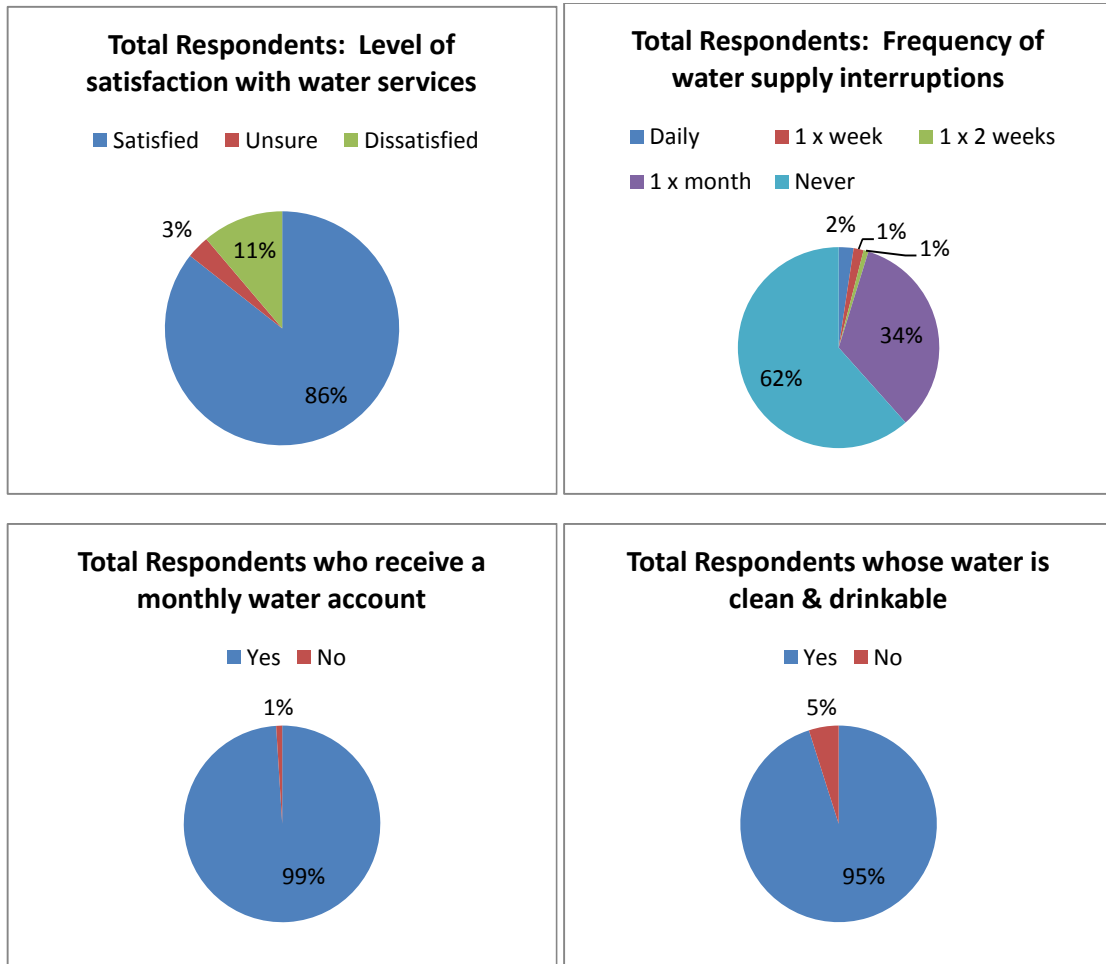


**Findings**

- The majority of respondents were female (66%)
- Respondents were equally represented by the age groups 36 – 45 and 46 – 60
- The respondents were equally represented by those with some Primary education and some secondary education
- The majority of respondents were unemployed, with only 7% of the respondents being employed

## SECTION B: SERVICE DELIVERY

### 1. Water



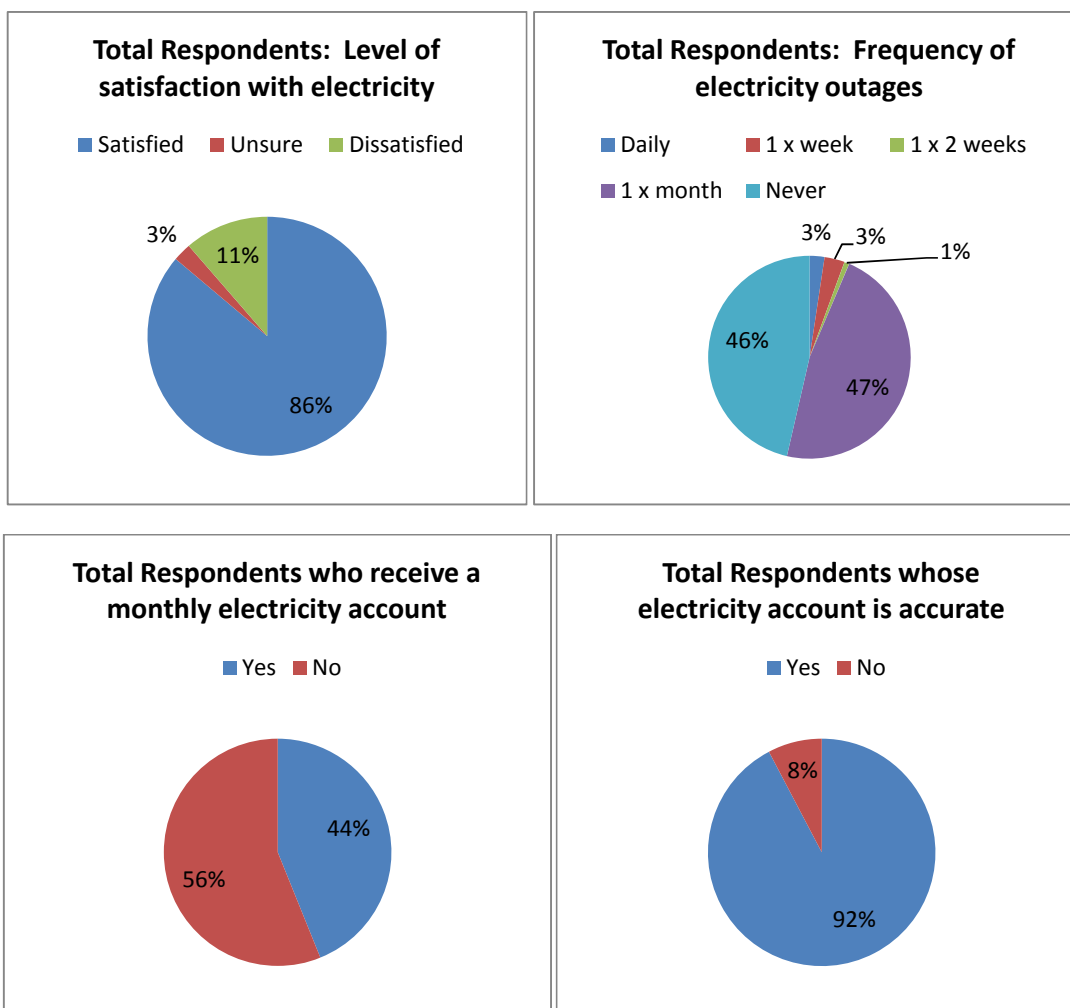
#### Findings

- 86% of respondents are satisfied with water services
- The majority of respondents (62%) never experience water supply interruptions and 34% experience water supply interruptions once a month
- 99% of respondents receive a monthly water account
- 95% of respondents' water is clean and drinkable

#### Frustrations with water service delivery

- Respondents in Saaimanshoek complain about the quality of taps installed
- Respondents in Rietbron complain about too much chlorine in the water & water leakages
- Respondents in Steytlerville complain that water is often brown and sometimes undrinkable & unattended water leakage complains
- Respondents in Willowmore perceive the new water meters to be problematic

## 2. Electricity



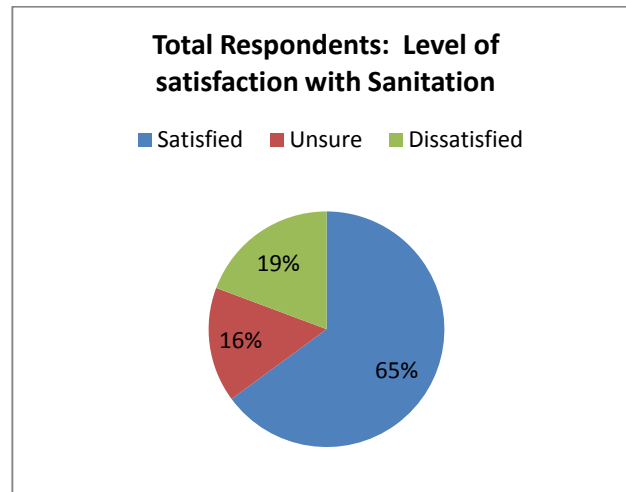
### Findings

- 86% of Respondents are satisfied with electricity services
- 46% of respondents never experience electricity outages, while 46% have electricity supply interruptions once a month
- 44% of Respondents receive monthly electricity accounts, from which it can be deduced that the remaining 56% of respondents have pre-paid electricity meters installed
- 92% of those who receive an electricity account get an accurate account

### Frustrations about electricity service delivery

- There is a high level of dissatisfaction with the high unit cost of electricity for pre-paid meters
- Saaimanshoek respondents complain that no additional houses can be electrified. There are still households without electricity
- The community wants to be informed of electricity outages beforehand
- The community is unhappy about electricity disconnections
- Some feel that the capacity is not large enough to accommodate appliances simultaneously

### 3. Sanitation



#### Findings

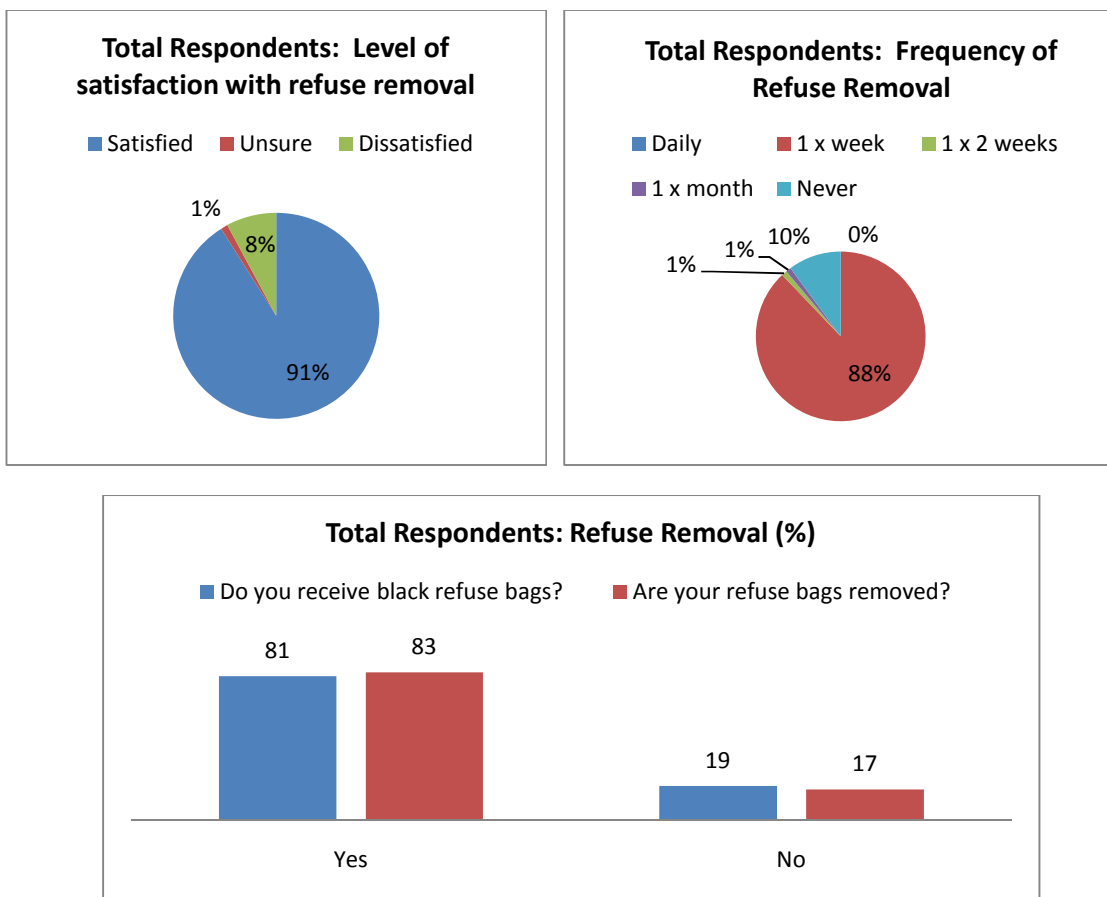
- There is a general level of satisfaction with sanitation services

#### Frustration about sanitation service delivery

- The majority of the community in Saaimanshoek is dissatisfied with sanitation services. They complain that the toilets aren't drained regularly, it overflows and stinks. They want the municipality to drain it regularly
- The general dissatisfaction with sanitation services stem from the following: irregular draining, faulty toilet systems, septic tanks and blockages
- Some say they still have buckets
- Sanitation problems reported, but the municipality does not fix it



#### 4. Refuse Removal



#### Findings

- The majority (91%) of respondents are satisfied with refuse removal services
- 88% of respondents say their refuse is removed once a week
- 81% of Respondents receive refuse bags from the municipality
- 83% of Respondents’ refuse bags are removed by the municipality

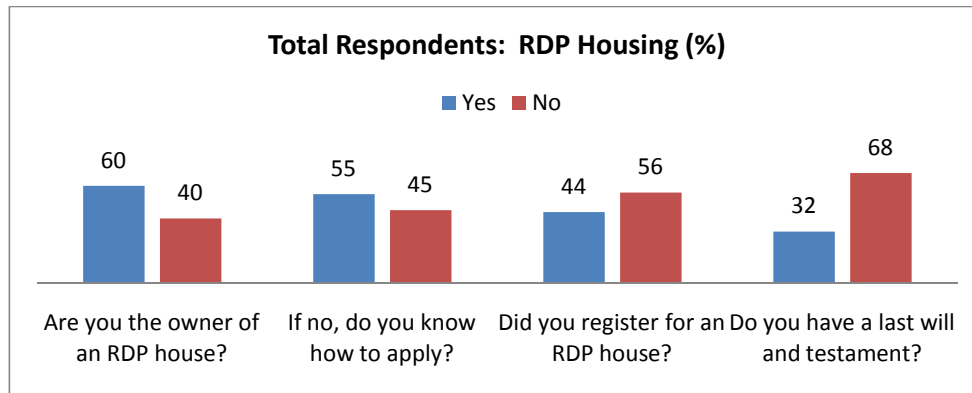
#### Frustration about refuse removal

- The majority of respondents in Steytleville say they don’t receive refuse bags
- 10% of Respondents say their refuse never gets removed
- Respondents complain that the municipality come too late to collect the bags
- The smell of the bags is an issue
- There is some frustration about hotspots (frequency of cleaning hotspots & hygiene)

#### Suggestions from community to improve service delivery

- Some suggested the municipality provide proper refuse bins
- There was a suggestion that the municipality replaces a full bag with an empty one upon collection
- That the municipality removes refuse more regularly (twice or three times a week)

## Section C: Housing



### Findings

- 60% of respondents are the owner of an RDP house
- 55% of the remaining 40% knew how to apply for an RDP house
- 44% of the 40% who answered 'yes' to the previous question registered for an RDP house
- Only 32% of respondents have a last will and testament

### Respondents' perception of the awarding of RDP houses

- Respondents question the lawfulness and procedure involved
- Some believe the process is corrupt
- The process takes very long
- Houses are awarded to people who hardly live in them or are not locals
- Some feel houses should only be awarded to persons older than 35 years, others that only married couples should qualify

### Respondents' perception of the quality of RDP houses

- There is a general perception of bad quality (includes roofs, doors, walls, floors & size)

### Respondents' opinion of Spaza shops

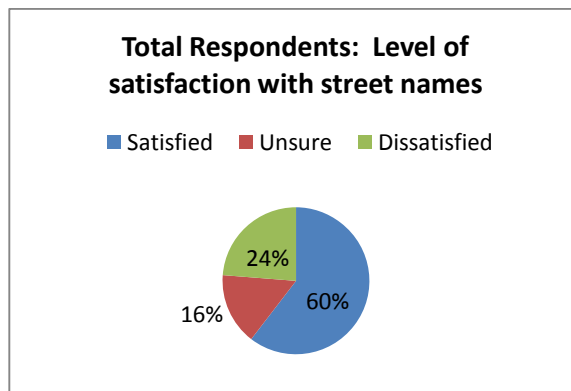
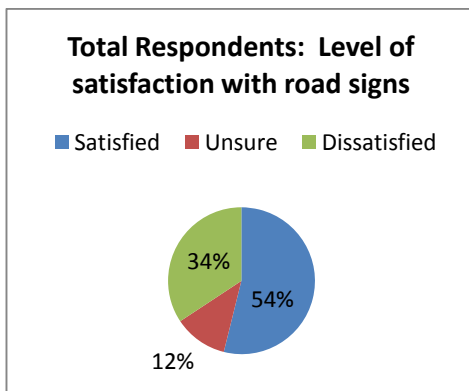
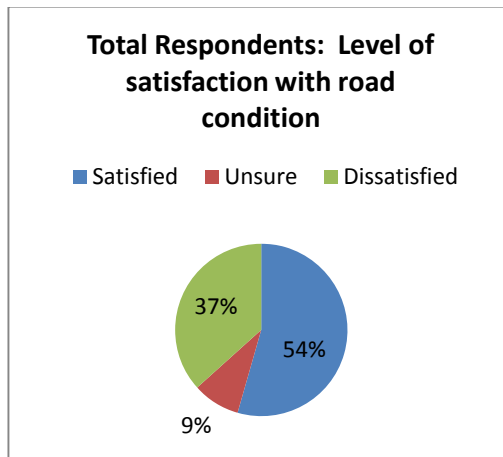
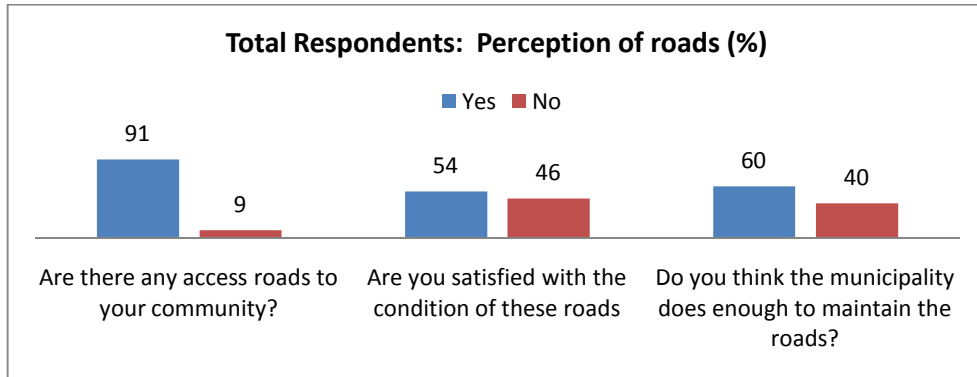
- Respondents are divided. Some feel it's beneficial because it's closer to walk, while others feel they are expensive, they can be used for people who don't have houses and should be closed down and they are increasing too fast
- Some respondents feel they take opportunities away from local residents
- Concerns that they sell cigarettes to under 18's
- Some feel they must close earlier

### Respondents' opinion about taverns in the area

- The majority of respondents see them as a disruption. They are unhappy about children being served there
- Feel they should be licensed or closed down.
- Noise is also a problem

- Many feel they are a breeding ground for drug abuse and crime

**Section D: Roads**



**Findings**

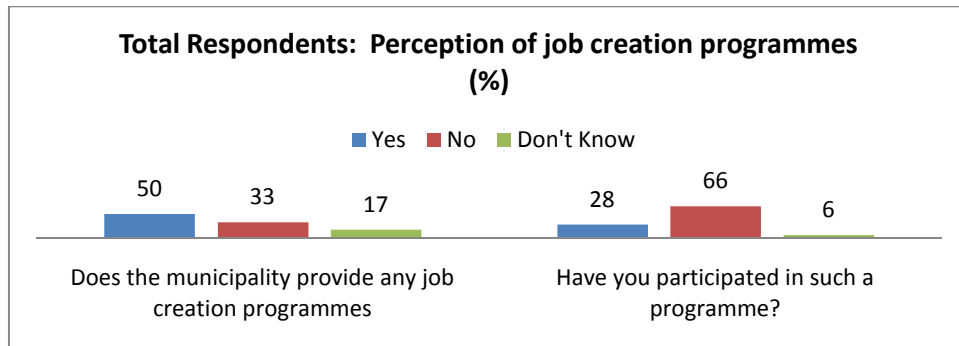
- 91% of Respondents say there are access roads leading to their communities
- 54% of Respondents are satisfied with the condition of these roads
- 60% of Respondents feel that the municipality does enough to maintain the roads
- 54% of Respondents are satisfied with road signs (visibility & sufficiency), 60% of Respondents are satisfied with street names

### Frustrations about streets

- Respondents complain about storm water management, potholes and dirty & dusty streets
- Respondents want the streets to be paved or tarred, some want more road signs (stop signs)
- The vast majority of respondents want speed bumps

## Section E: LED

### a) Job Creation



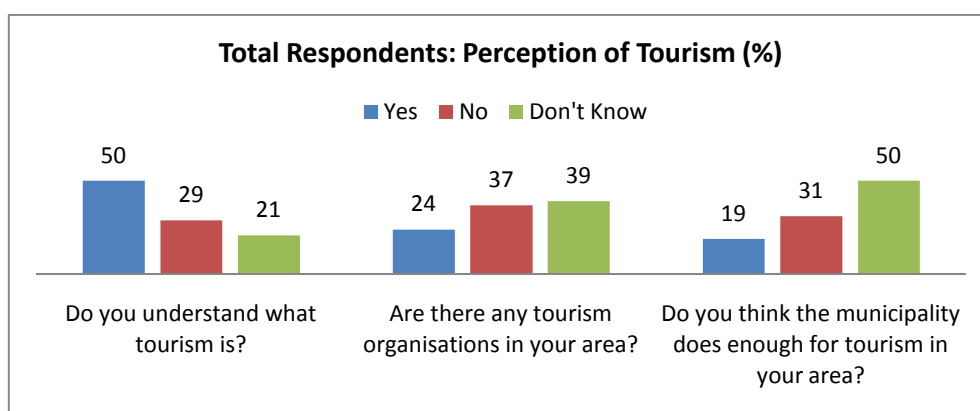
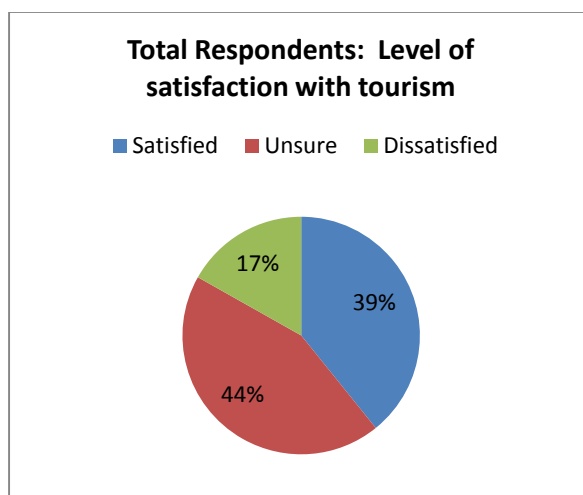
### Findings

- 50% of Respondents are aware of job creation programmes
- 66% of Respondents have not participated in job creation programmes

### Frustrations about job creation

- The majority of respondents feel that there is nepotism as well as racism involved in job creation programmes as only certain people are selected to benefit
- There is a huge appeal among respondents for more jobs to be created, especially for the youth
- There is a general feeling that the community is not aware of job creation programmes
- The general consensus among respondents are that certain people benefit continuously and some are employed while not complying with the requirements
- Some Respondents feel there is not enough remuneration and the duration is too short

b) Tourism



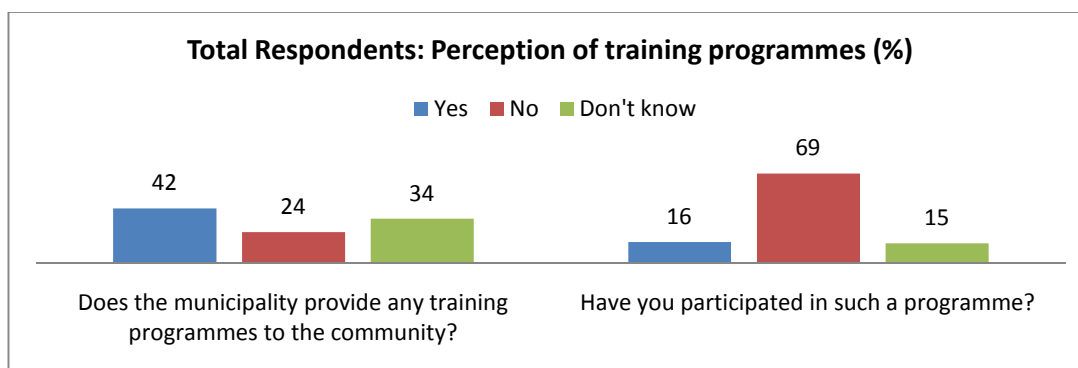
Findings

- The majority of respondents are unsure of their level of satisfaction with tourism
- The majority of respondents understand what tourism is
- The majority of respondents don't know if there are any tourism organisations in their areas or whether the municipality does enough for tourism in the area

Suggestions from respondents on how tourism can be improved

- The majority of respondents feel that the community must be more involved in tourism, either through tourism programmes or information sessions and that the municipality should make more funds available for tourism
- Some respondents feel they have skills which can contribute to tourism, i.e. arts & craft, honey making, baking and guides

c) Training programmes



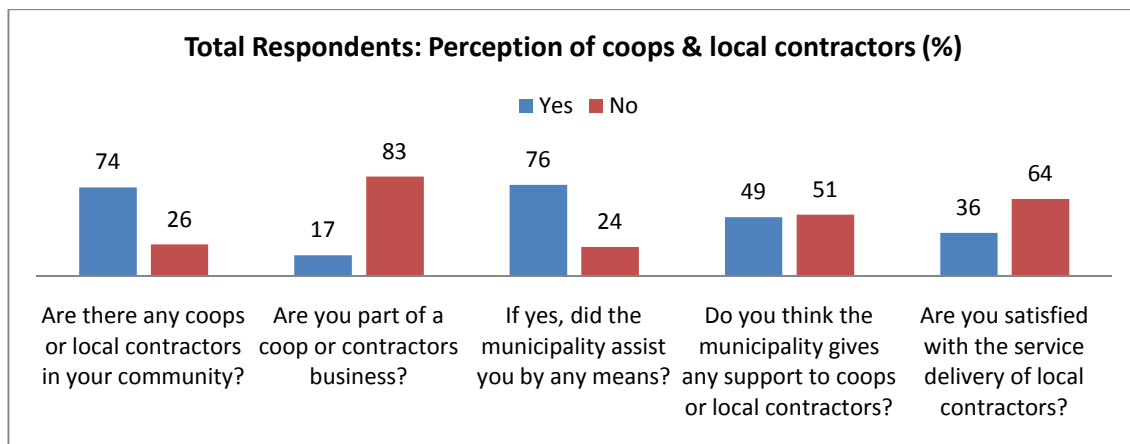
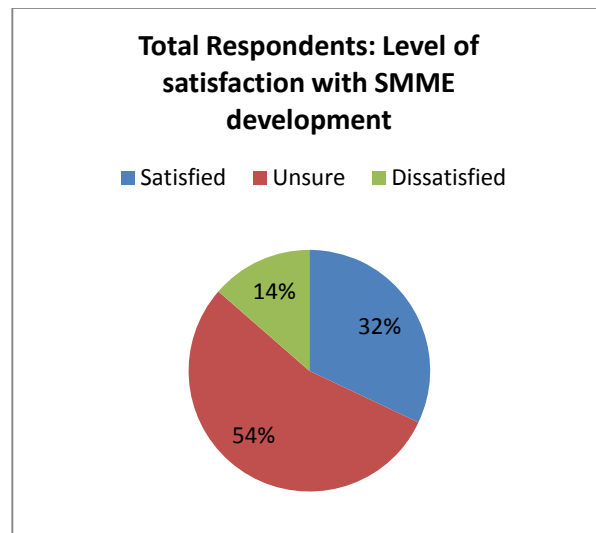
Findings

- 42% of Respondents are aware of training programmes provided by the municipality, while 34% are unaware of such programmes
- The majority (69%) of respondents have not participated in training programmes

Types of training respondents would like to receive

- Business skills
- Computer training
- Tourism & marketing training
- Nursing
- Training for contactors (building)
- Sewing & knitting
- Health & safety
- Fire fighting
- Pipe laying
- First aid
- Day care
- Mechanic
- Boiler maker
- Bee farming
- Welding

d) SMME Development



Findings

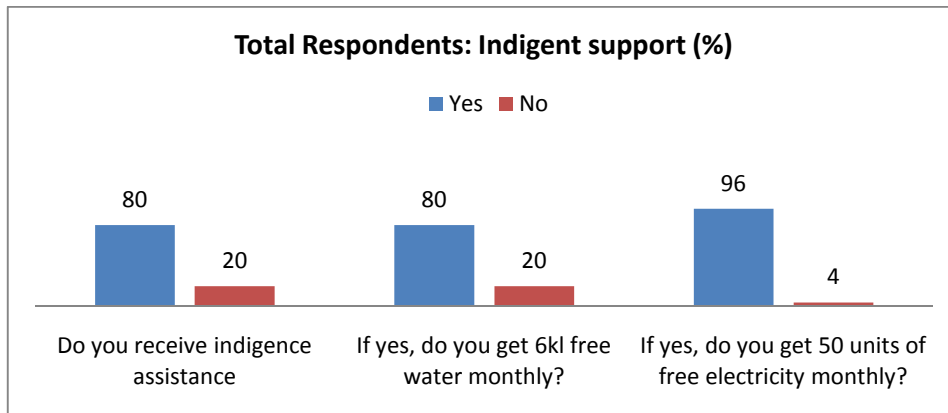
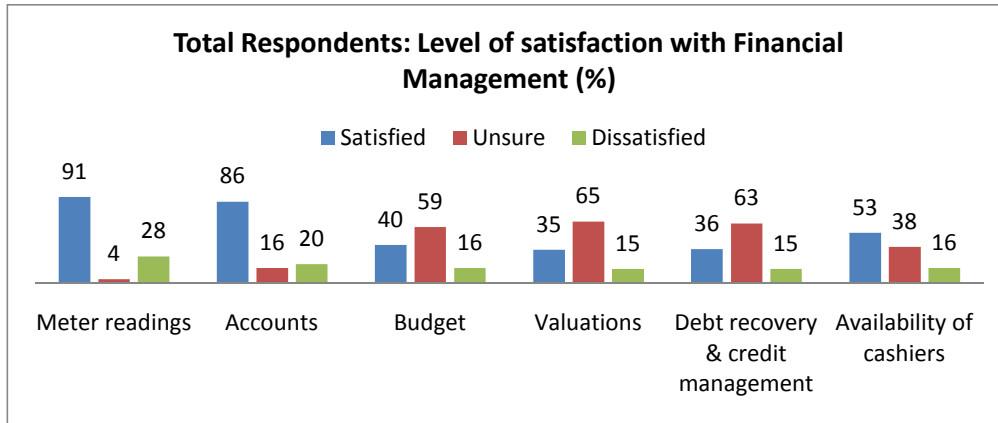
- The majority of respondents are unsure about SMME development (54%)
- 74% of Respondents are aware of cooperatives & local contractors in their communities
- The majority of respondents (83%) are not part thereof
- 76% of Respondents who are part of cooperatives or local contractors say the municipality has assisted them by some means
- The respondents are divided about whether they think the municipality does enough for cooperatives and local contractors – 49% say yes and 51% say no
- The majority of respondents (64%) are unsatisfied with the services of local contractors

Respondents' perception of how services to cooperatives and local contractors could be improved

- Respondents feel the municipality must provide financial assistance to either start their own businesses or develop their businesses
- Respondents feel there are not enough opportunities / jobs for local contractors and that training must also be provided
- There is an appeal from respondents who are part of local contractors that everyone should be given a fair chance

- Respondents who are unhappy with local contractors feel they only benefit themselves and are not trustworthy
- Some respondents feel the local contractors are unfair and unqualified

### Section F: Financial Management



#### Findings

- The majority of respondents are satisfied with meter readings (91%) and accounts (86%)
- The majority of respondents are unsure about the budget (59%), valuations (65%) and debt recovery (63%)
- 53% of respondents are satisfied with the availability of cashiers, 38% are unsure and 16% dissatisfied
- 80% of Respondents receive indigent support. All of the aforementioned receive 6kl free water monthly, there are however an additional 16% of respondents who do not receive indigence support who claim to be receiving 50 units of free electricity per month

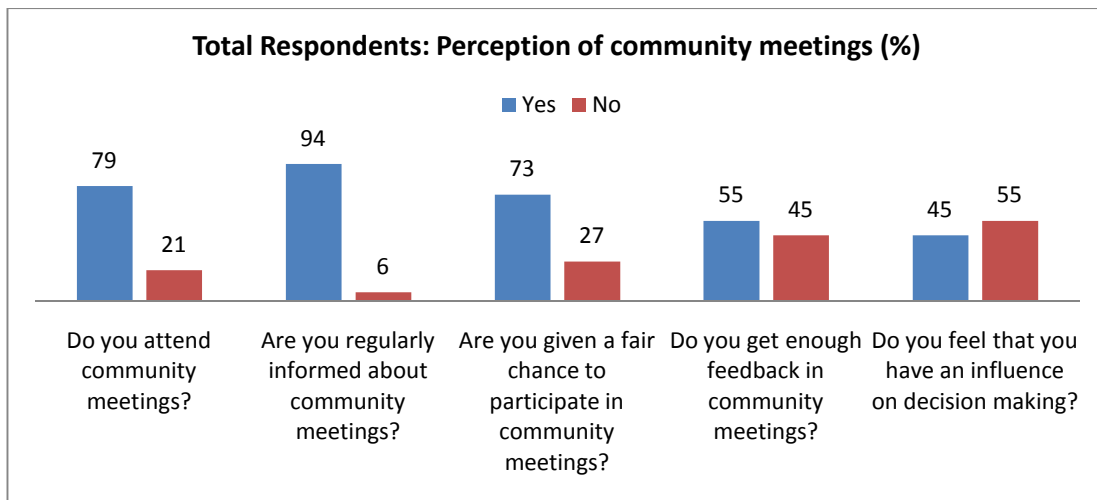
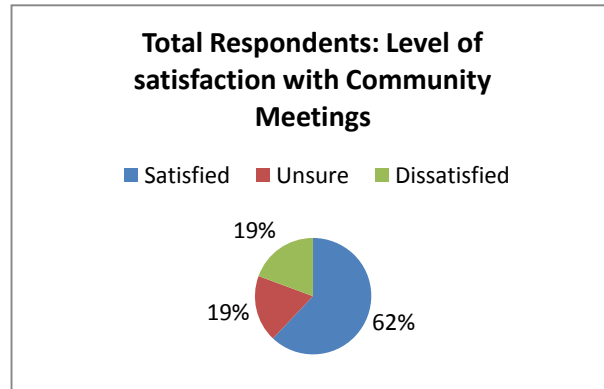
#### Frustrations about indigent support

- Some respondents complain that the process is too slow
- The electricity units are not enough
- Some applications are not yet processed



## Section G: Good Governance & Public Participation

### a) Community Meetings



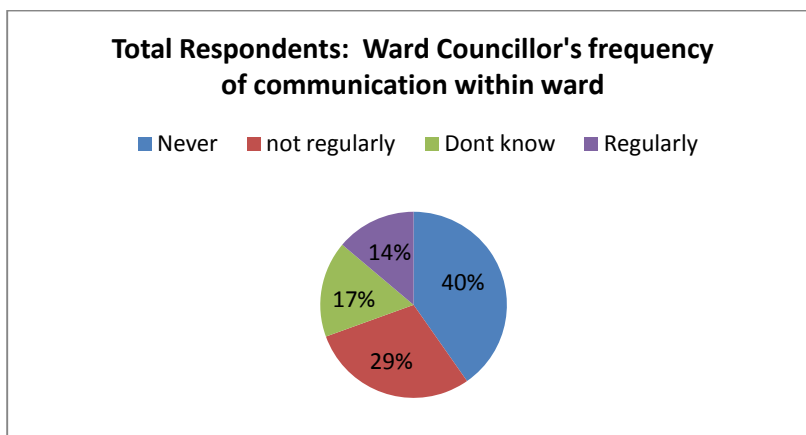
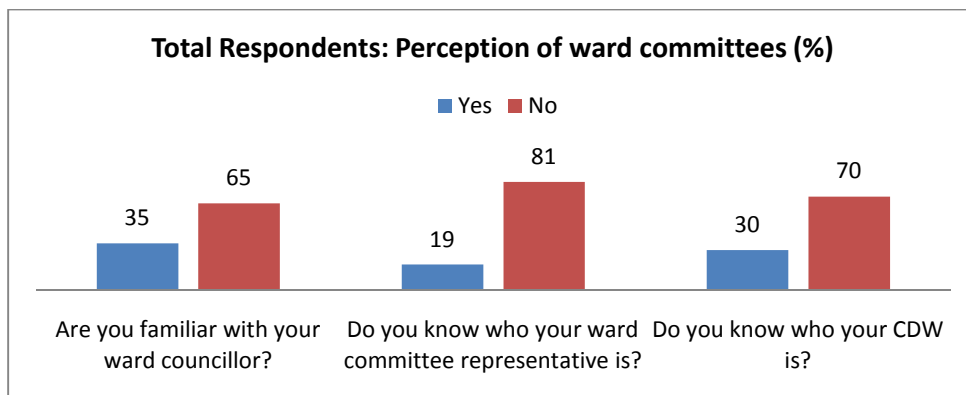
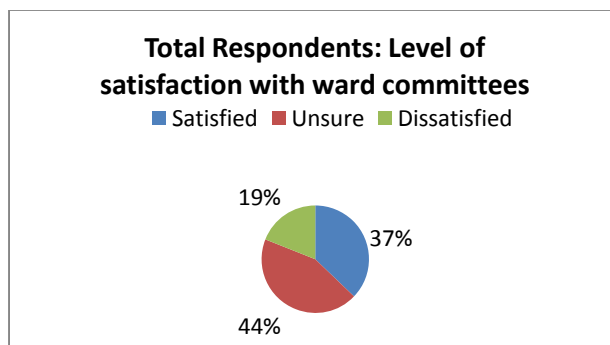
#### Findings

- The majority (62%) of respondents are satisfied with community meetings, 19% are dissatisfied
- The majority of respondents attend community meetings (79%)
- The vast majority of respondents are regularly informed about community meetings (94%)
- 73% of Respondents feel that they are given a fair chance to participate in community meetings
- 55% of Respondents feel that they get enough feedback in community meetings with 45% who feel they don't
- The majority of respondents feel they don't have an influence on decision making

#### Main reasons why respondents don't attend community meetings

- Many respondents say they are too sick or that it's too far to walk
- Some respondents feel there are too many arguments and the people are too rude
- There are those who feel it's useless as empty promises are made, nothing changes because of the meetings and it lacks proper feedback

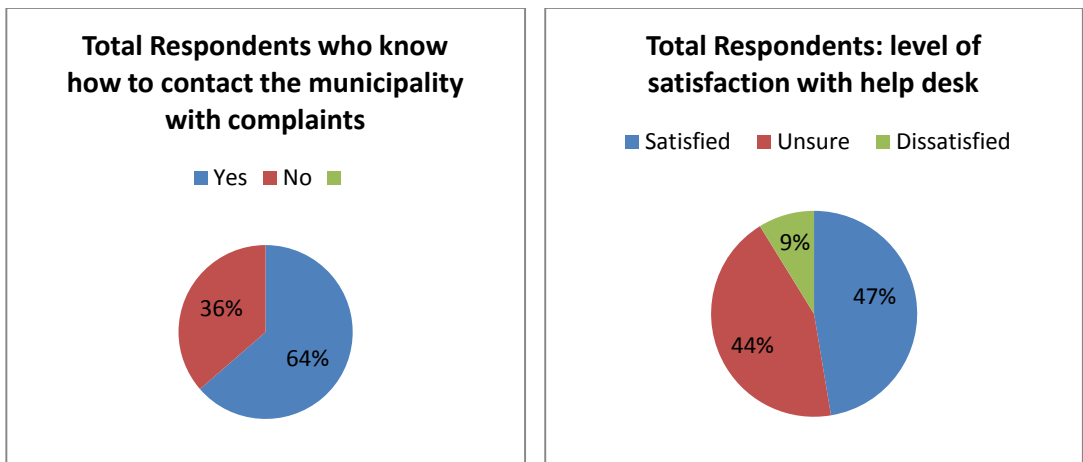
b) Ward Committees



Findings

- The majority of respondents are unsure of their level of satisfaction with ward committees, 37% are satisfied
- The majority of respondents don't know their ward councillor (65%) or their ward committee representative (81%), or their CDW (70%)
- The majority of respondents say their ward councillor never communicates with them (40%)

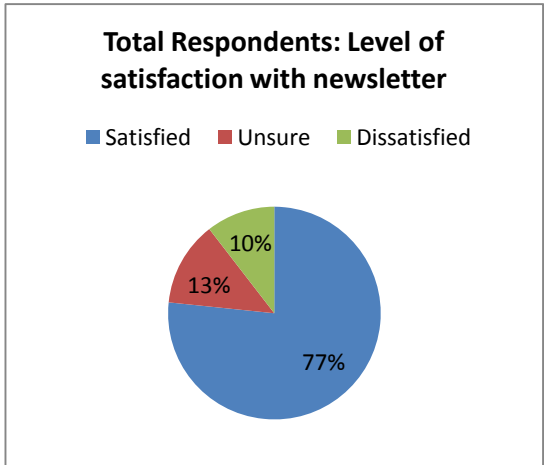
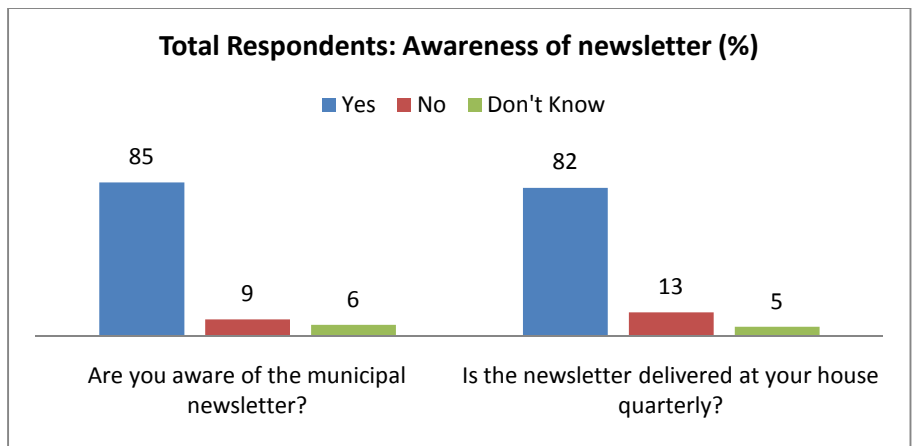
c) Help Desk



Findings

- The majority of respondents know how to contact the municipality with complaints (64%)
- 47% of Respondents are satisfied with the Help Desk, while 44% are unsure

d) Baviaans Newsletter



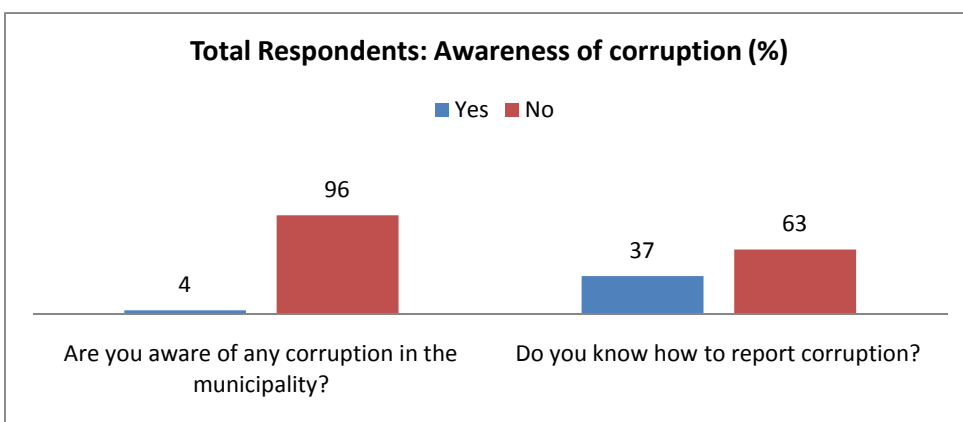
Findings:

- 85% of Respondents are aware of the newsletter
- 82% of Respondents say the newsletter is delivered to their houses quarterly
- 77% of Respondents are satisfied with the content of the newsletter, 10% are unsatisfied

What respondents would like to read about in the newsletter

- Most of the respondents want to read about what is happening in their area, ward or town
- Some would like to see job opportunities, development (youth & community) & community activities
- Some respondents want to read about job creation, businesses & financial matters, while others want to read about the success of learners at schools

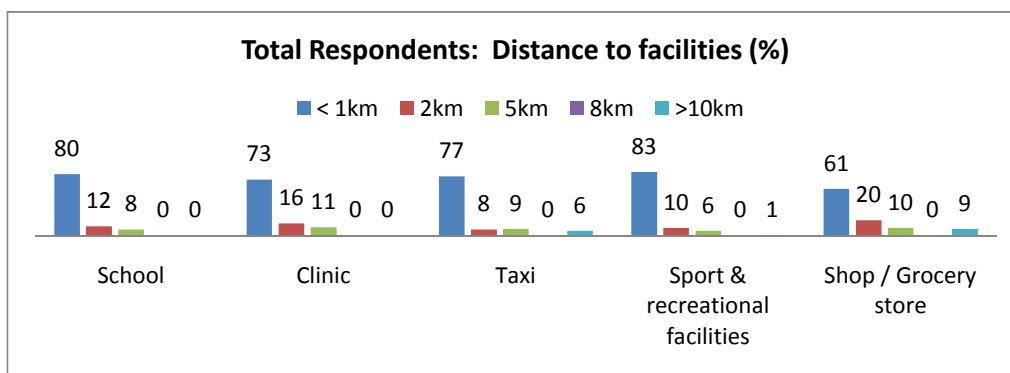
e) Corruption

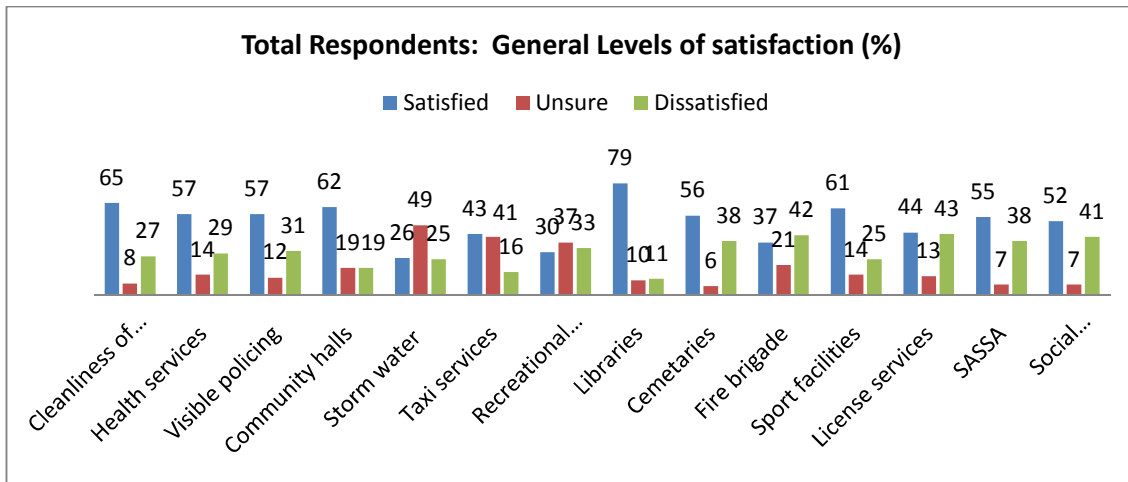
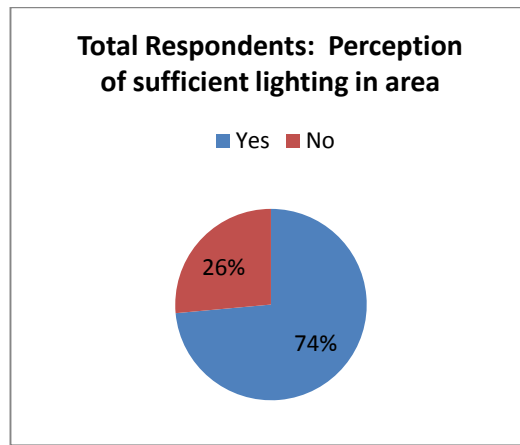
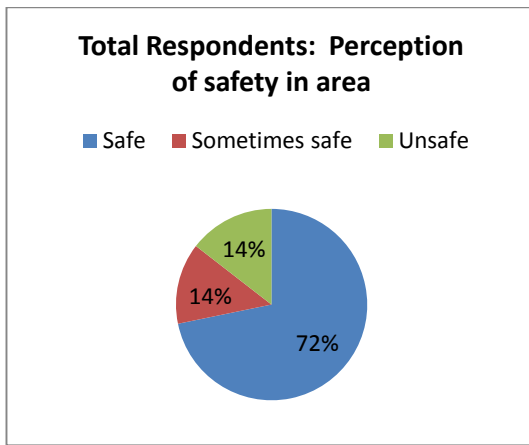


Findings

- 96% of Respondents are not aware of corruption
- The majority of respondents (63%) don't know how to report corruption
- The remaining 4% of respondents all listed stolen money within the municipality as corruption that they are aware of

**Section H: General**





### Findings

- The majority of respondents are within 1 km from facilities like school, clinic, sport & recreational facilities and the grocery store
- The majority of respondents perceive their area to be safe (72%) with sufficient lighting (74%)
- The majority of respondents are satisfied with the cleanliness of areas, health services, visible policing, community hall, libraries, cemeteries, sport facilities, license services, SASSA and Social Development
- Respondents are generally unsatisfied with storm water management and recreational facilities

## 2. DEVELOPMENT AND SERVICE DELIVERY PRIORITIES & PERFORMANCE TARGETS

The development priorities were not amended during the IDP review process and are reflected in tabular format.

**Note: The goals of the five Key Performance Areas:**

- i. **Spatial analysis**
- ii. **Basic infrastructure & Service delivery**
- iii. **Financial viability & management**
- iv. **Local Economic Development**
- v. **Good governance & public participation**
- vi. **Municipal institutional development & transformation**

are included in the four development priorities of the Baviaans Municipality.

### **Development Priority 1: Building the Institution and Employee Capacity**

The Accelerated and Shared Growth Initiative for South Africa (ASGISA) that is driven on a national level has identified six factors that constrain growth in South Africa. One of these is the shortage of skills, which is especially relevant across all aspects of local government.

It is also apparent from the analysis of the data that the municipality is faced with serious challenges. A strong institution with the necessary capacity is vital to address these challenges successfully.

Considering the above the municipality identified building the institution and employee capacity as its first priority. The following objectives were identified for this priority:

#### **Development Priority 1 – Building the institution and employee capacity**

<b>DEVELOPMENT PRIORITY 1: BUILDING THE INSTITUTION AND EMPLOYEE CAPACITY</b>	
Objective 1.1	<b>A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service</b>
Objective 1.2	<b>Working towards the creation of a stable, capacitated personnel-corps geared to increased service delivery and good performance in services delivered</b>
Objective 1.3	<b>All areas of development in the Baviaans Municipality must be planned thoroughly</b>
Objective 1.4	<b>Promotion of the image of the Baviaans Municipality</b>
Objective 1.5	<b>Well established communication channels</b>
Objective 1.6	<b>Community Participation</b>

## **Development Priority 2: Enhance Community Services**

Based on the limited resources and capacity in the area a strategic choice was made and that is to invest in the people in the area. In order to combat the unemployment rate, low-income levels and decline in the population growth economic development and the provision of physical structures is important, but without developing the people in the area these challenges could never be addressed successfully.

The NSDF confirms the principle of investing in people in stipulating, “in areas with low development potential government spending should focus on providing social transfers, human resource development and labour market intelligence.”

The municipality thus accepted its second development priority as the enhancement of community services. The development priority with its relevant objectives is reflected below.

### **Development Priority 2 – Enhance community services**

<b>DEVELOPMENT PRIORITY 2: ENHANCE COMMUNITY SERVICES</b>	
Objective 2.1	<b>Proud citizens that contribute to the development of their town/s</b>
Objective 2.2	<b>The Youth of Baviaans are actively integrated into and contribute to community development.</b>
Objective 2.3	<b>Development of People in the Baviaans area.</b>
Objective 2.4	<b>Improve community access to a comprehensive health care service</b>
Objective 2.5	<b>Animal Health</b>
Objective 2.6	<b>SAPD fulfil their mandated role and responsibility in the community</b>
Objective 2.7	<b>Communities have easier access to social services</b>
Objective 2.8	<b>Moral regeneration in Communities</b>

## **Development Priority 3: Economic Development**

The negative impact of the unemployment rate and the low level of monthly income on all spheres of the communities in the area can only be reversed by stimulating the economic growth in the area. The third development priority identified by the municipality is economic development. The priority with its relevant objectives is listed below.

### Development Priority 3 – Economic Development

DEVELOPMENT PRIORITY 3 ECONOMIC DEVELOPMENT	
Objective 3.1	<b>Rural Development</b>
Objective 3.2	<b>SMME's are provided with mandated municipal support that facilitates their growth and success.</b>
Objective 3.3	<b>Promote Local Economic Development</b>
Objective 3.4	<b>Address high unemployment rate</b>
Objective 3.5	<b>A pleasurable tourist experience.</b>
Objective 3.6	<b>Agricultural Related Development</b>
Objective 3.7	<b>Training &amp; empowerment programs</b>

### Development Priority 4: Provision of Basic Infrastructure

Infrastructure development and maintenance is vital to the existence and development of a municipality. Infrastructure also facilitates economic growth in an area.

In addition, municipalities are constitutionally mandated to provide in the basic needs of communities. The fourth development priority with its relevant objectives is reflected below.

**Table 8: Development Priority 4: Provision of basic infrastructure**

DEVELOPMENT PRIORITY 4: PROVISION OF BASIC INFRASTRUCTURE	
Objective 4.1	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Water</b>
Objective 4.2	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Roads – rural areas</b>
Objective 4.3	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Refuse Removal &amp; Management of Dumping Sites</b>
Objective 4.4	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Sanitation</b>
Objective 4.5	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Housing</b>
Objective 4.6	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Electricity</b>
Objective 4.7	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Streets &amp; Storm water</b>
Objective 4.8	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Municipal assets</b>
Objective 4.9	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: TV</b>
Objective 4.10	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Fire Function</b>
Objective 4.11	<b>Supply sustainable basic infrastructure to all inhabitants of Bavians: Repair &amp; Maintenance</b>



### 3. MEASURES TAKEN TO IMPROVE PERFORMANCE

#### 3.1 REPORT OF THE MUNICIPAL MANAGER



**DEPARTMENT  
COMMUNITY  
SERVICES**

To: MUNICIPAL MANAGER  
 From: M E DE BEER - OFFICIAL FOR PERFORMANCE MANAGEMENT  
 Date: 10 July 2014  
 Re: UNDER-PERFORMANCE AREAS - 4th Quarter - 13/14

Dear Sir

Herewith a summary of under-performance areas on the SDBIP and KPA's of Sec 56 managers for 13/14 until 31 March 2014.

Objective	Strategy	Performance Indicator	Target for 13/14	Comments by Sec 56 manager	Sec 56 Manager	Comments from Municipal Manager with remedial action
<b>A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service</b>	Improve revenue collection	Increase payment rate	100% payment rate (total money received from debtors over accounts sent out) by 30 June 2014	1 <sup>st</sup> Q – 69,45% 2 <sup>nd</sup> Q – 78,15% 3 <sup>rd</sup> Q – 81,03% 4 <sup>th</sup> Q - 82,07%	H Nagel	The municipality is struggling to collect monies in areas where electricity is not provided by the municipality. Debts of households who can afford to pay for services has been handed over to debt collection company and water restrictors are installed to draw the attention of defaulters to pay or make arrangements with the municipality.
		Effective control over property rates	Ensure 100% recovery of property rates by 30 June 2014	1 <sup>st</sup> Q – 42,46% 2 <sup>nd</sup> Q – 65,56% 3 <sup>rd</sup> Q – 73,37% 4 <sup>th</sup> Q - 80%	H Nagel	The municipality is struggling to get the farmers to pay their rates. Outstanding debts of farmers have been handed over to attorneys to take action against those who are not paying for their rates accounts.

Objective	Strategy	Performance Indicator	Target for 14/15	Comments by Sec 56 manager	Sec 56 Manager	Comments from Municipal Manager with remedial action
<b>A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service</b>	Improve cash flow problems	Execute MEC (DPLGTA) task team	Implement task recommendations	Had meetings in Sept & Dec 2013. Letter to MEC requesting additional funding.	MM	Application for funding from DPLGTA was declined by the MEC. The Mayor and Councillors met with the MEC for Local Government and Traditional Affairs and a decision was taken that the MEC task team will be reviewed. Awaiting response from the SG.
	Improve customer care: Control complaints	Ensure effective customer care in all areas by 30 June 2014	No more than 5% un-addressed complaints on a quarterly basis	1 <sup>st</sup> Q – 6.88% 2 <sup>nd</sup> Q – 5% 3 <sup>rd</sup> Q – 6% 4 <sup>th</sup> Q – 20%	M E de Beer	Lack of cash flow put pressure on speedily maintenance problems reported by the community. <i>No repairs could be done during the last month of the 4<sup>th</sup> quarter due to cash flow problems</i>
<b>Proud citizens that contribute to the development of their towns</b>	Better educated communities	Increase library users	Increase library users by 25% in all libraries by 30 June 2014	Started with 4056 members on 1/7/13. Members on 30/6/14 were 4425.  <u>Results 13/14</u> 8.33%  <u>Results 12/13</u> 11.27% growth  Report available from Ms Zaayman who is responsible for Libraries with her reasons why a 25% increase is not a reachable %.	M E de Beer	(i) According to internal auditing KPMG 25% increases in library users not a reachable target.  (ii) With no budget to purchase any new books, equipment etc, a challenge to increase library users to 25%

Objective	Strategy	Performance Indicator	Target for 14/15	Comments by Sec 56 manager	Sec 56 Manager	Comments from Municipal Manager with remedial action
<b>A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service</b>	Improve control of municipal assets	Ensure that contracts for the use of municipal property are in place by 30 June 2014	Compile a file with a list of all signed lease agreements	32 x houses recently identified and museum in Rietbron outstanding, as well as land user's that do not want to sign their contracts. Due to the fact that Mr R Jaer uses the bigger portion of the commonage, without an agreement, the other users refuse to sign a Lease Agreement.	M Lotter	The Municipal Manager is in discussions with the users of commonages in Baviaans Municipality. The purpose is to let them accept the council policy on the usage of commonage. The final outcome is that legal action will be taken against the defaulters.
<b>Working towards the creation of a stable capacitated personnel corps geared to increase service delivery and good performance in service delivery</b>	An effective customized organizational structure with trained and skilled personnel	Number of personnel benefitting from municipal training programmes (WSP) by 30 June 2014	Train at least 30 personnel members for 13/14 to benefit from WSP	Due to cash flow problems target of 30 x people could not be reached. Due to the financial situation of BM, we only focused on training for staff in the BTO. (AG Report).	M Lotter	The Municipality is engaging the department of local government and traditional affairs to provide training in other areas of operation such as archives, asset management etc.

*General Comments from the Municipal Manager:*

*Baviaans Municipality is struggling to meet its financial obligations due to cash flow challenges. All attempts are made to get financial support from all spheres of government; it appears that departments consulted are paying attention to the challenges experienced by the municipality.*

*As a result of the above, targets on performance indicators are not effectively met comparative to management and personnel commitments to produce quality services .*

**I Z A VUMAZONKE**  
**MUNICIPAL MANAGER**

### 3.2 PERFORMANCE EVALUATIONS OF SECTION 57 MANAGERS

Performance Plan: JZA Vumazonke (Municipal Manager) 2013/14 – June 2014

**Provision of Basic Infrastructure 20%**

**Objective 4.1: Supply sustainable basic infrastructure to all inhabitants of Baviaans: Water**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Sustainable water supply	Upgrading of bulk water supply in Willowmore and Steytlerville.	Spend 80% of MIG funding by April 2014	SV Erasmus-kloof: RBIG R1 000 000 DTI R15 623 600; MIG R4 384 649.12; Roll over R3 280 840 (incl VAT)	Target: 10 %	Actual: 54%	None	Target: 20 %	Actual: 89%	None	Target: 50%	Actual: 95%	None	Target: 100 %	Actual: 100%	None	Council minutes	B Arends
Efficient accounting system for water usage	Percentage of water losses. Reduce water losses to < 25 %/ month for Baviaans Municipality	< 25 % water losses per month	Repair & Maintenance budget: Water R90 000	Target: < 25 % water losses	Actual: 21 % water losses	None	Target: < 25% water losses	Actual: 18.67 % water losses	None	Target: < 25 % water losses	Actual: 14.11 % water losses	None	Target: < 25 % water losses	Actual: 18%	None	Council minutes	B Arends

**Objective 4.2: Supply sustainable basic infrastructure to all inhabitants of Baviaans: road infrastructure & transport systems which enhance accessibility - urban areas**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Contribute to more roadworthy vehicles	Upgrade Driving Licence Testing Centre (DLTC) and get approval from MEC to operate DLTC.	No of learners and drivers licence applications: 1200 by 30 June 2014 1200 applications	0	Target: 5 new applications	Actual: 161 applications	None	Target: 300 new applications	Actual: 374 applications	None	Target: 600 applications	Actual: 1011 applications	None	Target: 1200 applications	Actual: 3642 applications	More applications was done	Council minutes	B Arends

**Objective 4.4: Supply sustainable basic infrastructure to all inhabitants of Bavians: Sanitation**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Provide sanitation of an acceptable standard to all communities	12 households with buckets to be eradicated by 30 June 2014	12 waterborne sanitation	R 260 000	See 4th quarter target	See 4th quarter target	-	See 4th quarter target	See 4th quarter target	-	See 4th quarter target	See 4th quarter target	-	Target: Eradicate 12 buckets	Actual: 13 buckets eradicated	One more bucket was eradicated		B Arends

**Objective 4.6: Supply sustainable basic infrastructure to all inhabitants of Baviaans: Electricity**

Strategy	Performance Measure (indicator)	Target of 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Electricity supply to all inhabitants of the Baviaans	Upgrade of electricity capacity of Willowmore by 30 June 2014.	Report to Council on funding application to DME	No budget	Target: Application for funding	Actual: Application was made to DME for funding. POE available	None	Target: Application for funding	Actual: Application was made to DoE for funding.	None	Target: Application for funding	Actual: Report will be tabled in 4th quarter on progress made	None	Target: Report to Council on progress made with funding application	Actual: Funding application was submitted to DoE and was submitted to Council	None	Council minutes	B Arends
Eradicate or minimise electricity losses	Percentage of electricity losses. Reduce electricity losses to < 12 %/ month for Baviaans Municipality	< 12 % electricity losses	Maintenance budget: Electricity: R110 000	Target: < 12 % electricity losses	Actual: 12.43 %  Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	None	Target: < 12 % electricity losses	Actual: 12.82 % Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	None	Target: < 12 % electricity losses	Actual: 10.88% Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	None	Target: < 12 % electricity losses	Actual: 11.75 %	None	Council minutes	B Arends

**Objective 4.7: Supply Sustainable Basic Infrastructure to all inhabitants of Baviaans: Streets and Storm water**

Strategy	Performance Measure (indicator)	Target of 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Quality of streets & storm water drainage: Willowmore and Steyterville	Upgrade 1.05 km gravel road with paved road by 30 June 2014.	1.05 km upgrade to paved roads	MIG: R5 199 377 (incl VAT)	See target 4th quarter	See target 4th quarter	-	See target 4th quarter	See target 4th quarter	-	See target 4th quarter	See target 4th quarter	-	Target: 1.05 km paved roads	Actual: 1.05 km road was paved + sidewalks of 1 km	More KM of roads was paved	Council minutes	B Arends



**Financial viability and Management - 20%**

**Objective 1.1: A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Yearly Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve financial systems and controls	Asset Control in terms of the policy	Ensure updated asset register	No budget	Yearly report to council on status of assets register	Asset register updated monthly	None	Yearly report to council on status of assets register	Asset register updated monthly	None	Yearly report to council on status of assets register	Asset register will be tabled in quarter 4.		Yearly report to council on status of assets register	Asset register updated - Report to be submitted with first available council meeting	None	Council minutes	H Nagel
	GRAP Compliance	Investigate current status of GAP compliance by December 2013	No budget	Quarterly report to council on progress made.	Grap compliance checklist completed by Internal Audit on 30 Aug 2013	None	Quarterly report to council on progress made.	Quarterly report submitted to council. POE in file	None	Project completed	Project completed	-	Project completed	Project completed	None	Council minutes	H Nagel
		Lobby for funds for unbundling of assets by 31 December 2013	No budget	Quarterly report to council on status of unbundling.	Letter to Dept DPLGTA for funding. Cannot assist. Unbundling of assets completed by municipality by 30 Sept 2013	None	Quarterly report to council on status of unbundling .	Quarterly report submitted to council - POE in file	None	Project completed	Project completed	-	Project completed	Project completed	None	Council minutes	H Nagel

**Financial viability and Management - 20%**

**Objective 1.1: A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Yearly Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve financial systems and controls	Adhere to requirements of reporting to National Treasury	Make use of NT checklist to ensure that all reporting are done within timeframes	No budget	Target: Quarterly report to council on reports to NT	Actual: All reports for quarter 1 submitted	None	Target: Quarterly report to council on reports to NT	Actual: All reports for quarter 2 submitted - quarterly report to council	None	Target: Quarterly report to council on reports to NT	Actual: All reports for Q3 submitted. Quarterly report to council	None	Target: Quarterly report to council on reports to NT	Actual: All reports for Q3 submitted. Quarterly report to Council	None	Council minutes	H Nagel
	National treasury Regulations Circular No 68 - fruitless and wasteful expenditure	Implement procedures in terms of the circular	No budget	Target: Six-monthly report to council	Actual: Will report end 2nd quarter( 6 monthly reports)	-	Target: Six-monthly report to council	Actual: six-monthly report to council	None	Target: Will report end of 4th quarter	Target: Will report end of 4th quarter	None	Target: Six monthly report to council	Actual: Six monthly report to Council	None	Council minutes	H Nagel

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Yearly Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve revenue collection	Cleansing of debtors to be within 30-60 days payment	Table report to council on once-off writing off of irrecoverable debt by 31 December 2013	No budget	Target: Table report to council	Actual: Report was submitted to council, but council needed further investigations to be done	None	Target: Report to council	Actual: Report to be reviewed and re-submit to council in 3rd quarter	None	Target: Report to council	Actual: Submit report to council	None	Target: Report to council	Actual: Completed	None	Council minutes	H Nagel
	Effective control over indigent households	Provide council within timeframes with an indigent application list and ensure on time free electricity of 50 units per month	No budget	Six-monthly reports to council	Actual: Indigent campaign done prior to start of new year. Indigent register maintained on monthly basis with new applications	None	Target: Six-monthly report to council	Actual: Report to council	None	Target: Will report in 4th quarter	-	-	Target: Report to council	Actual: Report to council. Indigent applications for 2014/15 done and approved by Council by 30 June 2014. The municipality was requested to apply for an award for best practice on campaign	None	Council minutes	H Nagel

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Yearly Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
	Increase payment rate	100% payment rate payment rate (total money received from debtors over accounts sent out) by 30 June 2014	No budget	Target: Monthly report to council on payment rate	Actual: Monthly reports submitted to Council - as at 30/9/2013 - 69.45 %	None	Target: Monthly report to council on payment rate	Actual: Monthly reports submitted to council - as at 31/12/13 - 78.15%	None	Target: Monthly report to council on payment rate	Actual: Monthly reports submitted to council - as at 31/3/14 - 81.03%	None	Target: Monthly report to council on payment rate	Actual: Monthly reports submitted to council - as at 30/06/2014 - 82.07 %	Payment rate of 100% could not be reached	Council minutes	H Nagel
	Effective control over property rates	Ensure 100% recovery of property rates by 30 June 2014	No budget	Target: Monthly report to council on progress made with recovery of property rates	Actual: Monthly reports submitted to Council - as at 30/9/2013 - 42.46%		Target: Monthly report to council on progress made with recovery of property rates	Actual: Monthly reports submitted to Council - as at 30/12/2013 - 65.56% Action plan in place in place for the recovery of outstanding amounts		Target: Monthly report to council on progress made with recovery of property rates	Actual: Monthly reports submitted to Council - as at 31/3/14 - 73.37%		Target: Monthly report to council on progress made with recovery of property rates	Actual: Monthly reports submitted to Council - as at 30/06/2014 - 80 %	Payment rate of 100% could not be reached	Council minutes	H Nagel

**Objective 1.1: A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve revenue collection	Increase additional municipal income to 100% by 30 June 2014	Ensure 100% pay over of all state subsidies and grants as gazetted within timeframes	No budget	Target: Monthly reports to council on grants received	Actual: Reports tabled to council. All grants received for 1st quarter Remedial Action: Reason:		Target: Monthly reports to council on grants received	Actual: Monthly reports to council. All grants for 2nd quarter received Remedial Action: Reason:		Target: Monthly reports to council on grants received	Actual: All grants received for 3rd quarter. R2m received additional for MIG and R2m for RBIG.		Target: Monthly reports to council on grants received	Actual: Monthly reports to council on grants received. All grants received	None	Council minutes	H Nagel
Keep all expenditure under control	Ensure effective spending of municipal funds : no overspending	Monitor spending to be within parameters of the approved budget	No budget	Target: Monthly reports to council	Actual: Report tabled to council. No over expenditure on total annual budget		Target: Monthly reports to council	Actual: Monthly reports to council. Interest paid over spent - Remedial action: adjustment budget required.		Target: Monthly reports to council	Actual: Monthly reports to council. No overspent on annual budget		Target: Monthly reports to council	Actual: Overspending on audit fees - item to council to condone as this is above the 1% regulated by the law and no subsidy received	Over-spending on audit fees	Council minutes	H Nagel

**Municipal Institutional Development and Transformation - 20%**

**Objective 1.1. A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve control of municipal assets	Ensure that contracts for the use of municipal property are in place by 30 June 2014	Compile file with list of all signed lease agreements	No budget	Target: Six-monthly reports to council (summary of property and usage thereof)	Actual: File exists. Lease agreements in place except for new 32 houses recently identified & museum in Rietbron. Report will be tabled on progress made at the end of the 3rd quarter Remedial Action: Will be done by 31 March 2014	None	Target: Six-monthly reports to council (summary of property and usage thereof)	Actual: Report will be submitted to council end January 2014. Remedial Action: Will be done by 31 March 2014	None	Target: Six-monthly reports to council (summary of property and usage thereof)	Actual: Report will be submitted to council of land user's that do not want to sign their contracts (council meeting June 2014)	None	Target: Six-monthly reports to council (summary of property and usage thereof)	Actual: Report to council on 30/06/14. Remedial action: Meeting with commo nage users on 7/7/14.	32 x houses contracts outstanding.	Council minutes	M Lotter

**Objective 1.2 Working towards the creation of a stable capacitated personnel corps geared to increase service delivery and good performance in service delivery**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
An effective, customised organisational structure with trained & skilled personnel	Number of personnel benefitting from municipal training programmes (Work Skills Plan) by 30 June 2014	Train at least 30 personnel members for 13/14 to benefit from Work Skills Plan	R20 000	Target: Report to council in 2nd quarter	-	-	Target: Report to council on 12/12/13	Actual: Report on people trained was submitted to council on 12 Dec 2013. POE in file.	None	Target: Report to council	Actual: Due to cash flow problems no staff could do any further training Remedial Action: None Reason: lack of funding	None	Target: Report to council	Actual: Report to council on 30 June 2014 on all internal training done	None	Council minutes - Annex B	M Lotter
	Execute Employment Equity Plan	Review & adopt and execute action plan for 13/14	No budget	Target: Quarterly report to council	Actual: Plan adopted for 2013/14	None	Target: Quarterly report to council	Actual: Report to council January 2014	None	Project completed	Project completed	-	Project completed	Project completed	None	Council minutes - Annex C	M Lotter
	Good quality employee files	Re-do all personnel files and ensure compliance to all regulations	No budget	Target: Ensure compliance to regulations - personnel files.	Actual: Ongoing maintenance on files for new appointments.	None	Target: Ensure compliance to regulations - personnel files.	Actual: Started new files for new appointments	None	Target: Ensure compliance to regulations - personnel files.	Actual: All new appointments adhere to minimum requirements	None	Target: Ensure compliance to regulations - personnel files.	Actual: All new appointments adhere to minimum requirements	None	Council minutes - Annex D	M Lotter

**Good Governance & Public participation - 20%**

**Objective 1.1. A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve cash flow problems	Execute MEC (DLPGTA) task team recommendations to improve cash flow problems by 30 June 2014.	Implement MEC Task team recommendations	No budget	Quarterly report to council on execution of MEC task team recommendations	Meeting held on 9/9/13. Report submitted to council on 7/11/13.	None	Quarterly report to council	Quarterly report to council - had meeting in December 2013.	None	Quarterly report to council	No meeting during 3 quarter. Received letter - no funding available		N/A	N/A	Received letter - no funding available	Council minutes	H Nagel
Improve status of Audit Report	Improve outcome of AG report: Execute action plan to address previous findings by 31 December 2013.	At least qualified audit report for 12/13	No budget	Target: Prepare for AG audit 12/13 by executing action plan	Actual: Audit outcome still pending - estimated 95% of previous year findings addressed Remedial Action: N/a Reason: AG still busy with audit	None	Target: Prepare for AG audit 12/13 by executing action plan	Actual: Qualified audit report achieved - target reached Remedial Action: N/a Reason:	None	Target reached end of 2nd quarter.	-	-	N/A	N/A	None	Council minutes	H Nagel
Oversight (MPAC)	Establish MPAC Committee to assist with oversight function by end of 1st quarter 2013.	Quarterly MPAC meetings	No budget	Target: Quarterly report to council on MPAC meeting	Actual: None Remedial Action: MPAC meeting in 2nd quarter Reason: No items referred to MPAC		Target: Quarterly report to council on MPAC meeting	Actual: Meeting was held on 16/11/13. Report to council Remedial Action: MPAC meeting in 2nd quarter		Target: Quarterly report to council on MPAC meeting	Actual: MPAC meeting held on 27/1/14		Target: Quarterly report to council on MPAC meeting	Actual: Had MPAC meeting during June 2014.	None	Council minutes	M Lotter



**Objective 1.5 Well established communication channels**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve internal & external communication	Execute Communication Action Plan by end of each quarter	Improve internal communication	R110 000	Target: Quarterly report to council on actions taken to improve internal communication. POE in file	Actual: Report prepared on 30/9/12. Tabled on 7/11/13	None	Target: Quarterly report to council on actions taken to improve internal communication. POE in file	Actual: Report prepared on 31/12/13. Will be tabled on 30/1/14.	None	Target: Quarterly report to council on actions taken to improve internal communication. POE in file	Actual: Report prepared & will be tabled to council	None	Target: Quarterly report to council on actions taken to improve internal communication. POE in file	Actual: Report to council in August 14	None	Council minutes & Communication Action Plan - Annexure A	(M E de Beer)
	Improve communication (feedback) between MM and Mayor on a daily basis.	Ensure continuous communication between mayor and MM as and when necessary	No budget	Quarterly report to council on communication between mayor & MM. POE in file	Not regular meetings during 1st quarter - PA of mayor resigned. Remedial Action: PA appointed in 2nd quarter. Reason: Lack of capacity to assist CS Manager	None	Quarterly report to council on communication between mayor & MM. POE in file	Quarterly report on communication to council on 30/1/14.	None	Quarterly report to council - communication between mayor & MM. POE in file	Actual: Quarterly report on communication to council 29/5/14	None	Target: Quarterly report to council on communication between mayor & MM. POE in file	Actual: Communication report to council in August 2014.	None	Council minutes, Communication Action Plan & minutes of meetings held. Annexure B	5% (M E de Beer)

**Objective 1.5 Well established communication channels**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve internal & external communication	Develop website to comply with MFMA 75(1)	Adhere to requirements of the Act - 30 June 2014.	No budget	Target: Quarterly report on all items on municipal website. POE in file	Actual: Done. See POE	None	Target: Quarterly report on all items on municipal website. POE in file	Actual: Done. POE in file	None	Target: Quarterly report on all items on municipal website. POE in file	Actual: Done. POE in file	None	Target: Quarterly report on all items on municipal website. POE in file	Actual: Communication plan tabled to council in August 2014.	None	Inspect website and minutes of council meeting where Comm. Action Plan was tabled to council - Annexure C	(M E de Beer)
	Municipal facebook as an additional way of communication by 30 June 2014.	Develop a municipal Facebook page for the municipality	No budget	Target: Facebook report to council. POE in file. capacity	Actual: Experience problems in first quarter with regular updates on Facebook (absence of PA) Remedial Action: PA appointed in 2nd quarter Reason: Lack of capacity	None	Target: Facebook report to council. POE in file.	Actual: Report on municipal Facebook part of Communication report - table to council on 30/1/14 Remedial Action: Reason:	None	Target: Facebook report to council. POE in file.	Actual: Communication report to be tabled to council	None	Target: Facebook report to council. POE in file.	Actual: Communication report tabled to council in August 2014.	None	Facebook report tabled to council (part of communication action plan).- Annexure D	(M E de Beer)

**Good Governance & Public participation - 20%**

**Objective 1.2 Working towards the creation of a stable, capacitated personnel-corps geared to increased service delivery and good performance in service delivery**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve customer care: control complaints	Ensure effective customer care in all areas by 30 June 2014	No more than 5% un-addressed complaints on a quarterly basis	No budget	Quarterly reports on complaints received to council. POE in file	Report prepared on 30/9/12. Tabled to council on 7/11/13. 697 received 48 not solved (6.88%). Remedial action: Due to lack of stock all Rietbron complaints couldn't be attended to. Problem addressed with Snr Mng Technical Services.	None	Quarterly reports on complaints received to council. POE in file	Report prepared on 30/9/12. Tabled to council on 7/11/13. 697 received, 5% unsolved	None	Quarterly reports on complaints received to council. POE in file	Tabled to council 966 received, 903 (6% unsolved). Remedial Action: Address problem with Technical Service Manager Reason: No stock	None	Quarterly reports on complaints received to council. POE in file	Actual: Report to council in August. 20% outstanding complaints. Remedial Action: None Reason : All expenses stopped due to cash flow problem	Target of 5% could not be reached.	Council minutes and help desk reports - Annexure E	(M E de Beer)

**Good Governance & Public participation - 20%**

**Objective 1.2 Working towards the creation of a stable, capacitated personnel-corps geared to increased service delivery and good performance in service delivery**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Performance management	Customer care survey done internally or externally	Obtain funding for a customer care survey by 30 June 2014.	No budget	Target: Apply for funding/service provider to execute customer care survey	Actual: DPLGTA promised assistance. No feedback could be obtained from Mr Mini at DPLGTA. POE in file. Remedial Action: Do follow up with Department. Reason: No feedback from the department.	None	Target: Obtain funding/service provider to execute customer care survey	Actual: DPLGTA promised assistance. No feedback could be obtained from Mr Mini at DPLGTA. POE in file. Remedial Action: Do follow up with Department. Reason: Email sent to Mr Minnie. Await his response.	None	Target: Obtain funding/service provider to execute customer care survey	Actual: Dept indicated that they do not have funding to assist with a customer care survey. POE in file Remedial Action: BM must do survey themselves Important to have a view of community on service delivery.	No funding from Dept to do customer care survey	Target: BM to develop a questionnaire and do survey	Actual: Customer care done internally	None	Customer Care Survey for 13/14 - Proof of correspondence with Mr Minnie DPLGTA. Annexure F	(M E de Beer)
	Evaluations of lower level staff	All lower level staff must be evaluated on a quarterly basis. End of each quarter.	No budget	Target: Table a report every quarter to council with summary of lower staff evaluations.	Actual: Report to council on 21/11/13. POE in file		Target: Table a report every quarter to council with summary of lower staff evaluations.	Actual: Report will be tabled on 27/2/14		Target: Table a report every quarter to council with summary of lower staff evaluations.	Actual: Report will be tabled to council on 29/05/14		Target: Table a report every quarter to council with summary of lower staff evaluations.	Actual: Report to council in August 14.	None	Council minutes - Proof of reports to council. Annexure G	All managers (M E de Beer to compile report)
Local Labour Forum	Effective Local Labour Forum	Arrange for bi-monthly local forum meetings.	No budget	Target: Table bi-monthly meeting minutes to council. POE in file	Actual: Tabled to council		Target: Bi-monthly report to council.	Actual: Meeting held on 10/10/13 Remedial Action: Reason:		Target: Bi-monthly report to council.	Actual: LLF held on 18/3/14. POE in file		Target: Bi-monthly report to council.	Actual: Had LLF meeting in 4th quarter	None	Reports to council. Council minutes	M Lotter

**Objective 2.1 Proud citizens that contribute to the development of their town/s**

Strategy	Performance Measure (indicator)	Target for 13/014	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		Variance	Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual			
Better educated communities	Equip libraries with books & other necessities	Audit Library needs and development business plan before 31/12/13	Apply for funding : DSRAC	Target: Table business plan to council	Actual: Report prepared on 30/9/12. Tabled on 7/11/13	None	Project completed- Funding received	Project completed - Funding received	-	Project completed- Funding received	Project completed - Funding received	-	Project completed- Funding received	Project completed- Funding received	None	Council minutes & Business plan. Annexure H	(M E de Beer)
	Increase library users	Increase library users by 25% in all libraries by 30 June 2014	R220 000 DSRAC	Target: Quarterly reports to council on new library members	Actual: Report tabled to Council. Started 1/7/13 with 4056 members. 30/9 - 4153 members	-	Target: Quarterly reports to council on new library members	Actual: Library report tabled to council. Members on 31/12/13 - 4216	-	Target: Quarterly reports to council on new library members	Actual: Library report tabled to council. Members on 31/03/14 - 4271 members	-	Target: Quarterly reports to council on new library members	Actual: Total members as at 30/06/14. 4425. Could not reach target	Could not reach target. Expenses on books & equipment not allowed due to cash flow pressure.	See Library report tabled to council- Council minutes available as well as member stats. Annexure I	(M E de Beer)
	Educational programmes	Implement educational programmes in each library by 30 June 2014	R220 000 DSRAC	Target: Table quarterly reports to council on programmes in libraries.	Actual: Chess training done in libraries - see report to council on 7/11/13	None	Target: Table quarterly reports to council on programmes in libraries.	Actual: Chess training continued in 2nd Q - see report to council on 30/1/14. Remedial Action: Reason :	None	Target: Table quarterly reports to council on programmes in libraries.	Actual: Chess training still continue. First Aid Session held in each library. Report to council	None	Target: Table quarterly reports to council on programmes in libraries.	Actual: Chess training continued in libraries	None	See Library report tabled to council & council minutes - Annexure J	(M E de Beer)

**LOCAL ECONOMIC DEVELOPMENT - 20%**

**Objective 2.2 The youth of Baviaans are actively integrated and contribute to community development**

Strategy	Performance Measure (indicator)	Target for 12/13	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Promote self development	Number of individuals benefitting from computer training	Train at least 50 x students to benefit from basic computer training by 30 June 2014.	No budget	Table quarterly report to council o students trained	40 currently busy with computer training in WM, SV & RB. Report to council on 7/11/13.	None	Table quarterly report to council o students trained	24 currently busy with computer training in WM, SV & RB. Report to council on 30/1/14.	None	Table quarterly report to council o students trained	26 students currently busy with training. Report to council	None	Table quarterly report to council on amount of students trained	Actual: 23 students busy with training	None	Council minutes & attendance registers - Annexure K - Target exceeded for this year.	(M E de Beer)

**Objective 3.2 SMME's are provided with mandated municipal support that facilitates their growth and success**

Strategy	Performance Measure (indicator)	Target 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Promote opportunity for local job creation (SMME development )	Funding to implement Phase II of craft development	Follow up on application done for funding for phase 2 of craft development by 30 December 2013	No budget	Target: Quarterly report to council with copy of application for funding	Actual: No confirmation in writing was received from the department re the approval or non-approval of the funding. Action: Obtain feedback from department in writing.	-	Target: Obtain proof of funding	Actual: No confirmation in writing was received from the department re the approval or non-approval of the funding. Remedial Action: Obtain feedback from department in writing.	-	Target: Obtain proof of funding	Actual: Email received from DEDEAT. See POE in file		Completed - no funding received	Completed - no funding received	None	Emails sent to department and emails received from department (DEDEAT). Annexure L	(M E de Beer)
	More individuals involved in LED programmes	Obtain 25% growth in SMME's by 30 June 2014.	No budget	Quarterly report to council on growth of SMME's	5 new SMME registered at LED office for first quarter. Started on 1/7/13 with 13 members.	None	Quarterly report to council on growth of SMME's	No new SMME's registered in 2nd quarter	None	Quarterly report to council on growth of SMME's	6 x new SMME's registered.	None	Quarterly report to council on growth of SMME's	Actual: 11 x new SMME's registered	Growth of 84 % in new SMME's	List of SMME's per quarter - Annex M	(M E de Beer)

**LOCAL ECONOMIC DEVELOPMENT**

**Objective 3.3 Promote local economic development**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1ste Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Promote Local Economic Development	* Execution of LED Action Plan - quarterly	Quarterly monitoring by council on the implementation of the LED action plan.	R40 000	Quarterly LED action plan to council for oversight.	Actual: Report to council on 7/11/13	None	Quarterly LED action plan to council for oversight.	Actual: Report to council on 30/1/14	None	Quarterly LED action plan to council for oversight.	Actual: Report will be tabled to council	None	Quarterly LED action plan to council for oversight.	Actual: Report to council in August 2014	None	Council minutes on LED Action Plan - Annexure N	(M E de Bee)



**Objective3.4 Address high employment rate**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Job creation/ poverty alleviation	EPWP labour intensive programme to address high employment rate	Effective implementation of EPWP of labour incentive conditional grant by 30/9/13	1 046 000 Dept of Works	Target: Reports to council on FTE's created and casuals appointed	Actual: Report submitted to council	None	Target: Reports to council on FTE's created and casuals appointed	Actual: Report submitted to council	None	Target: Reports to council on FTE's created and casuals appointed	Actual: Report submitted to council	None	Target: Reports to council on FTE's created and casuals appointed	Actual: Report submitted to Council	More people was appointed on the programme	Council minutes	(B Arends)
	Sakha Isizwe labour programme to address high employment rate	Implement programme (at least 330 Sakha Sizwe) by 30/6/14	Dept of Works	Target: Reports to council	Actual: Report submitted to council	None	Target: Reports to council	Actual: Report submitted to council	None	Target: Reports to council	Actual: Report submitted to council	None	Target: Reports to council	Actual: Report submitted to Council	None	Council minutes	B Arends

**J Z A VUMAZONKE**

**E LOOCK**

Performance Plan: ME de Beer (Manager, Community Services) 2013/14 – June 2014

**Objective 1.5 Well established communication channels**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve internal & external communication	Execute Communication Action Plan by end of each quarter	Improve internal communication	R110 000	Target: Quarterly report to council on actions taken to improve internal communication. POE in file	Actual: Report prepared on 30/9/12. Tabled on 7/11/13	None	Target: Quarterly report to council on actions taken to improve internal communication. POE in file	Actual: Report prepared on 31/12/13. Will be tabled on 30/1/14.	None	Target: Quarterly report to council on actions taken to improve internal communication. POE in file	Actual: Report prepared & will be tabled to council	None	Target: Quarterly report to council on actions taken to improve internal communication. POE in file	Actual: Report to council in August 14	None	Council minutes & Communication Action Plan - Annexure A	(M E de Beer)
	Improve communication (feedback) between MM and Mayor on a daily basis.	Ensure continuous communication between mayor and MM as and when necessary	No budget	Quarterly report to council on communication between mayor & MM. POE in file	Not regular meetings during 1st quarter - PA of mayor resigned. Remedial Action: PA appointed in 2nd quarter. Reason: Lack of capacity to assist CS Manager	None	Quarterly report to council on communication between mayor & MM. POE in file	Quarterly report on communication to council on 30/1/14.	None	Quarterly report to council - communication between mayor & MM. POE in file	Actual: Quarterly report on communication to council 29/5/14	None	Target: Quarterly report to council on communication between mayor & MM. POE in file	Actual: Communication report to council in August 2014.	None	Council minutes, Communication Action Plan & minutes of meetings held. Annexure B	5% (M E de Beer)

**Objective 1.5 Well established communication channels**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve internal & external communication	Develop website to comply with MFMA 75(1)	Adhere to requirements of the Act - 30 June 2014.	No budget	Target: Quarterly report on all items on municipal website. POE in file	Actual: Done. See POE	None	Target: Quarterly report on all items on municipal website. POE in file	Actual: Done. POE in file	None	Target: Quarterly report on all items on municipal website. POE in file	Actual: Done. POE in file	None	Target: Quarterly report on all items on municipal website. POE in file	Actual: Communication plan tabled to council in August 2014.	None	Inspect website and minutes of council meeting where Comm. Action Plan was tabled to council - Annexure C	(M E de Beer)
	Municipal facebook as an additional way of communication by 30 June 2014.	Develop a municipal Facebook page for the municipality	No budget	Target: Facebook report to council. POE in file. capacity	Actual: Experience problems in first quarter with regular updates on Facebook (absence of PA) Remedial Action: PA appointed in 2nd quarter Reason: Lack of capacity	None	Target: Facebook report to council. POE in file.	Actual: Report on municipal Facebook part of Communication report - table to council on 30/1/14 Remedial Action: Reason:	None	Target: Facebook report to council. POE in file.	Actual: Communication report to be tabled to council	None	Target: Facebook report to council. POE in file.	Actual: Communication report tabled to council in August 2014.	None	Facebook report tabled to council (part of communication action plan).- Annexure D	(M E de Beer)

**Good Governance & Public participation - 20%**

***Objective 1.2 Working towards the creation of a stable, capacitated personnel-corps geared to increased service delivery and good performance in service delivery***

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve customer care: control complaints	Ensure effective customer care in all areas by 30 June 2014	No more than 5% un-addressed complaints on a quarterly basis	No budget	Quarterly reports on complaints received to council. POE in file	Report prepared on 30/9/12. Tabled to council on 7/11/13. 697 received 48 not solved (6.88%). Remedial action: Due to lack of stock all Rietbron complaints couldn't be attended to. Problem addressed with Snr Mng Technical Services.	None	Quarterly reports on complaints received to council. POE in file	Report prepared on 30/9/12. Tabled to council on 7/11/13. 697 received, 5% unsolved	None	Quarterly reports on complaints received to council. POE in file	Tabled to council 966 received, 903 (6% unsolved). Remedial Action: Address problem with Technical Service Manager Reason: No stock	None	Quarterly reports on complaints received to council. POE in file	Actual: Report to council in August. 20% outstanding complaints. Remedial Action: None Reason: All expenses stopped due to cash flow problem	Target of 5% could not be reached.	Council minutes and help desk reports - Annexure E	(M E de Beer)

**Good Governance & Public participation - 20%**

**Objective 1.2 Working towards the creation of a stable, capacitated personnel-corps geared to increased service delivery and good performance in service delivery**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Performance management	Customer care survey done internally or externally	Obtain funding for a customer care survey by 30 June 2014.	No budget	Target: Apply for funding/service provider to execute customer care survey	Actual: DPLGTA promised assistance. No feedback could be obtained from Mr Mini at DPLGTA. POE in file. Remedial Action: Do follow up with Department. Reason: No feedback from the department.	None	Target: Obtain funding/service provider to execute customer care survey	Actual: DPLGTA promised assistance. No feedback could be obtained from Mr Mini at DPLGTA. POE in file. Remedial Action: Do follow up with Department. Reason: Email sent to Mr Minnie. Await his response.	None	Target: Obtain funding/service provider to execute customer care survey	Actual: Dept indicated that they do not have funding to assist with a customer care survey. POE in file Remedial Action: BM must do survey themselves Reason: Important to have a view of community on service delivery.	No funding from Dept to do customer care survey	Target: BM to develop a questionnaire and do survey	Actual: Customer care done internally	None	Customer Care Survey for 13/14 - Proof of correspondence with Mr Minnie DPLGTA. Annexure F	(M E de Beer)
	Evaluations of lower level staff	All lower level staff must be evaluated on a quarterly basis. End of each quarter.	No budget	Target: Table a report every quarter to council with summary of lower staff evaluations.	Actual: Report to council on 21/11/13. POE in file		Target: Table a report every quarter to council with summary of lower staff evaluations.	Actual: Report will be tabled on 27/2/14		Target: Table a report every quarter to council with summary of lower staff evaluations.	Actual: Report will be tabled to council on 29/05/14		Target: Table a report every quarter to council with summary of lower staff evaluations.	Actual: Report to council in August 14.	None	Council minutes - Proof of reports to council. Annexure G	All managers (M E de Beer to compile report)
Local Labour Forum	Effective Local Labour Forum	Arrange for bi-monthly local forum meetings.	No budget	Target: Table bi-monthly meeting minutes to council. POE in file	Actual: Tabled to council		Target: Bi-monthly report to council.	Actual: Meeting held on 10/10/13 Remedial Action: Reason:		Target: Bi-monthly report to council.	Actual: LLF held on 18/3/14. POE in file		Target: Bi-monthly report to council.	Actual: Had LLF meeting in 4th quarter	None	Reports to council. Council minutes	M Lotter

**Objective 2.1 Proud citizens that contribute to the development of their town/s**

Strategy	Performance Measure (indicator)	Target for 13/014	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		Variance	Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual			
Better educated communities	Equip libraries with books & other necessities	Audit Library needs and development business plan before 31/12/13	Apply for funding : DSRAC	Target: Table business plan to council	Actual: Report prepared on 30/9/12. Tabled on 7/11/13	None	Project completed-Funding received	Project completed - Funding received	-	Project completed-Funding received	Project completed - Funding received	-	Project completed-Funding received	Project completed-Funding received	None	Council minutes & Business plan. Annexure H	(M E de Beer)
	Increase library users	Increase library users by 25% in all libraries by 30 June 2014	R220 000 DSRAC	Target: Quarterly reports to council on new library members	Actual: Report tabled to Council. Started 1/7/13 with 4056 members. 30/9 - 4153 members	-	Target: Quarterly reports to council on new library members	Actual: Library report tabled to council. Members on 31/12/13 - 4216	-	Target: Quarterly reports to council on new library members	Actual: Library report tabled to council. Members on 31/03/14 - 4271 members		Target: Quarterly reports to council on new library members	Actual: Total members as at 30/06/14. 4425. Could not reach target	Could not reach target. Expenses on books & equipment not allowed due to cash flow pressure.	See Library report tabled to council- Council minutes available as well as member stats. Annexure I	(M E de Beer)
	Educational programmes	Implement educational programmes in each library by 30 June 2014	R220 000 DSRAC	Target: Table quarterly reports to council on programmes in libraries.	Actual: Chess training done in libraries - see report to council on 7/11/13	None	Target: Table quarterly reports to council on programmes in libraries.	Actual: Chess training continued in 2nd Q - see report to council on 30/1/14. Remedial Action: Reason :	None	Target: Table quarterly reports to council on programmes in libraries.	Actual: Chess training still continue. First Aid Session held in each library. Report to council	None	Target: Table quarterly reports to council on programmes in libraries.	Actual: Chess training continued in libraries	None	See Library report tabled to council & council minutes - Annexure J	(M E de Beer)

**LOCAL ECONOMIC DEVELOPMENT - 20%**

**Objective 2.2 The youth of Baviaans are actively integrated and contribute to community development**

Strategy	Performance Measure (indicator)	Target for 12/13	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Promote self development	Number of individuals benefitting from computer training	Train at least 50 x students to benefit from basic computer training by 30 June 2014.	No budget	Table quarterly report to council o students trained	40 currently busy with computer training in WM, SV & RB. Report to council on 7/11/13.	None	Table quarterly report to council o students trained	24 currently busy with computer training in WM, SV & RB. Report to council on 30/1/14.	None	Table quarterly report to council o students trained	26 students currently busy with training. Report to council	None	Table quarterly report to council on amount of students trained	Actual: 23 students busy with training	None	Council minutes & attendance registers - Annexure K - Target exceeded for this year.	(M E de Beer)

**Objective 3.2 SMME's are provided with mandated municipal support that facilitates their growth and success**

Strategy	Performance Measure (indicator)	Target 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Promote opportunity for local job creation (SMME development )	Funding to implement Phase II of craft development	Follow up on application done for funding for phase 2 of craft development by 30 December 2013	No budget	Target: Quarterly report to council with copy of application for funding	Actual: No confirmation in writing was received from the department re the approval or non-approval of the funding. Action: Obtain feedback from department in writing.	-	Target: Obtain proof of funding	Actual: No confirmation in writing was received from the department re the approval or non-approval of the funding. Remedial Action: Obtain feedback from department in writing.	-	Target: Obtain proof of funding	Actual: Email received from DEDEAT. See POE in file		Completed - no funding received	Completed - no funding received	None	Emails sent to department and emails received from department (DEDEAT). Annexure L	(M E de Beer)
	More individuals involved in LED programmes	Obtain 25% growth in SMME's by 30 June 2014.	No budget	Quarterly report to council on growth of SMME's	5 new SMME registered at LED office for first quarter. Started on 1/7/13 with 13 members.	None	Quarterly report to council on growth of SMME's	No new SMME's registered in 2nd quarter	None	Quarterly report to council on growth of SMME's	6 x new SMME's registered.	None	Quarterly report to council on growth of SMME's	Actual: 11 x new SMME's registered	Growth of 84 % in new SMME's	List of SMME's per quarter - Annex M	(M E de Beer)



**LOCAL ECONOMIC DEVELOPMENT**

**Objective 3.3 Promote local economic development**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1ste Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Promote Local Economic Development	* Execution of LED Action Plan - quarterly	Quarterly monitoring by council on the implementation of the LED action plan.	R40 000	Quarterly LED action plan to council for oversight.	Actual: Report to council on 7/11/13	None	Quarterly LED action plan to council for oversight.	Actual: Report to council on 30/1/14	None	Quarterly LED action plan to council for oversight.	Actual: Report will be tabled to council	None	Quarterly LED action plan to council for oversight.	Actual: Report to council in August 2014	None	Council minutes on LED Action Plan - Annexure N	(M E de Bee)

**Objective 3.5 Promote tourism**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Weighting	Proof of evidence
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Promote local tourism	Execution of Tourism Action Plan - quarterly	Quarterly monitoring by council on the implementation of the tourism action plan	R144 498	Quarterly tourism action plan to council for oversight.	Report to council on 7/11/13	None	Quarterly tourism action plan to council for oversight.	Report to council on 30/1/14	None	Quarterly tourism action plan to council for oversight.	Report will be tabled to council	None	Quarterly tourism action plan to council for oversight.	Actual: Report to council in August 2014	None	20% (M E de Beer)	Council minutes on Tourism Action Plan - Annexure O

**ME DE BEER**

**J Z A VUMAZONKE**

Performance Plan: MA Lötter (Manager, Corporate Services) 2013/14 – June 2014

**Municipal Institutional Development and Transformation - 20%**

**Objective 1.1. A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve control of municipal assets	Ensure that contracts for the use of municipal property are in place by 30 June 2014	Compile file with list of all signed lease agreements	No budget	Target: Six-monthly reports to council (summary of property and usage thereof)	Actual: File exists. Lease agreements in place except for new 32 houses recently identified & museum in Rietbron. Report will be tabled on progress made at the end of the 3rd quarter Remedial Action: Will be done by 31 March 2014	None	Target: Six-monthly reports to council (summary of property and usage thereof)	Actual: Report will be submitted to council end January 2014. Remedial Action: Will be done by 31 March 2014	None	Target: Six-monthly reports to council (summary of property and usage thereof)	Actual: Report will be submitted to council of land user's that do not want to sign their contracts (council meeting June 2014)	None	Target: Six-monthly reports to council (summary of property and usage thereof)	Actual: Report to council on 30/06/14. Remedial action: Meeting with commonage users on 7/7/14.	32 x houses contracts outstanding.	Council minutes	M Lotter

**Objective 1.2 Working towards the creation of a stable capacitated personnel corps geared to increase service delivery and good performance in service delivery**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
An effective, customised organisational structure with trained & skilled personnel	Number of personnel benefitting from municipal training programmes (Work Skills Plan) by 30 June 2014	Train at least 30 personnel members for 13/14 to benefit from Work Skills Plan	R20 000	Target: Report to council in 2nd quarter	-	-	Target: Report to council on 12/12/13	Actual: Report on people trained was submitted to council on 12 Dec 2013. POE in file.	None	Target: Report to council	Actual: Due to cash flow problems no staff could do any further training Remedial Action: None Reason: lack of funding	None	Target: Report to council	Actual: Report to council on 30 June 2014 on all internal training done	None	Council minutes - Annex B	M Lotter
	Execute Employment Equity Plan	Review & adopt and execute action plan for 13/14	No budget	Target: Quarterly report to council	Actual: Plan adopted for 2013/14	None	Target: Quarterly report to council	Actual: Report to council January 2014	None	Project completed	Project completed	-	Project completed	Project completed	None	Council minutes - Annex C	M Lotter
	Good quality employee files	Re-do all personnel files and ensure compliance to all regulations	No budget	Target: Ensure compliance to regulations - personnel files.	Actual: Ongoing maintenance on files for new appointments.	None	Target: Ensure compliance to regulations - personnel files.	Actual: Started new files for new appointments	None	Target: Ensure compliance to regulations - personnel files.	Actual: All new appointments adhere to minimum requirements	None	Target: Ensure compliance to regulations - personnel files.	Actual: All new appointments adhere to minimum requirements	None	Council minutes - Annex D	M Lotter

**Good Governance & Public participation - 20%**

**Objective 1.1. A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Oversight (MPAC)	Establish MPAC Committee to assist with oversight function by end of 1st quarter 2013.	Quarterly MPAC meetings	No budget	Target: Quarterly report to council on MPAC meeting	Actual: None Remedial Action: MPAC meeting in 2nd quarter Reason: No items referred to MPAC		Target: Quarterly report to council on MPAC meeting	Actual: Meeting was held on 16/11/13. Report to council Remedial Action: MPAC meeting in 2nd quarter		Target: Quarterly report to council on MPAC meeting	Actual: MPAC meeting held on 27/1/14		Target: Quarterly report to council on MPAC meeting	Actual: Had MPAC meeting during June 2014.	None	Council minutes	M Lotter

**Good Governance & Public participation - 20%**

***Objective 1.2 Working towards the creation of a stable, capacitated personnel-corps geared to increased service delivery and good performance in service delivery***

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Local Labour Forum	Effective Local Labour Forum	Arrange for bi-monthly local forum meetings.	No budget	Target: Table bi-monthly meeting minutes to council. POE in file	Actual: Tabled to council		Target: Bi-monthly report to council.	Actual: Meeting held on 10/10/13 Remedial Action: Reason:		Target: Bi-monthly report to council.	Actual: LLF held on 18/3/14. POE in file		Target: Bi-monthly report to council.	Actual: Had LLF meeting in 4th quarter	None	Reports to council. Council minutes	M Lotter

**MA LOTTER**

**J Z A VUMAZONKE**

Performance Plan: B Arends (Manager, Technical Services) 2013/14 – June 2014

**Provision of Basic Infrastructure 20%**

**Objective 4.1: Supply sustainable basic infrastructure to all inhabitants of Baviaans: Water**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Sustainable water supply	Upgrading of bulk water supply in Willowmore and Steytlerville.	Spend 80% of MIG funding by April 2014	SV ERASMUS-kloof: RBIG R1 000 000 DTI R15 623 600; MIG R4 384 649.12; Roll over R3 280 840 (incl VAT)	Target: 10 %	Actual: 54%	None	Target: 20 %	Actual: 89%	None	Target: 50%	Actual: 95%	None	Target: 100 %	Actual: 100%	None	Council minutes	B Arends
Efficient accounting system for water usage	Percentage of water losses. Reduce water losses to < 25 %/ month for Baviaans Municipality	< 25 % water losses per month	Repair & Maintenance budget: Water R90 000	Target: < 25 % water losses	Actual: 21 % water losses	None	Target: < 25% water losses	Actual: 18.67 % water losses	None	Target: < 25 % water losses	Actual: 14.11 % water losses	None	Target: < 25 % water losses	Actual: 18%	None	Council minutes	B Arends

**Objective 4.4: Supply sustainable basic infrastructure to all inhabitants of Baviaans: Sanitation**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Provide sanitation of an acceptable standard to all communities	12 households with buckets to be eradicated by 30 June 2014	12 waterborne sanitation	R 260 000	See 4th quarter target	See 4th quarter target	-	See 4th quarter target	See 4th quarter target	-	See 4th quarter target	See 4th quarter target	-	Target: Eradicate 12 buckets	Actual: 13 buckets eradicated	One more bucket was eradicated		



**Objective 4.2: Supply sustainable basic infrastructure to all inhabitants of Baviaans: road infrastructure & transport systems which enhance accessibility - urban areas**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Contribute to more roadworthy vehicles	Upgrade Driving Licence Testing Centre (DLTC) and get approval from MEC to operate DLTC.	No of learners and drivers licence applications: 1200 by 30 June 2014 1200 applications	0	Target: 5 new applications	Actual: 161 applications	None	Target: 300 new applications	Actual: 374 applications	None	Target: 600 applications	Actual: 1011 applications	None	Target: 1200 applications	Actual: 3642 applications	More applications was done	Council minutes	B Arends

**Objective 4.6: Supply sustainable basic infrastructure to all inhabitants of Baviaans: Electricity**

Strategy	Performance Measure (indicator)	Target of 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Electricity supply to all inhabitants of the Baviaans	Upgrade of electricity capacity of Willowmore by 30 June 2014.	Report to Council on funding application to DME	No budget	Target: Application for funding	Actual: Application was made to DME for funding. POE available	None	Target: Application for funding	Actual: Application was made to DoE for funding.	None	Target: Application for funding	Actual: Report will be tabled in 4th quarter on progress made	None	Target: Report to Council on progress made with funding application	Actual: Funding application was submitted to DoE and was submitted to Council	None	Council minutes	B Arends
Eradicate or minimise electricity losses	Percentage of electricity losses. Reduce electricity losses to < 12 %/ month for Baviaans Municipality	< 12 % electricity losses	Maintenance budget: Electricity: R110 000	Target: < 12 % electricity losses	Actual: 12.43 %  Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	None	Target: < 12 % electricity losses	Actual: 12.82 % Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	None	Target: < 12 % electricity losses	Actual: 10.88% Remedial Action: Cut trees and investigate usage on Syntel system Reason: To reduce losses	None	Target: < 12 % electricity losses	Actual: 11.75 %	None	Council minutes	B Arends

**Objective 4.7: Supply Sustainable Basic Infrastructure to all inhabitants of Baviaans: Streets and Storm water**

Strategy	Performance Measure (indicator)	Target of 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Quality of streets & storm water drainage: Willowmore and Steyterville	Upgrade 1.05 km gravel road with paved road by 30 June 2014.	1.05 km upgrade to paved roads	MIG: R5 199 377 (incl VAT)	See target 4th quarter	See target 4th quarter	-	See target 4th quarter	See target 4th quarter	-	See target 4th quarter	See target 4th quarter	-	Target: 1.05 km paved roads	Actual: 1.05 km road was paved + sidewalks of 1 km	More KM of roads was paved	Council minutes	B Arends

**Objective3.4 Address high employment rate**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Job creation/ poverty alleviation	EPWP labour intensive programme to address high employment rate	Effective implementation of EPWP of labour incentive conditional grant by 30/9/13	1 046 000 Dept of Works	Target: Reports to council on FTE's created and casuals appointed	Actual: Report submitted to council	None	Target: Reports to council on FTE's created and casuals appointed	Actual: Report submitted to council	None	Target: Reports to council on FTE's created and casuals appointed	Actual: Report submitted to council	None	Target: Reports to council on FTE's created and casuals appointed	Actual: Report submitted to Council	More people was appointed on the programme	Council minutes	(B Arends)
	Sakha Isizwe labour programme to address high employment rate	Implement programme (at least 330 Sakha Sizwe) by 30/6/14	Dept of Works	Target: Reports to council	Actual: Report submitted to council	None	Target: Reports to council	Actual: Report submitted to council	None	Target: Reports to council	Actual: Report submitted to council	None	Target: Reports to council	Actual: Report submitted to Council	None	Council minutes	B Arends

**B ARENDS**

**J Z A VUMAZONKE**

Performance Plan: HE Nagel (Chief Financial Officer) 2013/14 – June 2014

**Financial viability and Management - 20%**

**Objective 1.1: A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Yearly Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve financial systems and controls	Asset Control in terms of the policy	Ensure updated asset register	No budget	Yearly report to council on status of assets register	Asset register updated monthly	None	Yearly report to council on status of assets register	Asset register updated monthly	None	Yearly report to council on status of assets register	Asset register will be tabled in quarter 4.		Yearly report to council on status of assets register	Asset register updated - Report to be submitted with first available council meeting	None	Council minutes	H Nagel
	GRAP Compliance	Investigate current status of GAP compliance by December 2013	No budget	Quarterly report to council on progress made.	Grap compliance checklist completed by Internal Audit on 30 Aug 2013	None	Quarterly report to council on progress made.	Quarterly report submitted to council. POE in file	None	Project completed	Project completed	-	Project completed	Project completed	None	Council minutes	H Nagel
		Lobby for funds for unbundling of assets by 31 December 2013	No budget	Quarterly report to council on status of unbundling.	Letter to Dept DPLGTA for funding. Cannot assist. Unbundling of assets completed by municipality by 30 Sept 2013	None	Quarterly report to council on status of unbundling.	Quarterly report submitted to council - POE in file	None	Project completed	Project completed	-	Project completed	Project completed	None	Council minutes	H Nagel

**Financial viability and Management - 20%**

**Objective 1.1: A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Yearly Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve financial systems and controls	Adhere to requirements of reporting to National Treasury	Make use of NT checklist to ensure that all reporting are done within timeframes	No budget	Target: Quarterly report to council on reports to NT	Actual: All reports for quarter 1 submitted	None	Target: Quarterly report to council on reports to NT	Actual: All reports for quarter 2 submitted - quarterly report to council	None	Target: Quarterly report to council on reports to NT	Actual: All reports for Q3 submitted. Quarterly report to council	None	Target: Quarterly report to council on reports to NT	Actual: All reports for Q3 submitted. Quarterly report to Council	None	Council minutes	H Nagel
	National treasury Regulations Circular No 68 - fruitless and wasteful expenditure	Implement procedures in terms of the circular	No budget	Target: Six-monthly report to council	Actual: Will report end 2nd quarter( 6 monthly reports)	-	Target: Six-monthly report to council	Actual: six-monthly report to council	None	Target: Will report end of 4th quarter	Actual: Will report end of 4th quarter	None	Target: Six monthly report to council	Actual: Six monthly report to Council	None	Council minutes	H Nagel

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Yearly Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve revenue collection	Cleansing of debtors to be within 30-60 days payment	Table report to council on once-off writing off of irrecoverable debt by 31 December 2013	No budget	Target: Table report to council	Actual: Report was submitted to council, but council needed further investigations to be done	None	Target: Report to council	Actual: Report to be reviewed and re-submit to council in 3rd quarter	None	Target: Report to council	Actual: Submit report to council	None	Target: Report to council	Actual: Completed	None	Council minutes	H Nagel
	Effective control over indigent households	Provide council within timeframes with an indigent application list and ensure on time free electricity of 50 units per month	No budget	Six-monthly reports to council	Actual: Indigent campaign done prior to start of new year. Indigent register maintained on monthly basis with new applications	None	Target: Six-monthly report to council	Actual: Report to council	None	Target: Will report in 4th quarter	-	-	Target: Report to council	Actual: Report to council. Indigent applications for 2014/15 done and approved by Council by 30 June 2014. The municipality was requested to apply for an award for best practice on campaign	None	Council minutes	H Nagel

Strategy	Performance Measure (indicator)	Target for 13/14	Budget	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
				Target	Actual	Variance	Yearly Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
	Increase payment rate	100% payment rate payment rate (total money received from debtors over accounts sent out) by 30 June 2014	No budget	Target: Monthly report to council on payment rate	Actual: Monthly reports submitted to Council - as at 30/9/2013 - 69.45 %	None	Target: Monthly report to council on payment rate	Actual: Monthly reports submitted to council - as at 31/12/13 - 78.15%	None	Target: Monthly report to council on payment rate	Actual: Monthly reports submitted to council - as at 31/3/14 - 81.03%	None	Target: Monthly report to council on payment rate	Actual: Monthly reports submitted to council - as at 30/06/2014 - 82.07 %	Payment rate of 100% could not be reached	Council minutes	H Nagel
	Effective control over property rates	Ensure 100% recovery of property rates by 30 June 2014	No budget	Target: Monthly report to council on progress made with recovery of property rates	Actual: Monthly reports submitted to Council - as at 30/9/2013 - 42.46%		Target: Monthly report to council on progress made with recovery of property rates	Actual: Monthly reports submitted to Council - as at 30/12/2013 - 65.56% Action plan in place for the recovery of outstanding amounts		Target: Monthly report to council on progress made with recovery of property rates	Actual: Monthly reports submitted to Council - as at 31/3/14 - 73.37%		Target: Monthly report to council on progress made with recovery of property rates	Actual: Monthly reports submitted to Council - as at 30/06/2014 - 80 %	Payment rate of 100% could not be reached	Council minutes	H Nagel



**Objective 1.1: A well established municipality with sufficient resources and institutional capacity to deliver an excellent municipal service**






Strategy	Performance Measure (indicator)	Target for 13/14	1st Quarter				2nd Quarter			3rd Quarter			4th Quarter			Proof of Evidence	Manager
			Budget	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance		
Improve revenue collection	Increase additional municipal income to 100% by 30 June 2014	Ensure 100% pay over of all state subsidies and grants as gazetted within timeframes	No budget	Target: Monthly reports to council on grants received	Actual: Reports tabled to council. All grants received for 1st quarter Remedial Action: Reason:		Target: Monthly reports to council on grants received	Actual: Monthly reports to council. All grants for 2nd quarter received Remedial Action: Reason:		Target: Monthly reports to council on grants received	Actual: All grants received for 3rd quarter. R2m received additional for MIG and R2m for RBIG.		Target: Monthly reports to council on grants received	Actual: Monthly reports to council on grants received. All grants received	None	Council minutes	H Nagel
Keep all expenditure under control	Ensure effective spending of municipal funds : no overspending	Monitor spending to be within parameters of the approved budget	No budget	Target: Monthly reports to council	Actual: Report tabled to council. No over expenditure on total annual budget		Target: Monthly reports to council	Actual: Monthly reports to council. Interest paid over spent - Remedial action: adjustment budget required.		Target: Monthly reports to council	Actual: Monthly reports to council. No overspent on annual budget		Target: Monthly reports to council	Actual: Overspending on audit fees - item to council to condone as this is above the 1% regulated by the law and no subsidy received	Overspending on audit fees	Council minutes	H Nagel

3.3 EVALUATION OF EXTERNAL SERVICE PROVIDERS 2013/14

**SUPPLIER EVALUATION QUARTERLY REPORT**  
**PURCHASES ABOVE R10 000.00 FOR THE MONTHS JULY 2013 - SEPTEMBER 2013**

DATE	SUPPLIER	AMOUNT	DESCRIPTION	REQ	ORDER	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
05-Jul-13	Kat Leisure	R 10 152.00	Accommodation for 2 officials attending FBS Training	8153	13801	Deviation - Exceptional Case	21	Excellent
26-Jul-13	Bytes Systems Integration	R 38 520.60	Samras Training for CFO on site	8168	13881	Deviation - Sole Supplier	17	Very Good
07 August 2013	Eastern Cape Advertiser	R 20 346.71	Supply and Delivery of computer equipment	6592	13599	Advertise for 7 Working Days	17	Satisfied
07 August 2013	Actom Electrical Products	R 14 349.18	Beka Lux fittings	9005	13907	Advertise for 7 Working Days	19	Excellent
13 August 2013	Drosty Carriers	R 14 500.00	Transporting of furniture for official U Baardman	8172	13923	Deviation - Exceptional Case	23	Excellent
16 August 2013	Brilliant Computers	R 12 156.00	Supply and Delivery of Dell Latitude Docking Station	9082	14047	Advertise for 7 Working Days	25	Excellent
20 August 2013	Metsi Waters	R 13 566.00	Supply and Delivery of 70Kg Chlorine Gas	9092	14076	Advertise for 7 Working Days	17	Satisfied
27 August 2013	Bytes Universal Systems	R 13 224.00	Deviations - Such Goods	8187	14084	Deviation - Such Goods	20	Very Good
19-Sep-13	A 2 A Kopano	R 619 727.00	Unbundling of Assets Procurement onf Services Section 32 (1) MFMA	8185	14066	Section 32(1) MFMA	25	Excellent
30-Sep-13	Wards	Commission	Service Level Agreement				11	Poor
30-Sep-13	Baviaans Café	Commission	Service Level Agreement				17	Good
30-Sep-13	Ibuyile General Dealer	Commission	Service Level Agreement				17	Good
30-Sep-13	Save a Lot Mini Market	Commission	Service Level Agreement				15	Good
30-Sep-13	Cab Holdings	Monthly	Service Level Agreement				20	Excellent
30-Sep-13	Syntell	Annual Fee	Service Level Agreement				15	Good
30-Sep-13	Bytes Technology Grou[	Annual Fee	Service Level Agreement				15	Satisfied
30-Sep-13	KMPG	Annual Fee	Service Level Agreement				15	Satisfied

DATE	SUPPLIER	AMOUNT	DESCRIPTION	REQ	ORDER	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
30-Sep-13	Altech Autopage	Monthly	Service Level Agreement				15	Satisfied
30-Sep-13	Suid Kaap Waardeerder	Multi Year	Service Level Agreement				14	Needs Improvement
30-Sep-13	Vuku Asset Mangement	Monthly	Service Level Agreement				15	Excellent
30-Sep-13	Spectrum	Annual Fee	Service Level Agreement				15	Good
30-Sep-13	Altech Autopage	Monthly	Service Level Agreement				15	Good
30-Sep-13	Element Consulting Engineers	Tender	BLM 2012/13/018				15	Good

	Service Level Agreements
	Designated Evaluator
	Not satisfactory Service
	Purchases less than R 200 000.00
	Purchases above R 200 000.00

**SUPPLIER EVALUATION QUARTERLY REPORT**  
**ALL PURCHASES ABOVE R10 000.00 FOR THE MONTHS OCTOBER 2013 - DESEMBER 2013**

DATE	SUPPLIER	AMOUNT	DESCRIPTION	REQ	ORDER	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
09-Oct-13	Conlog	R 19 500.27	Prepaid Electricity meters and Standard Wall Base Units	9202	14121	TS2013/14/010 Advertised for 7 working Days	17	Satisfied
09-Oct-13	Msec Security Systems Pty Ltd	R 25 555.38	Alarm System for Municipal Office, Tourism, Library and Youth Centre	9212	14126	TS2013/14/009 - Advertised for 7 working days	17	Satisfied
09-Oct-13	One Pangaea Financial	R 12 400.00	Actural valuations of the Employee benefits long Service Bonus Award & Post Retirem	9212	14128	Deviation - Exceptional Case	20	Very Good
09-Oct-13	The Harold Weekend Post	R 10 907.52	Re-Advert of Willowmore Housing Construction Units	6355	14131	BLM2013/14/003 Advertised for 7 working Days - Deviation Exceptional case	16	Good
29-Oct-13	Bytes Systems Integration	R 16 530.00	Introduction to Expenditure course for 2 officials - E Davids & B Wildschut	8196	14182	Deviation - Sole Supplier	19	Very Good
11-Nov-13	Do It All Removals	R 14 750.00	Transportation for furniture of the CFO (H.Nagel) from Uitenhage to Willowmore on 20 Nov 2013	8502	14232	3 Quotations	12	Bad
11-Nov-13	KGL Technologies	R 52 894.38	Dell Prower Edge 2950 4GB Ram Kits, R300 4GB Ram Kits, R710 4GB Ram Kits, Upgrading of Main Server to Server 2008, Travel, Accommodation and Labour	8199	14230	Deviation Such Goods	25	Excellent
05-Dec-13	TRF Sport	R 11 524.00	2 Piece Royal Blue overall set, 2 Piece Denim overall set, 2 piece overall safety Boots and a Rain Suit	9133	14336	Advertised for 7 working days	9	Bad
09-Oct-13	Suid Kaap Waardeerders	R 512 981.56	Baviaans Municipality Procurement of Private Valuers for Baviaans Area - BLM 2012/13/014	8191	14129	Advertised for 21 Working days	14	Needs to improve
Dec-13	Wards	Commission	Service Level Agreement				11	Poor

DATE	SUPPLIER	AMOUNT	DESCRIPTION	REQ	ORDER	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
Dec-13	Baviaans Café	Commission	Service Level Agreement				17	Good
Dec-13	Ibuyile General Dealer	Commission	Service Level Agreement				17	Good
Dec-13	Save a Lot Mini Market	Commission	Service Level Agreement				15	Good
Dec-13	Cab Holdings	Monthly	Service Level Agreement				20	Excellent
Dec-13	Syntell	Annual Fees	Service Level Agreement				15	Good
Dec-13	Bytes Technology Group Samras	Annual Fees	Service Level Agreement				10	Not Satisfied
Dec-13	KMPG	Annual Fees	Service Level Agreement				15	Satisfied
Dec-13	Vuku Asset Management	Monthly	Service Level Agreement				15	Good
Dec-13	Spectrum	Annual Fees	Service Level Agreement				15	Good
Dec-13	Altech Autopage	Monthly	Service Level Agreement				15	Good
Dec-13	Element Consulting Engineers	Tender	BLM 2012/13/018				15	Good
Dec-13	Smec	Tender	BLM 2012/13/018				15	Good
Dec-13	Active Phambile Civils CC	Tender	BLM 2012/13/002				15	Excellent
Dec-13	Kontrei Elektries	Tender	BLM 2012/13/016				15	Good
Dec-13	Clink Scales Maugham-Brown	Tender	BLM 2012/13/018				17	Excellent
Dec-13	RK Sauer Construction CC	Tender	BLM 2013/14/001				16	Satisfied
Dec-13	3U Building and Supplies	Tender	2013/14/003				15	Satisfied
Dec-13	Grootrivier Construction	Tender	2013/14/001				16	Very Good
Dec-13	Uhambiso	Monthly	Consulting Fees				19	Satisfied

	Service Level Agreements
	Designated Evaluator
	Not satisfactory Service
	Purchases less than R 200 000.00
	Purchases above R 200 000.00

**SUPPLIER EVALUATION QUARTERLY REPORT**  
**ALL PURCHASES ABOVE R10 000.00 FOR THE MONTHS JANUARY - MARCH 2014**

DATE	SUPPLIER	AMOUNT	DESCRIPTION	ORDER	REQ	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
10-Jan-14	The Conference Zone CC	R 18 237.72	Operating Regulations for High Voltage on Practical HT Switching, A Brown and S Piper	14389	9171	Deviation - Exceptional Case	15	Satisfied
20-Jan-14	Intsimbi Industrial Manufacturer	R 15 037.52	Manufactory and Galvanizing and Supply of Consertina Flange Adaptors for Steytlerville	14417	9189	Deviation Emergency	14	Good
08-Jan-14	Uhambiso Consult	R 91 200.00	Baviaans Municipality Year Projects: Professional Service Projects 7 Willowmore Bulk Water Supply and Resources Feasibility study	14377	9123	Tender BLM 2012/13/018 - Project 7	19	Excellent
09-Jan-14	Element Consulting Engineers	R 105 472.80	Baviaans Multiyear Projects: Project 5 Upgrading of Streets in Rietbron	14379	9140	Tender BLM 2012/13/018 - Project 5	15	Good
27-Jan-14	Media 24 Be perk	R 36 303.50	Advertisement in Weg/Go Magazine - April Issue	14450	7290	Deviation - Exceptional Case	18	Satisfied
19-Feb-14	ZAWebs	R 17 500.00	Annual Maintenance fee Tourism & Municipal Websites	14558	7289	Service Level Agreement	19	Very Good
06-Mar-14	Kempston Motor Group	R 11 766.33	230 000km Service to DJR 305 EC, Labour, Replace Rear Wheel Cylinder Kits V-Belt,	14604	8713	Deviation Emergency	14	Not Satisfied
12-Mar-14	Metsi Water Solutions	R 12 659.47	70kg Chlorine Gas, Transport Cylinder Rental Charge 1-84 free Rental	14626	9457	Price Written Quotation TS-2/2013/14/007	16	Good
14-Mar-14	Piet Viljoen Motors	R 26 654.60	Steytlerville Honeysucker - Loading Fee, Transport to Willowmore and back, 4 x Firestone Tyres, Tubes, and Labour	14643	8721	Deviation Emergency	15	Excellent
03-Mar-14	Waltons George	R 38 977.40	Supply and Delivery of Office Furniture Ref: re2013/14/002	14592	8701	Price Written Quotation RE-2013/14/002	15	Satisfied
12-Mar-14	Outeniqua Plastics	R 67 032.00	Supply and Delivery of Black Refuse Bags	14627	8530	Tender 2/2013/14/003	19	Very Good
13-Mar-14	Fort Hare Solutions	R 84 236.00	Municipal Financial Management Certificate NQ 6 Tanning for MM and D. Booysen	14638	8534	Deviation Exceptional Case/Such Goods	20	Very Good

DATE	SUPPLIER	AMOUNT	DESCRIPTION	ORDER	REQ	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
20-Mar-14	National Safety	R 17 100.00	Good standing with compensation commissioner of outstanding returns of earning 2008 to 2012	14655	8536	Deviation - Such Goods	20	Very Good
27-Mar-14	The Harold Weekend Post	R 17 428.32	Tender Advertisement BLM 2013/14/007, BLM 2013/14/008 and BLM 2013/14/009	14670	9336	Deviation - Exceptional Case	20	Excellent
31-Mar-14	Du Plessis Transport	R 34 200.00	Transport Furniture from Vredendal to Willowmore - Me. U Baardman	14672	8538	Deviation - Exceptional Case	5	Very Bad
Mar-13	Wards	Commission	Service Level Agreement				11	Poor
Mar-13	Baviaans Café	Commission	Service Level Agreement				17	Good
Mar-13	Ibuyile General Dealer	Commission	Service Level Agreement				17	Good
Mar-13	Save a Lot Mini Market	Commission	Service Level Agreement				15	Good
Mar-13	Cab Holdings	Monthly	Service Level Agreement				20	Excellent
Mar-13	Syntell	Annual Fee	Service Level Agreement				15	Good
Mar-13	KGL Technologies	R 15 000.00	Service Level Agreement				15	Satisfied
Mar-13	Suid Kaap Waardeerders	Multi Year	Service Level Agreement				10	Not Satisfied
Mar-13	Altech Autopage	Monthly	Service Level Agreement				15	Satisfied
Mar-13	KPMG	Annual Fee	Service Level Agreement				15	Satisfied
Mar-13	Bytes Technology Group (SAMRAS)	Annual Fee	Service Level Agreement				10	Not Good
Mar-13	Active Phambile Civils	Tender	BLM 2012/13/002				15	None
Mar-13	Vuku Asset Management	Monthly	Service Level Agreement				15	None
Mar-13	Smec	Tender	BLM 2012/13/018				15	Good
Mar-13	Kontrei Elektries	Tender	BLM 2012/13/016				15	Good
Mar-13	Phambile Civils	Tender	BLM 2012/13/017				15	Good
Mar-13	Element Consulting	Tender	BLM 2012/13/018				15	Good
Mar-13	Spectrum	Annual Fee	Service Level Agreement				15	Good
Mar-13	Altech Autopage	Monthly	Service Level Agreement				15	Satisfied
Mar-13	Uhambiso	Monthly	Consulting Services				18	Very Good
Mar-13	3U Building	Monthly	2013/14/003				15	Satisfied
Mar-13	RK Sauer	Tender	BLM 2013/14/001				16	Satisfied

DATE	SUPPLIER	AMOUNT	DESCRIPTION	ORDER	REQ	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
Mar-13	Grootrivier Construction	Monthly	2013/14/001				16	Satisfied
Mar-13	Clink Scales Maugham-Brown	Tender	BLM 2012/13/018				17	Excellent






**SUPPLIER EVALUATION QUARTERLY REPORT**  
**ALL PURCHASES ABOVE R10 000.00 FOR THE MONTHS APRIL - JUNE 2014**

DATE	SUPPLIER	AMOUNT	DESCRIPTION	ORDER	REQ	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
03-Apr-14	National Safety	R 87 114.24	Compensation Consulting Services application for Amnesty on R509.440.08 that was granted	14691	8540	Deviation - Emergency	20	Excellent
08-Apr-14	Carlson Wagolit	R 19 874.60	Flight Booking and Car Hire for J Vumazonke, H Nagel and B Arends for meeting with COGTHA	9341	14698	Deviation - Exceptional Case	18	Very Good
15-May-14	Carlson Wagolit	R 22 340.00	Flight Bookings and Car Hire for J Vumazonke, E Loock, H Nagel and B Arends - Meeting with GOGTHA	9366	14779	Deviation - Exceptional Case	18	Very Good
15-May-14	Worley Parsons	R 135 000.00	Professional Fees for the Installation & Repairs of High mast Light - Steytleville	8917	14786	Deviation - Exceptional Case	18	Excellent
20-May-14	Outeniqua Plastics	R 67 032.00	Supply and Delivery of black refuse bags	14798	8530	Advertised for 7 Working Days	20	Very Good
22-May-14	Kat Leisure Kennaway Hotel	R 15 396.00	Accommodation, Breakfast, Dinner, Soft Drinks and Parking for Technical Manager & Asset Technical Manager and Asset Clerk for Infrastructure Asset Management	14806	8931	Deviation - Emergency Case	18	Excellent



DATE	SUPPLIER	AMOUNT	DESCRIPTION	ORDER	REQ	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
29-May-14	Department of Transport	R 10 744.00	R751 - New Card Orders	14820	8551	Memo - Sole Supplier/Service Provider	15	Satisfied
Apr-June 2014	Wards	Commission	Service Level Agreement				15	Satisfied
Apr-June 2014	Baviaans Café	Commission	Service Level Agreement				15	Satisfied
Apr-June 2014	Ibuyile General Dealer	Commission	Service Level Agreement				15	Satisfied
Apr-June 2014	Save a Lot Mini Market	Commission	Service Level Agreement				15	Satisfied
Apr-June 2014	Cab Holdings	Monthly	Service Level Agreement				15	Satisfied
Apr-June 2014	Syntell	Annual Fees	Service Level Agreement				15	Satisfied
Apr-June 2014	Bytes Technology Group Samras	Annual Fees	Service Level Agreement				18	Good Service
Apr-June 2014	KMPG	Annual Fees	Service Level Agreement				16	Good Service
Apr-June 2014	Vuku Asset Management	Monthly	Service Level Agreement				15	Good Work
Apr-June 2014	Spectrum	Annual Fees	Service Level Agreement				15	Satisfied
Apr-June 2014	Altech Autopage	Monthly	Service Level Agreement				15	Satisfied
Apr-June 2014	Element Consulting Engineers	Tender	BLM 2012/13/018				15	Satisfied
Apr-June 2014	Smec	Tender	BLM 2012/13/018				10	Not Satisfied
Apr-June 2014	Active Phambile Civils CC	Tender	BLM 2012/13/002				20	Excellent

DATE	SUPPLIER	AMOUNT	DESCRIPTION	ORDER	REQ	INFORMATION	RATING FROM 1-25	OVERALL COMMENTS
Apr-June 2014	Kontrei Elektries	Tender	BLM 2012/13/016				15	Satisfied
Apr-June 2014	Clink Scales Maugham-Brown	Tender	BLM 2012/13/018				17	Excellent
Apr-June 2014	RK Sauer Construction CC	Tender	BLM 2013/14/001				15	Satisfied
Apr-June 2014	3U Building and Supplies	Tender	2013/14/003				15	Satisfied
Apr-June 2014	Grootrivier Construction	Tender	2013/14/001				16	Satisfied
Apr-June 2014	Uhambiso	Monthly	Consulting Fees				18	Good Service

-  Service Level Agreements
-  Designated Evaluator
-  Not satisfactory Service
-  Purchases less than R 200 000.00
-  Purchases above R 200 000.00

3.4 ACTION PLAN TO ADDRESS AUDITOR GENERAL'S REPORT 2013/14

Man Report Finding	Finding	Management Action/Recommendation	Responsible person	Time Frame	Progress
1	HR compliance – Performance agreement with MM incomplete – does not include specified functions as per MFMA	<ul style="list-style-type: none"> <li>➤ Performance agreement should be revised to include minimum requirements as per MFMA</li> </ul>	Mayor	30 June 2014	No progress
2	Procurement – No declaration made by those in the employment of the state of interests in suppliers	<ul style="list-style-type: none"> <li>➤ Ensure staff declares on annual basis their interest in companies</li> <li>➤ Ensure staff are aware of requirements of the MFMA</li> </ul>	MM/Corporate services Manager	28 February 2014	All managers and councillors were requested to declare their interest
3	Immovable assets - Completeness of Land and Buildings and Investment Property	<ul style="list-style-type: none"> <li>➤ The properties listed by the auditors have been corrected in the AFS where possible. The remainder was confirmed by the municipality's valuers as not existing. All these properties have "zero extent" or recorded as "800 DUM" properties.</li> <li>➤ According to the valuers these properties were subdivided into smaller properties and the original property does not exist anymore</li> <li>➤ There is currently a dispute between management and the auditors on this finding</li> <li>➤ Discuss dispute with Auditor General to find solution</li> </ul>	CFO	30 June 2014	No progress
4	Trade and other payables: Creditors not paid within 30 days	<ul style="list-style-type: none"> <li>➤ Daily monitoring of cash flow</li> <li>➤ Weekly discussions on creditors to be paid</li> <li>➤ Increase collection rate</li> </ul>	MM/CFO	31 Jan 2014	Daily cash flow distributed to all managers & schedule of all outstanding creditors distributed on weekly basis to managers
5	Predetermined Objectives -	<ul style="list-style-type: none"> <li>➤ The municipality should ensure all figures per the</li> </ul>	MM/Community services	30 April 2014	Original budget agrees

Man Report Finding	Finding	Management Action/Recommendation	Responsible person	Time Frame	Progress
	Budget per SDBIP does not agree to the approved Budget.	SDBIP and the approved Budget agree.	Manager		with SDBIP – will be revisited after adjustment budget
6	Predetermined Objectives - Objectives not achieved.	➤ Ensure all objectives set are reasonable and achievable and to ensure these are achieved within one financial year	MM/All managers	30 June 2014	In Progress – 1 <sup>st</sup> quarter review done
7	Cash and cash equivalents : No letter was sent to National Treasury and AGSA before the start of the current year.	➤ A letter to be sent to NT, AGSA with regards to bank account details	CFO	30 June 2014	No progress
8	Cash and Cash Equivalents: Bank Reconciliations not prepared or reviewed correctly	➤ Bank recons to be prepared on monthly basis and reviewed by management	Finance Manager	31 January 2014	Bank recons performed on monthly basis since July 2013
9	Cash and Cash Equivalents: Bank account not taken into account	➤ Management to ensure that bank confirmations are received prior to AFS being drafted	CFO	30 June 2014	No progress
10	Cash and Cash Equivalents: Invalid Bank reconciling item	➤ Management to ensure all reconciling items are cleared on timely ➤	Finance Manager	28 February 2014	This was an isolated incident and was corrected in the AFS
11	HR and employee cost: Vacant key personnel	➤ All positions for key personnel, that become vacant, should be filled timeously by suitably qualified personnel.	MM/ Corporate Services Manager	31 January 2014	All key personnel has been appointed
12	HR and Employee costs: Misallocations of 3rd party deductions	➤ Ensure integration set-up is done correctly ➤ Ensure GL agrees with Payroll printouts with regards to various 3 <sup>rd</sup> party payments	Finance Manager/Expenditure controller	31 May 2014	No progress
13	HR and Employee related costs: Employee contracts with contradictory salary payments	➤ It is recommended that only one employment contract be issued and signed for a particular period of employment. ➤ System information should be updated for any	Corporate Service Manager/ HR/ Salaries	28 February 2014	It was noted that there were 2 contracts on the employee's file. One will be discarded

Man Report Finding	Finding	Management Action/Recommendation	Responsible person	Time Frame	Progress
		changes made to employee contracts			with
14	HR and Employee related costs: Codes of conduct are not acknowledged periodically by employees	➤ Institute policies which require the employees to acknowledge the code of conduct periodically.	MM/ Corporate Services manager	31 March 2014	In progress
15	HR and Employee related costs: No policy for employee skills retention and monitoring	➤ Implement skills retention policy	MM/Corporate Services Manager	30 November 2013	Policy approved
16	HR and Employee costs: Late payment of PAYE	➤ PAYE returns to be submitted on time	CFO/Expenditure Controller	28 February 2014	All PAYE returns submitted on time for this year
17	HR and Employee costs: Background checks are not performed on ALL candidates for employees	<ul style="list-style-type: none"> <li>➤ Background checks to be done on all new employments</li> <li>➤ Review policy to be implemented</li> </ul>	MM/ Corporate Services Manager	30 November 2013	In progress
18	Unspent conditional grants: Unspent balance at year end – no separate bank accounts for grants	➤ Separate bank accounts to be opened for each grant	CFO	30 November 2013	Done
19	Procurement & SCM: Contract awarded to the incorrect supplier. BBEEE points were not allocated correctly.	<ul style="list-style-type: none"> <li>➤ The municipality should ensure that all tender documents and reports are properly reviewed by management to ensure that tenders are correctly awarded and the reason for awarding the tender are stated accurately.</li> <li>➤ Bid Adjudication committee should review all calculations of Bid Evaluation Committee</li> </ul>	CFO/SCM Practitioner	28 February 2014	All point allocations reviewed by BAC
20	Procurement & SCM: No invoices	➤ Management must ensure that invoices are	Finance Manager/ SCM	28 February	In progress

Man Report Finding	Finding	Management Action/Recommendation	Responsible person	Time Frame	Progress
	found to support services procured	<ul style="list-style-type: none"> <li>➤ obtained for all services procured</li> <li>➤ The invoices referred to in this audit query related to a travel agent who was reluctant to issue invoices when booking were made</li> </ul>	Practitioner /Expenditure controller	2014	
21	Procurement & SCM: No declaration made of family interest with supplier	<ul style="list-style-type: none"> <li>➤ All staff must declare their family interest with suppliers</li> </ul>	CFO/ Corporate Service Manager/ SCM Practitioner	30 April 2014	In progress – all suppliers have been asked to declare their interest. Staff has been informed to declare their interest
22	Procurement & SCM: Internal audit reports outstanding	<ul style="list-style-type: none"> <li>➤ Implement MFMA section 62 (c) (i) and (ii) and the MFMA Circular 65</li> <li>➤ Ensure that Internal Audit discharge their duties appropriately</li> <li>➤ Ensure all internal audit reports are finalized before 30 June 2014</li> </ul>	MM	30 June 2014	In progress - Internal audit busy with Performance Evaluation review
23	Procurement & SCM: Exceptions identified through CAATS – incorrect supplier details on system	<ul style="list-style-type: none"> <li>➤ Ensure reconciliation between SAMRAS creditor master file and supplier database</li> <li>➤ Implementation of SCM module on SAMRAS</li> </ul>	CFO/ SCM Practitioner	30 June 2014	Update of database in progress
24	Immovable assets: VAT not excluded from items when entered into the Fixed Asset Register	<ul style="list-style-type: none"> <li>➤ The AFS were corrected during audit process</li> <li>➤ Ensure staff members are more cautious when capturing orders/invoices</li> <li>➤ VAT training for staff members</li> </ul>	Finance Manager/Expenditure controller	30 June 2014	VAT training provided to staff
25	Immovable assets: Incorrect amount recorded in the Fixed Assets Register	<ul style="list-style-type: none"> <li>➤ Monthly reconciliation of asset register to GL</li> <li>➤ Quarterly asset counts</li> <li>➤ This error was corrected in AFS</li> </ul>	CFO/ Asset controller	30 June 2014	Monthly reconciliations done Asset counts in progress
26	Immovable assets: Asset	<ul style="list-style-type: none"> <li>➤ Monthly reconciliation of asset register to GL</li> </ul>	CFO/ Asset controller	30 June 2014	Monthly

Man Report Finding	Finding	Management Action/Recommendation	Responsible person	Time Frame	Progress
	duplicated in the Fixed Asset Register	<ul style="list-style-type: none"> <li>➤ Quarterly asset counts</li> <li>➤ This error was corrected in AFS</li> </ul>			reconciliations done Asset counts in progress
27	Expenditure: Cut off issues	<ul style="list-style-type: none"> <li>➤ All invoices (Services)/delivery notes (Goods received) dates should be checked prior to posting/authorisation to ensure that they are recorded in the correct financial year.</li> </ul>	Finance manager/ Expenditure controller	28 February 2014	In progress
29	Expenditure: Misclassification of Finance Cost	<ul style="list-style-type: none"> <li>➤ Review of expense allocations before posting</li> <li>➤ Monthly reconciliation</li> <li>➤ This error was corrected in AFS</li> </ul>	Finance manager/ Expenditure controller	28 February 2014	In progress
30	Expenditure: Exception reports are not generated, reviewed or acted upon	<ul style="list-style-type: none"> <li>➤ Generate exception reports and review on a monthly basis by senior officials in the finance section.</li> <li>➤ The exception report must be reviewed for: <ul style="list-style-type: none"> <li>○ Duplicate payments</li> <li>○ Duplicate orders</li> <li>○ Invoices dated before order date</li> <li>○ Missing invoices and payment numbers</li> <li>○ Payment date before invoice date</li> <li>○ Differences were an amount exceeding threshold is entered in the system.</li> </ul> </li> </ul>	Finance manager/CFO	30 June 2014	No progress – SAMRAS to develop these reports
28	VAT: Vat incorrectly treated or claimed	<ul style="list-style-type: none"> <li>➤ Review of all entries passed in GL</li> <li>➤ Staff send on VAT training</li> <li>➤ VAT review to be done</li> </ul>	CFO/Finance Manager	31 March 2014	2 Staff members send on VAT training VAT review in progress
31	Trade & other Payables: Unrecorded liabilities identified at year end	<ul style="list-style-type: none"> <li>➤ Cheque number 11527 - R 14,348.45 dated 14 July 2013 could not be traced to outstanding creditors at year end</li> <li>➤ This was corrected in AFS</li> <li>➤ Monthly creditors recons to be performed</li> <li>➤ All payments subsequent to year end to be</li> </ul>	Finance Manager/ Expenditure controller	28 February 2014	List of all outstanding orders printed on monthly basis; creditors recons in process

Man Report Finding	Finding	Management Action/Recommendation	Responsible person	Time Frame	Progress
		<p>scrutinized to ensure that there are no unrecorded liabilities at year end</p> <ul style="list-style-type: none"> <li>➤ List of all orders with status “received” to be followed up for invoices outstanding</li> </ul>			
32	Trade & other Payables: Creditor master file not adequately maintained	<ul style="list-style-type: none"> <li>➤ A creditor was contracted and paid for services (B&amp;B services), however was not an approved supplier and was therefore not included in the approved creditor master file</li> <li>➤ According to the Supply Chain Management Policy, the municipality may acquire the services of a service provider which is not registered on the database of the municipality provided that it meets the listing requirements.</li> <li>➤ Ensure only approved suppliers are used.</li> <li>➤ Implement SCM module on SAMRAS</li> <li>➤ Implement checklist for listing criteria against which suppliers can be evaluated who is not registered on database</li> </ul>	CFO/ SCM Practitioner	30 April 2014	Database updated monthly
33	Trade & Other Payables: No reconciliation between SAMRAS and creditors master file	<ul style="list-style-type: none"> <li>➤ Ensure quarterly reconciliation between SAMRAS and supplier database</li> <li>➤ Ensure no payments made to creditors unless SCM sign off on documents.</li> <li>➤ Monthly update of supplier database</li> </ul>	CFO/ Finance Manager/ Expenditure controller/ SCM	31 March 2014	Database updated monthly
34	Trade & Other Payables: No controls over capturing of data to creditors accounts in SAMRAS	<ul style="list-style-type: none"> <li>➤ Creditors’ statements should be reconciled to balances per the SAMRAS system on a monthly basis.</li> <li>➤ Reconciling items must be investigated timeously.</li> <li>➤ The CFO should review reconciliations and sign as evidence of review</li> </ul>	Finance Manager/Expenditure controller	31 March 2014	Monthly recons in progress since July 2013
35	Trade & Other Payables: No review of invoices and payments captured onto the system (also	<ul style="list-style-type: none"> <li>➤ Before payments are made, an independent check should be performed to ensure that the invoices have been recorded correctly.</li> </ul>	Finance manager/ Expenditure controller	31 March 2014	In progress - Expenditure controller checks payment



Man Report Finding	Finding	Management Action/Recommendation	Responsible person	Time Frame	Progress
	see nr 34)	<ul style="list-style-type: none"> <li>➤ Once transactions have been posted in the general ledger, management should generate a printout of the transactions recorded in the general ledger. This printout should be reviewed to confirm that transactions have been recorded at the correct amount, in the correct financial period (inspect the invoice date) and against the correct vote number.</li> <li>➤ Furthermore, after the processing of a payment batch, a payment report should be generated and agreed to the supporting documentation. The person tasked with this responsibility should sign the payment report as evidence that this task has been performed</li> </ul>			documents prepared by Expenditure clerk.
36	Trade & Other Payables: Creditors reconciliations are not performed monthly	<ul style="list-style-type: none"> <li>➤ Creditors reconciliation to be done on monthly basis</li> </ul>	Finance Manager/Expenditure controller	31 March 2014	Recons to creditors statements done on monthly basis Reconciliation of sub-ledger to ledger in progress – SAMRAS assisting with reports
37	Provisions: Misstatement in opening balance of bonus provision	<ul style="list-style-type: none"> <li>➤ This was corrected in AFS</li> <li>➤ The provision was initially not restated by management</li> </ul>	CFO	Completed	Completed
38	Provisions: No permit issued for landfill sites	<ul style="list-style-type: none"> <li>➤ The Municipality should apply for a permit from the Minister of Water Affairs to operate the landfill site legally.</li> <li>➤ Management should ensure that all conditions attached to permits for landfill sites are met to ensure compliance with the requirements of the Environment Conservation Act, No. 73 of 1989.</li> <li>➤</li> </ul>	MM/Technical Manager	30 June 2015	The municipality has obtained grant funding for feasibility studies of landfill sites. The problem cannot be rectified within one year
39	Internal Control: Register of minutes of meetings not maintained (Audit committee,	<ul style="list-style-type: none"> <li>➤ Management should maintain a register of all meetings held in order to confirm that all meeting minutes are available and documented.</li> </ul>	Corporate Service Manager	31 March 2014	No progress

Man Report Finding	Finding	Management Action/Recommendation	Responsible person	Time Frame	Progress
	general council and special council meetings)				
40	Internal control: Internal audit reports outstanding – none available for the year under review	<ul style="list-style-type: none"> <li>➤ The internal audit plan will be reviewed to ensure requirements are met.</li> </ul>	MM/CFO	30 November 2013	Revised internal audit plan was submitted to audit committee
41	Fruitless & Wasteful, irregular & unauthorized expenditure	<ul style="list-style-type: none"> <li>➤ Municipality incurred significant expenditure that was not budgeted for and that was unforeseen but not within the control of the municipality</li> <li>➤ Implement monthly reports on actual vs. budget</li> <li>➤ Fruitless &amp; Wasteful, irregular &amp; unauthorized expenditure needs to be reported to Council</li> <li>➤ Ensure adequate adjustment budget</li> </ul>	MM/CFO	31 March 2013	Monthly reports on actual vs. budget included in Sec 71 report submitted to Council
42	Internal Control - Personnel submit appropriate/accurate reports in order to meet reporting targets	<ul style="list-style-type: none"> <li>➤ All legislative required reports to be submitted monthly</li> <li>➤ All reconciliations to be done monthly</li> </ul>	CFO	Monthly	All recons in progress, reporting done monthly
43	Internal Control – Reconciliations not signed as proof of review	<ul style="list-style-type: none"> <li>➤ Payroll variance report for February 2013 were not signed</li> <li>➤ This was an isolated event</li> <li>➤ All recons will be signed</li> </ul>	Finance Manager	30 November 2013	All recons signed

3.5 MINUTES: OVERSIGHT COMMITTEE

**BAVIAANS MUNICIPALITY**

**OVERSIGHT COMMITTEE**

**MINUTES OF A MEETING OF THE OVERSIGHT COMMITTEE HELD IN THE COUNCIL CHAMBERS  
WILLOWMORE  
ON 25 MARCH 2014**

1. **Members of the committee:**

The Oversight Committee consists of the following Councillors:

D. Bezuidenhout	Chairperson
H. Booyesen	Councillor
V. Lapperts	Councillor
G. Hobson	Councillor
T. Spogter	Councillor
M. Fivaz	Councillor

2. **Attendance.**

The following persons attended the meeting:

J. Vumazonke	Municipal Manager
M. Lötter	Corporate Service Manager
Heleen Nagel	Chief Financial Officer
B. Arends	Technical Service Manager
R. Shaw	Chairperson of Audit Committee
Z. Hendricks	Administrative Officer

3. **Opening Prayers**

Councillor H. Booyesen opened the meeting with a prayer.

4. **Election of Chairperson.**

The Chairperson was elected at the Council Meeting Councillor Danie Bezuidenhout.

5. **Welcome by Chairperson.**

The chairperson welcomed everybody present and thanked them for their attendance, especially Ms. Ronell Shaw, chairperson of the Audit Committee.

## **6. Process of Assessment of the Annual Report**

The committee used the following process for assessment of the 2012/2013 Annual Report:

### **6.1 Timeframes**

The checklist contained in “**Annexure B**” was used to make determinations regarding the annual reporting process followed by the Baviaans municipality.

### **6.2 Content of the Annual Report.**

The checklist contained in “**Annexure C**” was used to organize the Oversight Report, to manage requests for additional information and to note the committee’s determinations regarding acceptance, rejection or refinement of the Annual Report.

### **6.3 Submission by the Audit Committee**

(See Annual Report page 193)

## **7. The Oversight Report.**

After completion of the above process the committee went into recess and will reconvene on 31 March 2014 to confirm the recorded discussions and determinations, agree the summarized determinations to appear in the Oversight Report and thereafter adopt the Oversight report to be submitted to Council for final approval.

Once Council has adopted the Oversight Report as per proposed resolution contained in paragraph 10 page 7 of the draft document, the Oversight Report must be made public and circulated by the Municipal Manager in terms of section 129 of the Municipal Finance Management Act.

Checklist to make determinations regarding the 2012/2013 Annual Report – Baviaans Municipality.

**Abbreviations:**  
**Municipal Manager – MM**  
**Corporate Service Manager – CSM**  
**Technical Service Manager – TCM**  
**Community Service – CS**  
**Chief Financial Officer - CFO**

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
1. Is the Annual Report in a presentable format	<ul style="list-style-type: none"> <li>• Properly titled;</li> <li>• Referenced to the year under review;</li> <li>• Contains misrepresentations;</li> </ul>	Yes Yes No	MM MM MM	Acceptable format and it does give clear indication of service delivery and state of financial administration in the Baviaans Municipality.	
2. Is the Annual Report properly “organized”	<ul style="list-style-type: none"> <li>• Index;</li> <li>• Page numbering;</li> <li>• Chapters follow proper sequence;</li> <li>• Annexures relevant to year under review</li> </ul>	Yes Yes Yes Yes	MM MM MM MM	Pages 226 to 248, Annexure A – D	
3. Are the minimum requirements for content as prescribed by s.121.3 of the	In terms of the MFMA the following documents must be included in the Annual Report: <ul style="list-style-type: none"> <li>• Annual Financial Statements for the year under review;</li> <li>• The Auditor-General’s report for the</li> </ul>	Yes	CFO	Pages 63 – 115	

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
MFMA and s.46 of the MSA met?	<ul style="list-style-type: none"> <li>year under review;</li> <li>• The annual performance report of the municipality required in terms of s. 46 of the MSA;</li> <li>• The Auditor-General’s report in terms of s.45(b) of the MSA on the performance of the municipality;</li> <li>• Assessment of the MM on the collectability of the debtors outstanding at the end of the financial year under review;</li> <li>• Assessment by the MM of performance against the measurable performance objectives relating to revenue collection for <b>each revenue source</b> and <b>each vote</b> in the approved budget;</li> <li>• Particulars of any corrective actions taken or to be taken relating to issues contained in both audit reports of the Auditor-General;</li> <li>• Any information to clarify issues in connection with the financial statements;</li> <li>• Any information as may be prescribed by other legislation (DOR Act)</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>CFO</p> <p>CS</p> <p>CS</p> <p>MM</p> <p>MM</p> <p>MM</p> <p>CFO</p> <p>MM</p>	<p>Pages 265 – 279</p> <p>Pages 24, 62,118,141 and 172</p> <p>Pages 266 – 279</p> <p>Pages 21 – 128</p> <p>Pages 99,104 - 119</p> <p>Annexure A Pages 161 – 167</p> <p>An amount of 5.1 million was applied for roll over due to:</p> <p style="padding-left: 20px;">a. Legal problems on projects.</p>	

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4. Annual Financial Statements (AFS)	<ul style="list-style-type: none"> <li>• Does the AFS contain a fair representation of the financial performance of the municipality?</li> <li>• Do the notes to the AFS contain adequate explanations/ information/ disclosures? (refer item 11 further down)</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>CFO</p> <p>CFO</p>	<p>Baviaans Municipality received a qualified report with only qualifications being on investment properties.</p>	
5. The Auditor-General's Report	<ul style="list-style-type: none"> <li>• Is the finding of the Auditor-General (A-G) relating to performance and financial governance justified under the circumstances;</li> <li>• Did management respond to management letters issued by the A-G;</li> <li>• Did management sign management representation letters to signify that good financial governance practices were adhered to during the year under review;</li> <li>• How many issues contained in the A-G's report relates to previous years;</li> <li>• To what extent does the A-G's report contain serious inferences of financial mismanagement;</li> <li>• Did management and the Council</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>18</p> <p>None</p>	<p>MM</p> <p>MM</p> <p>MM</p> <p>MM</p> <p>MM</p>	<p>Managers timeously respond to Auditor General.</p> <p>Solved</p>	

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
	respond to recommendations by the Audit Committee?	Yes	MM/ MAYOR	Minutes of Audit Committee Meetings	
6. The Annual Performance Report of the Municipality	<p>Section 46, MSA requires municipalities to submit a performance report reflecting the <u>performance of the municipality and each service provider</u>, a comparison of the performance with targets set for the previous year and measures taken to improve performance. The report must form part of the annual report. <b>Questions considered are –</b></p> <ul style="list-style-type: none"> <li>• Was the performance report included in the Annual Report?</li> <li>• Have all the performance targets set in the budgets, SDBIP, service agreements, etc, been included in the report?</li> <li>• Does the performance evaluation in the Annual Performance Report compare actual performance with targets expressed in the budgets and</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>MM</p> <p>CS</p> <p>CS</p>	<p>Pages 24, 62 and 118 - 141</p> <p>Performance Report included in the Annual Report as Annexure 1 The annual report is in a new format which contains all relevant questions asked in this section from page 15, 24, 62, 118 - 141.</p> <p>See page 143 of Annual Report</p>	



INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
	<p>SDBIP approved for the financial year?</p> <ul style="list-style-type: none"> <li>•In terms of key functions or services, how has each performed? Eg. Have backlogs for water, sanitation and electricity been reduced?</li> <li>•What are the refuse collection volumes, library usage statistics, etc?</li> <li>•To what extent has performance achieved targets set by council?</li>   <li>•Is the council satisfied with the performance levels achieved?</li>   <li>•Is the community satisfied with performance? Has a customer satisfaction survey been undertaken and, if so, how do the results align with the annual report contents?</li>   <li>•What were the outcomes of public consultation and public hearings?</li>   <li>•What actions have been taken and planned to improve performance?</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>	<p>CS</p> <p>CS</p> <p>MM</p> <p>CS</p> <p>MM</p> <p>CS</p> <p>CS</p>	<p>See page7 and 141 of Annual Report</p> <p>See page 34, 132 of Annual Report</p> <p>See Page 186 of areas of under performance</p> <p>Services of the core functions have been done according to required levels.</p> <p>Customer care survey was done by DPLGTA. See Page 172 - 181 of Annual Report.</p> <p>No Public Meetings on the Annual Report was held</p> <p>Report on service delivery is reported to Council to give guidance on shortcomings. Page 134 – 138</p>	<p>The Oversight Committee recommend that a detailed report must be given at CBP Meetings so that the community can gave a</p>

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
	<ul style="list-style-type: none"> <li>•Is the council satisfied with actions to improve performance?</li> <li>•Did the targets set in the budgets, SDBIP agree with the targets set in the performance contracts of the municipal manager and each senior manager?</li> <li>•Does the report evaluate the efficiency of mechanisms applied to deliver the performance outcomes?</li> <li>•Taking into account the audit report and opinion and the views of the Audit Committee, is performance considered to be efficient and effective?</li> <li>•To what extent have actions planned for the previous year been carried over to the financial year reported upon?</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>M/M</p> <p>CS</p> <p>CS</p> <p>MM</p> <p>CS/TCM</p>	<p>See Page 186 of Annual Report</p> <p>See Municipal Manager and Section 56 Managers performance contracts Page 189</p> <p>To be reviewed yearly and shortcomings to be addressed. A evaluation of the Section 56 Managers Performance will be submitted to Council</p> <p>No findings raised by Auditor General for 2012/2013 on Performance Management</p> <p>There are certain planned items carried over due to financial or procurement reasons. Certain projects carried over due to problems in Provincial Department.</p> <p>Explanations were given:</p> <ul style="list-style-type: none"> <li>➤ LED projects : Technical reasons</li> <li>➤ High mast lighting: Lack of funds</li> <li>➤ Down Housing: Departmental reasons.</li> </ul>	<p>clear understanding of progress or challenges encountered.</p> <p>The Annual report must be prepared in a more simplified format and discussion in CBP and Ward Committee meetings.</p>

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
	<ul style="list-style-type: none"> <li>•Have any actions planned in the reported year been carried over to the current or future years? If so are any explanations being provided by the municipal manager and are these satisfactory?</li> <li>•Was Council provided with regular performance reports relating to service providers?</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>CFO</p> <p>CS</p>	<p>This is assigned to the expenditure accountant to report however managers are responsible to do evaluation of Suppliers.</p> <p>Erasmuskloof, Wanhoop, Upgrading of Streets and Stormwater Willowmore and Steytlerville.</p> <p>Quarterly reports were tabled in Council</p>	
7. The Auditor-General's report on the performance of the municipality	<p>Section 45 of the MSA requires that the Auditor-General must audit the results of performance measurements, as part of the internal auditing processes annually.</p> <ul style="list-style-type: none"> <li>• Was the A-G provided with the information required to perform the required audit?</li> <li>• Were recommendations by the A-G included in action plans to improve performance in the following year?</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>CS</p> <p>CS</p>	<p>Yes – Refer to Steering Committee Minutes.</p> <p>It is included in the working document of Management which meet monthly and report quarterly to Council.</p>	
8. Assessment by	Is such an assessment included in the				

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
the MM on the collectability of the debtors outstanding at the end of the financial year.	<p>report?</p> <ul style="list-style-type: none"> <li>• How regularly was the assessment performed during the year?</li> <li>• Were any corrective steps taken where collection performance did not meet targets?</li> <li>• Did the mayor execute his/her oversight responsibility relating to collection of revenue?</li> <li>• How acceptable is the current situation relating to debtors outstanding?</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>M/M</p> <p>CFO</p> <p>CFO</p> <p>Mayor</p>	<p>See page 118</p> <p>Monthly. Included in the Finance Report. (Sec 71 to Council)</p> <p>CCRC Workgroup twice a month and policy revised was necessary.</p> <p>Payment rate 96%</p>	
9. Assessment by the MM of performance against the measurable performance objectives for collection for <b>each revenue source</b> and <b>each vote</b> in the approved budget.	<ul style="list-style-type: none"> <li>• Were measurable performance objectives for revenue collection set at the beginning of the year?</li> <li>• What actions were taken to address any areas of under-performance?</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>CFO</p> <p>CFO</p>	<p>The target is 100% but: Page 119-120</p> <ul style="list-style-type: none"> <li>a. Provincial Departments not paying their accounts reasons why payment rate is lower than target set.</li> <li>b. Municipality has problems in controlling Debtors in Eskom area.</li> </ul> <p>➤ Handover of accounts Negotiations with Government Departments Credit Control Policy Implemented Regular blocking of electricity</p>	

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
	<ul style="list-style-type: none"> <li>Were revenue collection policies (disconnection, indigence, deposits, and arrangements) in operation during the year under review?</li> </ul>	Yes	CFO	Revised policies can be provided on request. Monthly report to the Mayor and tabled at Council Meeting	
10. Particulars of any corrective actions taken or to be taken relating to issues contained in both audit reports of the Auditor-General for the year under review;	<ul style="list-style-type: none"> <li>Has Council adopted an action plan to address the issues contained in the report of the A-G?</li> <li>Will the action plan adequately address the issues contained</li> <li>In the A-G's report?</li> <li>What progress has been made with execution of the action plan?</li> <li>Are due dates being met?</li> <li>Will any items contained in the A-G's report be carried into the next financial year?</li> <li>What controls are in place to ensure no items are carried forward into the next financial year?</li> </ul>	Yes	M/M	See Annual Report Page 233-242	
	<ul style="list-style-type: none"> <li>Will the action plan adequately address the issues contained</li> <li>In the A-G's report?</li> <li>What progress has been made with execution of the action plan?</li> <li>Are due dates being met?</li> </ul>	Yes	M/M	MM and CFO to drive Action Plan	
	<ul style="list-style-type: none"> <li>Will any items contained in the A-G's report be carried into the next financial year?</li> </ul>	Yes	CFO	<ul style="list-style-type: none"> <li>See monthly updating of Action Plan Report to Council.</li> <li>a. 30 Days Creditor payment</li> <li>b. Cash flow problems</li> <li>c. Illegal Landfill sites</li> </ul>	
	<ul style="list-style-type: none"> <li>What controls are in place to ensure no items are carried forward into the next financial year?</li> </ul>	Yes	CFO/MM	Management to meet regularly on execution of AG Action Plan.	
11. Any information to clarify issues in connection with the financial statements	<ul style="list-style-type: none"> <li>The notes to the AFS are required to contain the following further disclosures; were they disclosed in the AFS for 2012/2013?</li> <li>Details of allocations received</li> </ul>				

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
	<p>from other organs of state (national and provincial);</p> <ul style="list-style-type: none"> <li>• Details of any allocations made to any other organs of state or institution/municipal entity;</li> <li>• Allocations received in terms of the DOR Act and provincial budgets;</li> <li>• Details on how certain of the above allocations were spent per vote;</li> <li>• A statement whether any funds destined for the municipality in terms of the DOR Act were delayed or withheld and the reasons advanced for the delay or withholding;</li> <li>• The salaries, allowances and benefits of political office bearers and councilors;</li> <li>• A statement by the accounting officer whether or not the remuneration is within the prescribed upper limits;</li> <li>• Particulars of any arrears older than 90 days owed by individual councilors to the municipality;</li> <li>• Details of the salaries, allowances</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<p>CFO</p> <p>CFO/TSM</p> <p>CFO</p> <p>CFO</p> <p>CFO</p> <p>CFO</p> <p>CFO</p>	<p>Rollover applied for unspent grants at year end</p> <p>IGG withheld by National Treasury is related to previous Financial year and due to lack of correct reporting</p> <p>Note 22</p>	<p>The Municipal Manager informed that this matter is dealt with National Treasury and Provincial Treasury. He will report to Council on progress in this regard.</p>

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
	and benefits of the MM, CFO and every senior manager and such other positions as may be prescribed per individual;	Yes	CFO	Note 21	
	• A list of municipal entities under the control of the municipality;	N/A		N/A	
	• the total amount of contributions to organized local government;	No		No payment to Salga	
	• the amount of any outstanding contributions to organized local government;	No	CFO	N/A	
	• the total amounts paid in audit fees/ taxes /levies/ duties/ pension fund contributions/ medical aid contributions;	Yes	CFO	Note 33 and Note 21	
	• Details of any amounts outstanding relating to the aforementioned.	Yes	CFO	Note 43	
	• In respect of each bank account the name of the bank, type of account, year opening and year end balances;	Yes	CFO	Note 6	
	• A summary of all investments as at end of the financial year;	NO	CFO	No investments for 2012/2013 financial year	
	• Particulars of any material losses;	Yes	CFO	Note 42	
	• Particulars of any material irregular, wasteful or fruitless expenditure;	Yes	CFO	Note 38,39	
	• Particulars of any material unauthorized expenditure;	Yes	CFO	Note 37	
	• A statement whether the aforementioned expenditures are recoverable;	NO	CFO	Not recoverable due to cash flow problems	
	• Any criminal or disciplinary steps				

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORT	ISSUES FOR CONSIDERATION/ POSSIBLE QUESTIONS	ANSWER	WHO IS ANSWER-ABLE	RESPONSE OFFERED BY PERSON ACCOUNTABLE	DETERMINATION BY OVERSIGHT COMMITTEE
	<p>taken as a result of any of the aforementioned expenditures;</p> <ul style="list-style-type: none"> <li>• Any material losses recovered/ written off;</li> <li>• Particulars of non-compliance with the MFMA.</li> <li>• Details of loans and advances to staff or councilors;</li> <li>• None submitted</li> </ul>	<p>NO</p> <p>Yes</p> <p>No</p> <p>No</p>	<p>CFO</p> <p>CFO</p> <p>CFO</p> <p>CFO</p>	<p>Note 37,38,39</p> <p>Management Report pg.9-12 attached</p> <p>Not allowed by Act</p>	
12. Key issues raised by members of the community					None
13. Key issues Raised by the Audit Committee					The Chairperson of the Audit Committee attends the meeting and made various inputs during the meeting.



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## 1. Statement of Purpose of the Oversight Report

It is important to have some understanding of the accountability framework for municipalities in order to correctly understand the role of the Oversight Report as distinct from that of the Annual Report and any other reports required from the municipality.

The following table displays the nature of the accountability framework for local government:

### ACCOUNTABILITY FRAMEWORK FOR LOCAL GOVERNMENT

	Responsible for	Oversight over	Accountable to
<b>Council</b>	Approving policy and budget	Mayor	Community
<b>Mayor</b>	Policy, budgets, outcomes, management of/oversight over municipal manager	Municipal Manager	Council
<b>Municipal Manager</b>	Outputs and implementation	The Administration	Mayor
<b>Chief Financial Officer and Senior Managers</b>	Outputs and implementation	Financial Management and Operational Functions	Municipal Manager

The Oversight Report is the final major step in the annual reporting process of a municipality. Section 129 of the Municipal Finance Management Act requires the council to consider the annual report of its municipality and to adopt an "Oversight Report" containing the council's comments on the annual report.

The Oversight Report must include a statement whether the council:

- Has approved the annual report, with or without reservations;
- Has rejected the annual report; or
- Has referred the annual report back for revision of those components that can be revised.

The Oversight Report is a separate product from the Annual Report.

The Annual Report is submitted to the Council by the Accounting Officer and the Mayor and is part of the process for discharging accountability by the executive and administration for their performance in achieving objectives and goals set by the municipality in the relevant financial year.

The Oversight Report follows consideration and consultation on the Annual Report and is considered to be a report of the municipal council to the community disclosing the level of success or otherwise, obtained with meeting the priority needs and stated desires of the community as contained in the IDP.

## **2. The Oversight Committee.**

The Oversight Committee consists of the following Councillors:

D Bezuidenhout	Chairperson
H Booysen	Councillor
V. Lapperts	Councillor
M. Fivaz	Councillor
G. Hobson	Councillor
T. Spogter	Councillor

Councillor D. Bezuidenhout served as Chairperson of the Committee.

## **3. Circulation of the Annual Report**

The Annual Report was circulated by making copies available and advertising its availability for inspection as follows:

### **Baviaans Municipal Offices:**

42 Wehmeyer Street

#### **WILLOWMORE**

6445

### **Baviaans Municipal Offices**

Church Street

#### **STEYTLERVILLE**

Baviaans Municipal Offices

#### **Rietbron**

Baviaans Libraries:

4<sup>th</sup> Avenue

#### **WILLOWMORE**

6445

Middleton Street

#### **STEYTLERVILLE**

6250

Graaff-Reinet Advertiser

Households: Willowmore, Steytlerville and Rietbron

#### 4. Summary of Findings relating to the Annual Reporting Process – 2012/2013

The following table summarises the respective findings of the Oversight Committee relating to the process followed in compiling the Annual Report and the resultant Oversight Report in comparison to the process required by statute.

Reservation Expressed by the Oversight Committee	Actions required	Due date
The Annual Report was submitted to council on due date. The Council meeting was held on the 31 January 2014.	Done	31 January 2014

#### 5. Summary of Submissions received from the Community and others

The following table reflects the key written representations received from the respective bodies/individuals relating to the contents of the Annual Report:

Representation Submitted by:	Key Issues Raised	Determination by Oversight Committee
Individual Councillors	None	
Private individuals	None	
Civic organisations	None	
Other organised community structures (business, churches, sporting bodies, agriculture, labour, etc.)	None	See attached notice to community: Invitation to attend Oversight Committee Meeting
Internal Auditors	See attached e-mail	Not Presented at Oversight Committee (Apologies)
Audit Committee	<u>Members of the Audit Committee</u> Report of the Chairperson of the Audit Committee is on pages 193 of the Annual Report	Presented at Oversight Committee Meeting 25 March 2014
Other spheres of government	None	

**6. Summary of Reservations and Corrective Actions to be taken by the Administration and oversee by the Mayor**

	<b>RESERVATION OR FINDING ON ANNUAL REPORT EXPRESSED BY OVERSIGHT COMMITTEE</b>	<b>ACTION REQUIRED</b>	<b>DUE DATE</b>	<b>RESPONSIBLE PERSON</b>	<b>PAGE REF.</b>
1	Compliance of the Annual Report with Regulations	Keep up the high standard of the Annual Report	31 January 2015	MM / CSM	
2	Quality of AFS: Improving the quality of the AFS, though ensuring the compliance with Grap	1) Appointment of Service Provider 2) Improve capacity of the personnel to enable themselves to compile AFS	30 June 2014 1 July 2014 – 31 August 2014	MM / CFO Appointed Consultant & CFO	281
3	Qualified Audit Outcome	1) Execute the business plan to address the AG report 2) Report to Council on progress on (1) above 3) Re-evaluation of controls in the Municipality	30 June 2014 Monthly 31 May 2014	MM / CFO MM / CFO All Managers	271 – 279 270
4	Cash flow problems still experienced	1) MEC Task Team to ensure Government Departmental assistance 2) Increase payment rate and decrease debtors 3) Cash backed budget 2014/15 4) Special funds be ring fenced and not be part of daily cash flow 5) Improving financial performance indicators	Quarterly meetings Monthly report to Council 31 May 2014 As payment is received 30 June 2014	MM / CFO CFO CFO CFO All Managers	268 No.10 92 97 7

	RESERVATION OR FINDING ON ANNUAL REPORT EXPRESSED BY OVERSIGHT COMMITTEE	ACTION REQUIRED	DUE DATE	RESPONSIBLE PERSON	PAGE REF.
5	Lower expenditure on maintenance	1) Management to ensure that money spent on maintenance still be a priority	Monthly report to Council	CFO / TSM	105 Note 26
6	Under performing areas in SDBIB	1) Quarterly performance of Section 56 Managers to be more effectively dealt with	Quarterly	Council	189 – 217
		2) Proof of evidence of performance on SDBIB to be provided	Quarterly	All Managers	143 – 158
		3) Special attention to underperforming areas as pointed out in report	Quarterly	All Managers	187 – 188
7	Community complaints not addressed as tabled at CBP and Ward Committee meetings	1) Re-evaluate the functionality of the Helpdesk	30 April 2014	CSM	188
		2) Report to Council on issues raised by Community at CBP and Ward Committee meeting and how the issues were addressed	Quarterly	All Managers	124
		3) Yearly Community Survey to ensure that major problems are brought to the attention of Council.	30 June 2014	CSM	173 – 182
8	PMS system of Baviaans not executed effectively	1) Implementation of automated system	1 July 2014	CSM	283 – 284
		2) Effective attention to the implementation of the PMS for Audit purposes	Quarterly	CSM	283 – 284
		3) Effective attention to the outcome of the quarterly performance report	Quarterly	Council	283 – 284
9	Low attendance rate of Community in overview of	1) A more simplified format for presentation of	Annually	CSM	See comments

	RESERVATION OR FINDING ON ANNUAL REPORT EXPRESSED BY OVERSIGHT COMMITTEE	ACTION REQUIRED	DUE DATE	RESPONSIBLE PERSON	PAGE REF.
	Annual Report	<p>the Annual Report to the Community</p> <p>2) Discuss the Annual Report in the CBP and Ward Committee meetings of the quarter following on 31 January</p>	Annually	CSM & Ward Councillors	<p>on checklist No. 6</p> <p>See comments on checklist No. 6</p>

## **7. Summary of Components that require to be revised**

All issues of concern will be addressed as part of the corrective actions required under paragraph 6 above.

## **8. Minutes of the Meetings of the Oversight Committee**

The Minutes of the Oversight Committee Meeting held on 25 March 2014 are attached to this report and will be sent before 7<sup>th</sup> of April 2014 to DPLGTA, Provincial Treasury and National Treasury.

## **9. Resolution adopted by Council in Accordance with Section 129(1) of the MFMA**

- a. That cognizance be taken of the Oversight Report on the 2012/2013 Annual Report of the Baviaans Municipality;
- b. That the Council, having fully considered the Annual Report referred to in (a) above, adopts the Oversight Report.
- c. That the 2012/2013 Annual Report of the Baviaans Municipality be adopted without reservation; taking into consideration the Business Plan to address the Oversight Report.
- d. Council request the Mayor to report to Council on progress with execution of the corrective actions contained in the Oversight Report.
- e. That the Oversight Report be made public in accordance with section 129(3) of the Municipal Finance Management Act (Act 56 of 2003);
- f. That the Oversight Report be submitted to the Provincial Legislature in accordance with section 132(2) of the Municipal Finance Management Act (Act 56 of 2003).

**D. BEZUIDENHOUT**  
**CHAIRPERSON**

**31 March 2014**  
**DATE**



Checklist to make determinations regarding the annual Reporting process followed by the Baviaans municipality

Required Actions	Prescribed Dates	Actual Dates	Who Responsible	Response offered by person responsible
Submit AFS to A-G	31 August 2013	31 August 2013	Municipal Manager (MM)	Done
Issue audit report	Before 30 November 2013	30 November 2013	Auditor-General	Done
Provide copy to Audit Committee AFS	30 January 2014	30 January 2014	MM	Audit Committee responses See page 280 of Annual Report
Adopt action plan to address issues contained in audit report	30 January 2014	30 January 2014	MM Mayor	See Action Plan in Annual Report
Table Annual Report (AR) in Council	30 January 2014	30 January 2014	Mayor	Tabled Annual Report 30 Jan 2014
Make public AR and invite community representations	31 January 2014	31 January 2014	MM	Annual Report: a. On Website b. Libraries c. (See attached notice)
Council meeting(s) to discuss AR	30 January 2014	30 January 2014	MM	1. Table Annual report 2. A.G Office present 3. Public discussion on Annual Report
Submit copies of Council minutes to A-G & provincial departments	4 February 2014	February 2009	MM	Oversight Committee rectified 2009-2014  Evidence of delivery: See attached documentation

Required Actions	Prescribed Dates	Actual Dates	Who Responsible	Response offered by person responsible
Oversight committee draft Oversight Report	March 2014	25 March 2014	MM	
Adopt Oversight Report (OR)	31 March 2013	31 March 2013	Council	
Submit OR to provincial legislature	1-7 April 2014		MM	