



2010 \11

CORPORATE SERVICES

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

Human Resource Development

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
scheme	number of employees registered	as per policy	successful applicants	HOD on procedures to apply. Compilation of applications of per requirements. Facilitation of the payment of the different institutions Communications with the staff to submit their quarterly reports semester	attendance of staff (drop out) Compilation of the result for 1 ST semester.	results	the MDM staff for MDM staff for the provision of the money in the next financial year.	time to check progress
Management of capacity building and skills development programmes	Reports on training conducted	Report on number of people trained	Integrated management of training	Updating skills auditing to report to check those trained the previous years. Compile a program for those not trained in specific program. Identification	Report on updated skills audit report Ensure that departments embarked on needs analysis Report on training took place in the 1 st quarter	Report on training took place in the in the 2 nd quarter	Report for 3 rd and 4 th quarters training	Self nominations and interference

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				of the relevant accredited institution with relevant program for staff sending the staff to training				
Collate information on MDM/LM's skills auditing	Report on information collation	Approved work skills plan	Skills audit conducted for MDM and LM's	Update skill audit to check previous those trained previous year	Report on updated skill audit, collection of data	Report on training and gaps that r there.	Report on 3 rd quarter and 4 th quarter	Accurate data given by staff and cooperation.
Management of discretionary fund (LGSETA)	Compliance report	Work Skills Plan report	Discretionary fund successfully applied	Depends on the approval by LGSETA	Depends on the approval by LGSETA	Depends on the approval by LGSETA	Depends on the approval by LGSETA	No funds available
Ensure Skills development workshops and courses	Develop a programme on workshops and courses	2 workshops / courses	Workshops and courses conducted	Relevant of identification of the staff to be considered for courses workshop	Liaise with HODs to submit the Training Evaluation reports, Submit quarterly report	Report	Report	
Promote internship and experiential training	Identification of internal interns required by the	Draft policy on management of the programmes	Reports on identified interns and/or experiential trainees	Communicate with Unions/ HODs about the application	Report on the internship in the 1 st quarter.	Report & communicate with relevant SETA or Institution of	Report on findings on internship programme	Budget constraints

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
programmes	directorates	to bring in relevant interns and experiential trainees to the institution	excluding the interns that are brought by the National Treasury	received. Allocation of interns after appointment		Higher Learning about the progress		

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Employee wellness plan	Promote employees wellness	Wellness Policy	Implement Employee Wellness Plan	Develop the Plan	Implement the plan	Continuous monitoring	Report	
Sports Club activities	Provide support to MDM Sports Club activities	Sports Club	Support structures representing different sporting codes	Interact with sports Club	Identify areas for support	Implement and monitor support	Report	
Initiate and implement policies on Employee Assistance Programme / Occupational Health Safety	Submission of policy to Council	Draft policy developed	Implementation of approved Employee Assistance Programme / Occupational Health & Safety policy	Facilitate the submission of the draft policy to sec 80 for recommendation. Ensure	Develop a planned programme for implementation Needs assessments	Continuous assessment of the environment for implementation Continuous	Continuous assessment of the environment for implementation Continuous	Budget limitation as it is shared with sports club

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				submission to the next council meeting Develop a planned programme for implementation	for implementation Identification of the service providers for personal wellbeing	reporting	reporting on	
Develop an EAP / OHS programme	Submission of programme to relevant structures	Draft programme developed	Implementation of Employee Assistance / Occupational Health & Safety programme	Implementation of employee assistance. Occupational health & safety programme.	Report on identified aspects consider under the EAP/ OHS.	Continuous report on EAP/ OHS issue	Report	Budgeted limited

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Facilitate Labour relations awareness	Report on awareness workshops conducted	Programme on awareness workshops	Promote compliant workforce on labour relations	Identification of labour training as per challenges of the institution	Develop programme of labour awareness as per institutional requirements	Continuous assessment inclusive of locals and Report	Report on findings and implementation of the recommendations	Co-operation by the locals

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Management of disputes	Report on disputes listed	Dispute procedures established	Report on dispute resolutions	Determined by issues	Ensure & assist that issues at hand are resolved amicably and report.	Report when available	Report on different disputes when	
Establish and Launch of the District Skills Development Forum (DSDF)	Minutes/ Reports of the Meetings held by the Forum	Quarterly meetings	Report on the establishment and launching of the Forum (DSDF)	Establish the task team for logistics Written communication to different stakeholders. Development of the action plan with responsibilities launch of the DSDF. Report on the establishment & the launch Evaluation Report	Continuous report on the discussion & programmes of the launch of DSDF Reports based on the action plan .	Continuous report on the discussion & programmes of the launch of DSDF Reports based on the action plan	Report indicating on programmes of the year Evaluation reports to check its impact.	
Convene LLF meetings in compliance with the organizational	Convene regular sittings of the LLF	Regular meetings to be scheduled	As per scheduled meetings per annum	Facilitate the development of the year schedule for meeting	Initiation of issues to be discussed in conjunction with the	Report on meetings held and challenges of the LLF.	Full report matched to schedule. R	None initiations of the meeting by unions Non

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
rights agreement					Union.			availability of members on the day of the meetings
Implementation of the Employment Equity plan on HRD issues	Report on Skills Development, Labour Related issues	Continuous management of EEP on HRD	Report on skills development, labour relations issues	Establishing the employment equity committee Compilations of the information Submission of the EER to relevant structures	Submission of the EER & to Dept of Labour and report	Implementation programmes of the EER Continuous report on EER related issues	Continuous report on EER related issues	Compliance to new rules on Training & Development policy

Administrative Support

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
To ensure that Scheduled Section 80, Mayco, Council and Special meetings take place.	Number of meetings held per schedule	As per scheduled by the office of the COO	To ensure meetings are held in compliance with legislation. To ensure meetings take place in accordance with adopted schedule	To ensure that all meetings are held as per the approved schedule	To ensure that all meetings are held as per the approved schedule	To ensure that all meetings are held as per the approved schedule	To ensure that all meetings are held as per the approved schedule	Late submittal of items, postponement and rescheduling
Compilation of concise Agendas and minutes	Concise agendas and accurate minutes compiled as per schedule	Concise agendas and accurate minutes compiled according to prescribed format	To ensure that concise agendas and accurate minutes are in accordance with prescribed formats	To ensure that concise agendas and accurate minutes are compiled in accordance with prescribed format	To ensure that concise agendas and accurate minutes are compiled in accordance with prescribed formats	To ensure that concise agendas and accurate minutes are compiled in accordance with prescribed formats	To ensure that concise agendas and accurate minutes are compiled in accordance with prescribed formats	Late submittal of items, postponement and rescheduling
Distribution of Agendas	Acknowledgement of receipt	Distribution of agendas	To ensure that agendas	Agendas and minutes to	Agendas and minutes to	Agendas and minutes to	Agendas and minutes to	Change of address or unavailability of a councillor

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
and minutes	– Proof	and minutes within 48 hours before meeting	and minutes are delivered to the Councillors within 48 hours.	be distributed to all councillors accordingly	be distributed to all councillors accordingly	be distributed to all councillors accordingly	be distributed to all councillors accordingly	
Ensure distribution of all resolutions	Acknowledgement of receipt – Proof	Circulation and record keeping of all resolutions	All resolutions effectively and timeously distributed	All resolutions to be distributed to all relevant departments	All resolutions to be distributed to all relevant departments	All resolutions to be distributed to all relevant departments	All resolutions to be distributed to all relevant departments	NONE

OUTPUT INDICATOR

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
filling plan		documents of the institution are filed manually.	according to the approved records Management Policy			registry	registry	

OUTPUT INDICATOR

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
To provide driver/messenger services	<ul style="list-style-type: none"> Perform duties as per job descriptions Logbook of official km's travelled 	Provide proof of official duties in accordance with Fleet Management Policy	Provision of driver/messenger services and comply with Fleet Management Policy	To provide driver/messenger services to the entire institution as per request so as to comply with the fleet management policy. Monitoring of official trips and logbooks on a daily basis	To provide driver/messenger services to the entire institution as per request so as to comply with the fleet management policy. Monitoring of official trips and logbooks on a daily basis	To provide driver/messenger services to the entire institution as per request so as to comply with the fleet management policy. Monitoring of official trips and logbooks on a daily basis	To provide driver/messenger services to the entire institution as per request so as to comply with the fleet management policy. Monitoring of official trips and logbooks on a daily basis	
Provide general support Services	Facilitate and record procurement procedures	Procurement of groceries, stationery, kitchenware and appliances	General support Services and Support offered to the institution	To ensure that consumables and stationary are available on a daily basis. To provide general support services to the institution.	To ensure that consumables and stationary are available on a daily basis. To provide general support services to the institution.	To ensure that consumables and stationary are available on a daily basis. To provide general support services to the institution.	To ensure that consumables and stationary are available on a daily basis. To provide general support services to the institution.	

OUTPUT INDICATOR

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
General maintenance, repairs and removals of movable property	Quarterly reports on maintenance in compliance with maintenance plan	Monitor maintenance routines and record	MDM movable and immovable property maintained	Continuous repairs such as electric devices, plumbing, painting and etc	Continuous repairs such as electric devices, plumbing, painting and etc	Continuous repairs such as electric devices, plumbing, painting and etc	Continuous repairs such as electric devices, plumbing, painting and etc	

Human Resource Management

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Develop clear roles and responsibilities for the staff	Job Descriptions to be in place	Submission of Job Descriptions to the Evaluation Committee	Roles and responsibilities identified as per approved organogram	Consult with stakeholders and facilitate the update of the Job Descriptions as per submission by the JEC	Verification of the JDs of affected positions	Signing of the JDs by relevant incumbents	Facilitate for Employee Performance Appraisal of staff	Restructuring process
Implementati	• Perfo	• Famil	Functional	Awareness	Submittal of	Coordination	Appraisal of	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
on of the EPAS – Management of Performance Management	<p>rmance plans to have clear key performance indicators that are SMART</p> <ul style="list-style-type: none"> Establishment of the Performance Evaluation Committee Co-ordination of the submission of the performance plans by directorates 	<p>iarising employees</p> <ul style="list-style-type: none"> Determine schedule and responsibilities of committee Facilitating the compilation all the performance plans 	EPAS	<p>campaigns</p> <p>Consultation with relevant stakeholders</p> <p>Written circulars/memos and e-mails</p>	<p>quarterly reports</p> <p>Submission of Performance Plans</p>	of Performance reviews according to reports and scores of individual employees	employee's performances and coordination of review for 2010 financial year	
Procure EPAS	Facilitate that the	Manual System	Implementati on of the	Invite quotations	Workshop responsible	Implementati on and report	Availability of completed	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
software	software is procured by 2 nd quarter	available	EPAS utilising the software		stakeholders, i.e. committee and shop stewards	back to employees.	score sheets and reports	
Procure E-Leave system	Facilitate the procurement of the E-leave system	Manual System available	Administration of leave utilising the software	Invite quotations	Workshop responsible stakeholders, i.e. committee and shop stewards	Implementation and report back to employees.	Monitoring of the implementation process	None
Develop HR Plan	Draft strategy to be submitted to Section 80 and Council	Available HR strategy draft	Implementation of the adopted HR strategy	Circulate draft for inputs	Submit to relevant committees for approval	Implementation	Review	Disputes on organogram

OUTPUT INDICATOR

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
with the organizational rights agreement	LLF		annum					

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Implementation of conditions of service	Create employee awareness campaign in respect of conditions of service	MDM and Local Municipalities informed	At least two Conditions of service awareness campaigns conducted	Schedule of meetings	Circular Memos	Schedule of meetings	Schedule of meetings	
Implementation of the Employment Equity plan on HRM issues	Report on recruitment, promotions, termination of service	Advice on the issues of EEP on HRM	Report on EEP on HRM	Schedule of meetings	Draft report Combine HRM & HRD reports Submit to LLF and other structures for inputs	Submit to Department of Labour	Monitoring	None

Communications

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Management of the District Communications Forum	Progress reports on the functionality of the District Communication Forum	Action Plan	Proper management of the DCF	Determine the schedule of the meetings Action plan for 2009/10	Convene one meeting per quarter for information sharing	Convene one meeting per quarter for information sharing	Convene one meeting per quarter for information sharing	Poor attendance by local municipalities
Maintain and enhance communication (Investigate all alternatives)	Achieve maximum marketing through information brochures and other medium of communications	Publication and management of newsletter	Quarterly update report	Facilitate the provision of options as communication tools (newsletter, brochure and or flyers)	Distribution of material to relevant consumers	Distribution of material to relevant consumers	Distribution of material to relevant consumers	Non-compliance by other directorates in submitting information for publication
Maintain and enhance website	Quarterly update report	Update with available information	Website populated with latest information	Continuously upload the latest information in the website	Continuously upload the latest information in the website	Continuously upload the latest information in the website	Continuously upload the latest information in the website	Document security as the service is outsourced

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Embark on media and community road shows	Report on projects launched	Management of the programme on media and community road shows	Projects showcased to communities	Consult the Heads of Department to identify service delivery projects Convene a planning meeting with role-players Develop a programme for implementation	Convene planning meetings (task team) Site visits with media and political management	Profile Motheo service delivery projects Distribute profiled hard information through MDM publication library and reachable points locally	New projects identified will be profiled accordingly	Co-operation by the directorates for information submission on project progress.
District community media awards	Report on MDM's visibility in the media	Develop guidelines for the district community media awards	Improved relations and partnerships with the media	Establish a task team and develop a criteria for the awards Develop a program for specific identified media awards Implementati	Management of the implementation Evaluation Report	Continuous assessment for media awards	Continuous assessment for media awards and report	None

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Management of the customer complaints /concerns	Quarterly update report	Action plan (Develop a customer care tool-kit)	Improved customer satisfaction	Report to be tabled to the Sec 80 and Council	Resolution to be distributed to the relevant directorates and locals as per recommendations	Follow – up on implementation for purposes of communication	Report on the implementation	Lack of response in terms of matters raised that relate to relevant service departments
Monitoring of customer care line	Compilation of the information from Toll free hot line	Monitoring	Continuous monitoring and evaluation	Distribution of concerns to relevant departments	Publicise the responses	Continuous dissemination of the specific information	Continuous dissemination of the specific information	Shortage of staff

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Translation and interpretation services for council meetings	Assurance to provide the institution with translation and interpretation facilities	Continuous assurance of the provision of the facilities	To satisfy legislative requirement on language, and promote diversity across the language barrier	Provide the service as per schedule	Provide the service as per schedule	Provide the service as per schedule	Provide the service as per schedule	None

OUTPUT INDICATOR

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
and memorabilia								
Maintain Signage for Motheo District Municipality	Visible and well-placed signage for Motheo District Municipality	Signage of Motheo District Municipality at small scale	Visibility of well-placed signage for Motheo District Municipality	Develop terms of reference for signage and ensure that the service is advertised	Facilitate the processes for visible signage for Motheo	Continuous maintenance of Motheo signage	Continuous maintenance of Motheo signage	None

OUTPUT INDICATOR

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

Information Communications Technology

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
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Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Procure and Implement EDRMS	Information System installed on Server	Product identified	Digital Information System populated with information	Identification of Product	Tender Process initiated	Installation of EDRMS	Population of EDRMS	Approval of ICT Strategy and appointment of Records Manager
Populate GIS as need arise	Report with available fields	GIS structure & data-base established	Growing District GIS populated with spatial data	Population of GIS	Population of GIS	Population of GIS	Population of GIS	Approval of ICT Strategy and lack of inputs from users

OUTPUT INDICATOR

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Obtain and update Microsoft CAL's (Client Access Licenses) for Motheo, Naledi & Mantsopa)	Obtain and update Microsoft CAL's (Client Access Licenses)	150 Licences	All Users licensed	Identification of required licenses	Procure licenses	Monitor	Monitor	None
Obtain and update Microsoft office Select Licenses for Motheo	Obtain and update Microsoft Office Select Licenses	<ul style="list-style-type: none"> • 35 outstanding for Motheo licenses • 20 licences – Naledi • 50 licenses- Mantsopa 	All Computer licensed	Identification of required licenses	Procure licenses	Monitor	Monitor	None
Obtain and update Antivirus Licenses for Motheo, Naledi & Mantsopa	Obtain and update Annual Antivirus Licenses	<ul style="list-style-type: none"> • 150 licenses- Motheo • 25 licences- Naledi 	All Computer licensed	Identification of required licenses	Procure licenses	Monitor	Monitor	None
Obtain and update Licenses for other software utilized by the unit for	Obtain and update Licenses for other software utilized by the unit for	System Aid Annual	All Computer licensed	Identification of required licenses	Procure licenses	Monitor	Monitor	None

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

OUTPUT INDICATOR

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Maintain 2-hour	Maintain 2-hour	Monthly call report	80% of support calls	Updates as new	Updates as new	Updates as new	Updates as new	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
turnaround time on support calls	turnaround time on support calls		logged and attended to	equipment is rolled out	equipment is rolled out	equipment is rolled out	equipment is rolled out	
Procure equipment to ensure effective support service to end users	Procure equipment to ensure effective support service to end users	None	effective support service to end users provided	Calls logged and admitted within 2 hours	Calls logged and admitted within 2 hours	Calls logged and admitted within 2 hours	Calls logged and admitted within 2 hours	Training on new technology

Legal Services

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Management of Motheo district legal forum	Identification of the relevant stakeholders	3 LM'S and 1 District	Functional Motheo District Legal Forum	Invitations & Sitting of MD Legal Forum	Invitations & Sitting of MD Legal Forum	Invitations & Sitting of MD Legal Forum	Invitations, Last Sitting & Submission of Annual Report to MM	Mantsopa & Naledi do have Legal Divisions Manguang's unwillingness to take part in the Forum
Resourcing of the publication Library with	Functioning of the public library	Continuous resourcing of the public library	Legally resourced public library	Procure materials as and when required	Procure materials as and when required	Procure materials as and when required	Procure materials as and when required	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
material								
Provision of legal advice and assistance	2 Develop, manage and review contracts 3 Manage litigation processes 4 Provision of legal opinions and advices	<ul style="list-style-type: none"> Number of contracts as required As and when required As and when required 	Institutional compliance with law Institutional interests protected	As and when arise	As and when arise	As and when arise	As and when arise	None

OUTPUT INDICATOR

Policy & Research

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Determine the policies that need to	Identify relevant policies that	Conduct interviews and provide	Prepare Institutional analysis	Draft letter requesting directorates	Policy development need	Ongoing.	Ongoing.	Departments not providing the

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
be developed	needs to be developed by the institutions	letter requesting relevant information from stakeholders	report	to identify policies for development.	identified.			information relating to policy development to the Unit.
Formulation of the identified policies to ensure an effective administration	Circulate draft policies to stakeholders Assess inputs from the stakeholders Submit draft policies to relevant council structures for consideration	At least five draft policies formulated	Five policies submitted to the relevant structures for consideration.	Two draft policies formulated and circulated.	Another two draft policies formulated, circulated and submitted to relevant structure.	A draft policy formulated, circulated and submitted for consideration.	Consideration of outstanding draft policies by Council.	Departments not providing expert advice, guidance and cooperation regarding the formulation of policies.
Promoting and lobbying funding from National and International Donors	Liaise with national and international funding bodies	None	Ensure long term funding from National and International donors institutions	Develop a data base	monitor	monitor	report	

OUTPUT INDICATOR

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

Human Resources:

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

ADMINISTRATION

Vote according to GPS	July 2010			Aug 2010			Sept 2010			Total 1st Quarter 2010-2010		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	202,991	0	0	202,991	0	0	202,991	0	0	608,974	0
Communications	0	171,008	0	0	171,008	0	0	171,008	0	0	513,024	0
Legal Support	0	192,183	0	0	192,183	0	0	192,183	0	0	576,550	0
HR Management	0	84,250	0	0	84,250	0	0	84,250	0	0	252,750	0
HR Development	0	71,142	0	0	71,142	0	0	71,142	0	0	213,424	0
Security	0	157,950	0	0	157,950	0	0	157,950	0	0	473,850	0
ICT	0	210,992	0	0	210,992	0	0	210,992	0	0	632,975	0
Policy & research	0	89,958	0	0	89,958	0	0	89,958	0	0	269,875	0
Admin	0	394,925	0	0	394,925	0	0	394,925	0	0	1,184,775	0
TOTALS	0	1,575,399	0	0	1,575,399	0	0	1,575,399	0	0	4,726,197	0

Vote according to GPS	October 2009			November 2009			December 2009			"		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R

Management	0	202,991	0	0	202,991	0	0	202,991	0	0	608,974	0
Communications	0	171,008	0	0	171,008	0	0	171,008	0	0	513,024	0
Legal Support	0	192,183	0	0	192,183	0	0	192,183	0	0	576,550	0
HR Management	0	84,250	0	0	84,250	0	0	84,250	0	0	252,750	0
HR Development	0	71,142	0	0	71,142	0	0	71,142	0	0	213,424	0
Security	0	157,950	0	0	157,950	0	0	157,950	0	0	473,850	0
ICT	0	210,992	0	0	210,992	0	0	210,992	0	0	632,975	0
Policy & research	0	89,958	0	0	89,958	0	0	89,958	0	0	269,875	0
Admin	0	394,925	0	0	394,925	0	0	394,925	0	0	1,184,775	0
TOTALS	0	1,575,399	0	0	1,575,399	0	0	1,575,399	0	0	4,726,197	0
Vote according to GPS	January 2010			February 2010			March 2010			Total 3rd Quarter 2009-2010		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	202,991	0	0	202,991	0	0	202,991	0	0	608,974	0
Communications	0	171,008	0	0	171,008	0	0	171,008	0	0	513,024	0
Legal Support	0	192,183	0	0	192,183	0	0	192,183	0	0	576,550	0

HR Management	0	84,250	0	0	84,250	0	0	84,250	0	0	252,750	0
HR Development	0	71,142	0	0	71,142	0	0	71,142	0	0	213,424	0
Security	0	157,950	0	0	157,950	0	0	157,950	0	0	473,850	0
ICT	0	210,992	0	0	210,992	0	0	210,992	0	0	632,975	0
Policy & research	0	89,958	0	0	89,958	0	0	89,958	0	0	269,875	0
Admin	0	394,925	0	0	394,925	0	0	394,925	0	0	1,184,775	0
TOTALS	0	1,575,399	0	0	1,575,399	0	0	1,575,399	0	0	4,726,197	0

Vote according to GPS	April 2010			May 2010			June 2010			Total 4th Quarter 2009-2010		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	202,991	0	0	202,991	0	0	202,991	0	0	608,974	0
Communications	0	171,008	0	0	171,008	0	0	171,008	0	0	513,024	0
Legal Support	0	192,183	0	0	192,183	0	0	192,183	0	0	576,550	0
HR Management	0	84,250	0	0	84,250	0	0	84,250	0	0	252,750	0

HR Development	0	71,142	0	0	71,142	0	0	71,142	0	0	213,424	0
Security	0	157,950	0	0	157,950	0	0	157,950	0	0	473,850	0
ICT	0	210,992	0	0	210,992	0	0	210,992	0	0	632,975	0
Policy & research	0	89,958	0	0	89,958	0	0	89,958	0	0	269,875	0
Admin	0	394,925	0	0	394,925	0	0	394,925	0	0	1,184,775	0
TOTALS	0	1,575,399	0	0	1,575,399	0	0	1,575,399	0	0	4,726,197	0

EXPENDITURE BY CLASSIFICATION

EXPENDITURE CLASSIFICATION	EXPENDITURE 2008\09									TOTAL
	SUMMARY (Expenditure Classifications) - PER GPS VOTE									
	Management	Communications	Legal Support	HR Management	HR Development	Security	ICT	Policy & research	Admin	
Personnel expenditure	1,808,500	1,291,800	987,700	800,600	614,600	1,683,000	1,422,600	941,800	3,670,600	13,221,200
General expenditure	526,100	759,700	1,317,800	209,800	236,600	211,100	285,500	136,900	1,060,800	4,744,300
Depreciation and Amortisation	100,000	0	0	0	0	0	0	0	0	100,000
Repairs and maintenance	1,300	600	700	600	2,500	1,300	673,800	800	7,700	689,300

Contribution to capital layouts	0	0	0	0	0	0	150,000	0	0	150,000
Capital charges	0	0	0	0	0	0	0	0	0	0
Contribution to funds	0	0	0	0	0	0	0	0	0	0
Total	2,435,900	2,052,100	2,306,200	1,011,000	853,700	1,895,400	2,531,900	1,079,500	4,739,100	18,904,800

PROJECTS

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2010/2011	Project cost – 2010/11	External source If any	2011/2012	2012/2013	Ward
1 2501	7138	Employees Wellness Programmes	July 2010	15 June 2011	200,000					
1 2501	7139	Microsoft CAL Software Licensing	July 2010	15 June 2011	10,000					
1 2501	7140	Management of the Legal Library	July 2010	15 June 2011	30,000					
1 2501	7141	Motheo District Legal Forum	July 2010	15 June 2011	10,000					
1 2501	7142	Spatial Information System	July 2010	15 June 2011	5,000					
1 2501	7143	Establish and launch the District Skills Development	July 2010	15 June 2011	50,000					
1 2501	7147	MDM Sports Club Activities	July 2010	15 June 2011	200,000					
1 2501	7154	Maintain the District Communications Forum	July 2010	15 June 2011	50,000					

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2010/2011	Project cost – 2010/11	External source If any	2011/2012	2012/2013	Ward
1 2501	7158	Establishment of Motheo District Legal Forum	July 2010	15 June 2011	10,000					
1 2501	7163	Translation and Interpretation Services for Council Meetings	July 2010	15 June 2011	80,000					
1 2501	7164	Maintain and Enhance Communication in the district (investigate alternatives)	July 2010	15 June 2011	200,000					
1 2501	7165	Maintain and Enhance Website	July 2010	15 June 2011	20,000					
1 2501	7170	Implementation of Bursary Scheme	July 2010	15 June 2011	400,000					
1 2501	7171	PMS- District Forums	July 2010	15 June 2011	50,000					
1 2501	7172	Media Awards	July 2010	15 June 2011	200,000					
1 2501	7175	Conduct Media Road Shows	July 2010	15 June 2011	50,000					
1 2501	7177	Corporate Branding	July 2010	15 June 2011	100,000					
1 2501	7183	Management of Capacity Building & Skills Development Programs	July 2010	15 June 2011	500,000					
1 2501	7184	Purchase PMS Software	July 2010	October 2010	50,000					
1 2501	7186	MSIG – Establish the IDP Representative Forum	July 2010	June 2010	100,000					
1 2501	7189	MSIG – Develop the IDP	July 2010	June 2010	100,000					
	7200	Perform Head Protocol	July 2010	15 June 2011	30,000					

Main Vote		Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2010/2011	Project cost – 2010/11	External source If any	2011/2012	2012/2013	Ward
		function for visiting missions to MDM								
	7311	PMS – Annual Report	July 2010	15 June 2011	200,000					
	7313	Maintain network infrastructure in Naledi, Mantsopa	July 2010	15 June 2011	50,000					
	7315	ICT: Obtain/update Microsoft Office select licenses : Motheo	July 2010	15 June 2011	20,000					
	7319	Comm.: Signage for Motheo District Municipality	July 2010	15 June 2011	10,000					
	7320	Comm.: MDM Corporate exhibitions for marketing purposes	July 2010	15 June 2011	100 000					
	7321	HR – Procure EPAS software	July 2010	September 2010	200 000					
	7322	HR – Procure E-Leave system	July 2010	September 2010	200 000					
	7323	Develop and implement DCF programme in LMs	July 2010	15 June 2011	40 000					
	7326	Protocol, diplomacy and etiquette training workshop for councillors	July 2010	15 June 2011	100,000					
	7328	Develop and implement DIF programme in LM's	July 2010	15 June 2011	50,000					
	7331	Investigate, enhance and maintain International Relations	July 2010	15 June 2011	50,000					
	7332	MSIG – Risk Management	July 2010	15 June 2011	100,000					

INFRASTRUCTURE SERVICES

Sanitation - Naledi

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Installation of sewer network in Van Stadensrus (MDM Allocation)	To manage efficiently bulk sewer outfall works in Van - Stadensrus	113 households	113 households	Facilitation of the appointment of the service provider Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Final report on installation of sewer network	Weather and surface conditions

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Upgrading of Water Purification Plant-Van	Purification Plant upgraded	One Purification Plant with increased	One Purification Plant Upgraded	Facilitation of the appointment of the service	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report submitted to Council	None

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Stadensrus		capacity		provider				
Upgrading of internal roads – Dewetsdorp	Upgraded internal roads in Dewetsdorp	Improved road surfaces in Dewetsdorp	Improved road surfaces in Dewetsdorp	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Final report on the upgraded internal roads	Weather and surface conditions
Upgrade oxidation Ponds – Wepener	To manage efficiently bulk sewer outfall works in Wepener	One Plant of oxidation ponds	One Plant of oxidation ponds upgraded	Not budgeted	Not budgeted	Not budgeted	Not budgeted	None

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Construction of 1.6 ml reservoir	Under Construction	complete	complete	Hand over report to be submitted to the Council	Submit the report to council for information	Facilitate the official handover of the project	Submit completion report to Council	None
Upgrading of storm-water drain	Upgraded storm-water drain	40km drain upgraded	40km drain upgraded	Facilitation of the appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Final report on the 40km storm-water drain submitted to Council	Weather and surface conditions

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

SANITATION: MANTSOPA

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Platberg Waterborne sewer and toilets	Eradicate sanitation backlogs Platberg	Waterborne sewer and toilets in Platberg	Waterborne sewerage and toilets constructed in Platberg	Facilitation of appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	Weather and surface conditions
Hobhouse Bucket Eradication	Construct 15km sewer outfall line to treatment works (3 rd phase) Installation of flushing system in 250 toilet structures	3km of 3rd phase is complete. Out of 1280 toilet structures, 1213 were constructed, 67 vacant sites	12 km to be constructed. Phase 3 flushing points installation Installation of flushing system in 250 toilet structures	Facilitation of appointment of the service provider by Mantsopa	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	Weather and surface conditions
Tweespruit Bucket Eradication	Installation of flushing system in 463	1353 buckets to be	Installation of flushing system in 463	Facilitation of appointment of the service	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	Weather and surface conditions

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	toilet structures	eradicated. 1245 toilet structures constructed without flushing system	toilet structures out of 1245 structures already constructed	provider by Mantsopa				

ROADS: MANGAUNG

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Paving of Roads: Botshabelo Cemetery	Upgrading of internal roads within the cemetery	None	Pave all internal access roads	Develop ToR and Facilitation of appointment of the service provider by Mantsopa	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	Weather conditions
Paving Roads: Thaba-Nchu Cemetery	Upgrading of internal roads within the cemetery	None	Pave all internal access roads	Develop ToR and Facilitation of appointment of the service	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	Weather conditions

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				provider				
Upgrading of Roads: Botshabelo RD	Improve road infrastructure	None	Resuscitate the tarred road	Develop ToR and Facilitation of appointment of the service provider	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	Weather conditions
Upgrading of Roads: Thaba-Nchu RD	Improve road infrastructure	None	Resuscitate the tarred road	Develop ToR and Facilitation of appointment of the service	Monitoring & Evaluation of the project	Monitoring & Evaluation of the project	Close-out report to the Council	Weather conditions

EXTENDED PUBLIC WORKS PROGRAMME

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
MDM Contractor Training Programme	Build capacity for emerging contractors in partnership with SEDA	None	Accredited Training on NQF Level 2	Consultation with relevant Stakeholders i.e. municipalities and CETA	Compile municipal database for SMMEs/ emerging contractors	Prepare submission; terms of reference and prepare for advertising for training facilitator	Advertise the project; issue scope of work and employ training company	None,
Coordination	Refurbish	Needy	ALL needy	Consultation	Compile a	Prepare	Advertise the	R870 000-00

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
of the scheduled project plans	municipal facilities in the district	facilities refurbished through labour intensive methods	facilities at local municipalities in the district refurbished	with all local municipalities on all needy facilities	municipal database for employment in the programme	submission; terms of reference and prepare for advertising for Contractor employment	project; issue scope of work and employ contractor	as a budget could be a deficit if facilities need more.

Human Resources:

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

FUNDING OF STRATEGIC ACTIVITIES PER DEPARTMENT

ADMINISTRATION

Vote according to GPS	July 2010			Aug 2010			Sept 2010			Total 1st Quarter 2010-2011		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp

	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	156,750	0	0	156,750	0	0	156,750	0	0	470,250	0
Civil Engineering	0	5,792	0	0	5,792	0	0	5,792	0	0	17,375	0
Project management	0	88,808	0	0	88,808	0	0	88,808	0	0	266,425	0
EPWP	0	62,692	0	0	62,692	0	0	62,692	0	0	188,075	0
TOTALS	0	314,042	0	0	314,042	0	0	314,042	0	0	942,125	0

Vote according to GPS	October 2010			November 2010			December 2010			Total 2 nd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	156,750	0	0	156,750	0	0	156,750	0	0	470,250	0
Civil Engineering	0	5,792	0	0	5,792	0	0	5,792	0	0	17,375	0
Project management	0	88,808	0	0	88,808	0	0	88,808	0	0	266,425	0
EPWP	0	62,692	0	0	62,692	0	0	62,692	0	0	188,075	0
TOTALS	0	314,042	0	0	314,042	0	0	314,042	0	0	942,125	0

Vote according to GPS	January 2011			February 2011			March 2011			Total 3rd Quarter 2010-2011		
	Revenue	Operational	Capital	Revenue	Operational	Capital	Revenue	Operational	Capital	Revenue	Operational	Capital

			Exp		Exp	Exp		Exp	Exp		Exp	Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	156,750	0	0	156,750	0	0	156,750	0	0	470,250	0
Civil Engineering	0	5,792	0	0	5,792	0	0	5,792	0	0	17,375	0
Project management	0	88,808	0	0	88,808	0	0	88,808	0	0	266,425	0
EPWP	0	62,692	0	0	62,692	0	0	62,692	0	0	188,075	0
TOTALS	0	314,042	0	0	314,042	0	0	314,042	0	0	942,125	0

Vote according to GPS	April 2011			May 2011			June 2011			Total 4th Quarter 2010-2010		
	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp	Revenue	Operational	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	156,750	0	0	156,750	0	0	156,750	0	0	470,250	0
Civil Engineering	0	5,792	0	0	5,792	0	0	5,792	0	0	17,375	0
Project management	0	88,808	0	0	88,808	0	0	88,808	0	0	266,425	0
EPWP	0	62,692	0	0	62,692	0	0	62,692	0	0	188,075	0
TOTALS	0	314,042	0	0	314,042	0	0	314,042	0	0	942,125	0

EXPENDITURE SUMMARY BY CLASSIFICATION

EXPENDITURE CLASSIFICATION	EXPENDITURE 2010/11				TOTALS
	SUMMARY (Exp Classifications) - PER GPS VOTE				
	Management	Civil Engineering	Project management	EPWP	
Personnel expenditure	1,671,700	0	837,600	614,700	3,124,000
General expenditure	208,500	68,400	227,000	136,300	640,200
Repairs and maintenance	800	1,100	1,100	1,300	4,300
Contribution to capital layouts	0	0	0	0	0
Capital charges	0	0	0	0	0
Contribution to funds	0	0	0	0	0
Total	1,881,000	69,500	1,065,700	752,300	3,768,500

**PROJECTS
SANITATION**

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 20010/2011	External source If any direct allocation form MIG to local municipalities	2011/112	2012-2013	Ward
Naledi	Installation of Sewer Networks(113 Households) Vanstadenrus	30 July 2010	30 June 2011	R1 500 000		R8 000 000		
Mangaung	Contractor Training (MDM)	30 July 2010	30 June	R1,264,100				

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 20010/2011	External source If any direct allocation form MIG to local municipalities	2011/112	2012-2013	Ward
			2011					
Mantsopa	Hobhouse Bucket Eradication	30 July 2010	30 June 2011	R2 000 000		R2 000 000		
Mantsopa	Tweespruit Bucket Eradication	30 July 2010	30 June 2011	R2 000 000		R2 000 000		
Mantsopa	Platberg Waterborne Sewer and Toilets	30 July 2010	30 June 2011	R8 000 000				

Water

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2010/11	External source If any MIG to local municipality	2011/12	2012/13	Ward
Naledi	Upgrading of water purification plant Van Standensrus	30 July 2010	30 June 2010	R1 700 000			500 000	

Electricity

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2010/11	External source If any	2011-2012	2012-2013	Ward
	No projects planned for 2010-2011 financial year							

Roads and Storm water

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2010/11	External source if any	2011/12	2012/13	Ward
Naledi	Upgrade internal roads (Dewetsdorp)	30 July 2010	30 June 2011	R3 000 000		4 000 000		
Naledi	Upgrading storm water drainage	30 July 2010	30 June 2011	R1 900 000		3 000 000		
Mangaung	Paving of roads (Botshabelo Cemetery)	30 July 2010	30 June 2011	R1 500 000				
Mangaung	Paving of roads (Thaba Nchu)	30 July 2010	30 June 2011	R1 500 000				
Mangaung	Upgrade of roads (Botshabelo)	30 July 2010	30 June 2011	R798 200				
Mangaung	Upgrade of roads (Thaba Nchu)	30 July 2010	30 June 2011	R937 700				

EPWP

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2010/11	External source if any	2011/12	2012/13	Ward
Mantsopa	Restoration of Municipal Offices – Labour Intensive	30 July 2010	30 June 2011	R870 000				

CEMETRIES

Project	Project Deliverable	Planned/Actual Starting Date	Planned / Actual finish date	Project cost - 2010/11	External source If any	2011-2012	2012/13	Ward
	No projects planned for 2010-2011 financial year							

SOCIAL DEVELOPMENT

HEALTH

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Monitor / Implement	Ensure the provision of	Three service level	<ul style="list-style-type: none"> • Three service 	<ul style="list-style-type: none"> • Dispatch the 	<ul style="list-style-type: none"> • Receive the reports 	<ul style="list-style-type: none"> • Receive the 	Receive the reports from	Cooperation from the local

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Municipal Health Services	the environmental health services	agreement concluded for 2009/10 financial year	level agreement to be concluded for 2010/11 <ul style="list-style-type: none"> • Submission of quarterly reports by LM's to the district • Consolidate / Develop the district report 	<ul style="list-style-type: none"> • first 25% of the allocations to the three locals • Receive quarterly implementation plans from locals with clear indicators <p>Develop/submit the first quarterly report to section 80 for council consideration</p>	<ul style="list-style-type: none"> • from locals, evaluate progress • Conduct visits to Hot-Spot areas • conduct visits to hot-spot areas • develop a report to section 80 for council consideration • Dispatch the second batch of the allocation to the three locals 	<ul style="list-style-type: none"> • reports from locals, evaluate progress and • Conduct visits to Hot-Spot areas • develop a third report to section 80 for council consideration <p>Dispatch the third batch of the allocation to the three locals</p>	<ul style="list-style-type: none"> • locals, evaluate progress and • Conduct visits to Hot-Spot areas • develop a fourth report to section 80 for council consideration • Dispatch the fourth batch of the allocation to the three locals 	municipalities as well as delay in decision making processes
Ensure	Number of	Annual	• Functiona	Schedule of	Support one	Support one	Support one	Lack of

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
effective and functional District Health Council	programmes and projects undertaken	Report available	<p>l and sustainable health structures</p> <ul style="list-style-type: none"> • Prioritize and implement rural health programmes • Nutrition / Healthy life style 	<p>meetings developed and adhered to</p> <p>Conduct visits to clinics / rural health centres in MDM and compile a report</p> <p>Conduct one campaign in all three locals</p>	<p>project from DHC and submit a report</p> <p>Meeting all clinic committees</p> <p>Conduct one campaign in all three locals</p>	<p>project from DHC and submit a report</p> <p>Visit clinics/rural health centres and compile a report</p> <p>Conduct one campaign in all three locals</p>	<p>project from DHC to submit a report</p> <p>Visit all Hospitals /rural health centres in MDM and compile a report</p> <p>Conduct one campaign in all three locals</p>	<p>decision-making</p> <p>Commitment from all stakeholders</p>
Review the District Health Plan	Develop district strategies	Provincial Plan	<ul style="list-style-type: none"> • Develop public participation process plan • Submit the draft district health plan • Co-ordinate / implement the district 	Obtain approval on the process plan and undertake participation process	Compile the first draft document and circulate it for inputs	Submit the final draft to District Health Council and Department of Health for approval	Implementation of the reviewed plan	<p>Commitment from stakeholders</p> <p>Budgetary constraints</p> <p>Decision making processes</p>

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

Occupational Health

OUTPUT INDICATOR

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

Environmental Management

Objective:

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

enhance the quality of life through protection of natural resources for the benefit of current and prospective generations

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Coordinate Environmental Awareness Campaigns in the District	Number of educational programmes and celebration days	Three awareness campaigns and celebrations conducted	Awareness programme conducted in the three locals focusing on climate change and celebration days per LM	Conduct one campaign on climate change with community members	Conduct campaign focusing on Earth Hour (saving electricity) Meeting with stakeholders to address issues of the cleanest municipal awards	Convene a stakeholder workshop on greening and cleaning	Conduct an awareness campaign focusing on waste management in line with provincial activities	
Implement an Emissions Licensing Function for MDM	Compile an Air Quality Emissions Inventory and a Dispersion Model for MDM	Baseline study on Air Quality Management in MDM	Compile a database of all industries in the district Purchase a software that will calculate amount of emissions produced	Consultation with locals for submission of registered industries Develop terms of reference for purchasing a software	Appointment of the service provider Register all industries in the software	Convene a stakeholder workshop on new regulations-Air quality management Conduct awareness campaign on developments around air quality	Compile an analysis report and submit it to sec-80	Limited resources Commitment from stakeholders Cooperation from industries Decision-making

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
						management		
Sustain an Environmental Management Forum	Number of meetings held	One District Forum	One meeting per quarter	One meeting per quarter	One meeting per quarter	One meeting per quarter	One meeting per quarter and report	Availability of municipal and provincial personnel
Support Municipalities in ensuring the implementation of greening and cleaning projects	All LM's capacitated for the implementation of IWMP	IWMP developed	Business plans submitted by LM's	Invitation of business plans; review of guidelines and develop participation programme	Submit CTC report and SWOT analysis and Meeting for feedback with LM	Implement the plans as submitted/discussed with locals	Draft 2011/12 programme with DTEEA	Provincial programme not finalised Commitment from locals Adherence to deadlines
Develop IEMP for Naledi	IEMP for Naledi developed and implemented	None	1 IEMP developed and implemented for Naledi & Mantsopa	Develop Terms of Reference (ToR) and advertise	Appoint service provider	Draft IEMP for Naledi	Final Approved.	Decision-making process Budgetary constraints
Develop IEMP for Mantsopa	IEMP for Naledi developed and implemented	None	1 IEMP developed and implemented for Naledi & Mantsopa	Develop Terms of Reference (ToR) and advertise	Appoint service provider	Draft IEMP for Mantsopa	Final Approved.	Decision-making process Budgetary constraints
Implement composting / greening and recycling projects	Institutional buy-in in to a composting programme	Completed a feasibility study report	<ul style="list-style-type: none"> Acquire relevant resources for the implementation of the 	Implement the EIA recommendations Obtain project	Monitor the implementation of the project	Monitor the implementation of the project	Develop progress report on the implementation of the project	lack of cooperation as well as lack of decision making by

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

Community Development

Sports & Recreation

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Assist with capacity building program on legislation and life skills	Number of capacity building awareness and life skills programme	One capacity building workshop in Mantsopa LM held	One capacity building per Local Municipalities for sports administrators in partnership with SAFA and DSC	Develop the programme in consultation with LM's Identification of talent on both sport and art	Capacity building as per the program for Sport Coaches Support and capacitate the emerging artist	Assessment report Issuing of the certificate	Registration of the second group of both Coaches and Artists	Selection of the <i>right</i> persons and their loyalty to the project.
Participate in Sport,	Number of programmes,	Four sport programmes	Support at least one	Support 2010 FIFA World	Participate in the	Consultation with LMs and	Consultation with DSC,	Stakeholder participation

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Recreation and events	projects and events in each LM's	in the MDM held	event per local municipality; <ul style="list-style-type: none"> • Indigenous games in all locals • Stage Hub Sport Festival • Talent search • Support 2010 FIFA World Cup • District OR Tambo Games 	Cup Consultation with LMs Talent search	preparations for the District O R Tambo Games Stage the District O R Tambo Games Participate in the Provincial O R TAMBO Tournament	all Sport bodies Stage Hub Sport Festival	DoE, and LMs on implementation of Indigenous games in all locals	Limited resources
Participate in Arts and Culture	Number of programmes, projects and events in each LM's	Three sustainable Arts and culture events	Support the ff events in the LM's <ul style="list-style-type: none"> •Mangaung – MACUFE •Mantsopa – Pelican •Annual Cultural Festival in Naledi 	Consultation and participation in the preparations for the events	Mangaung – MACUFE	Mantsopa – Pelican	Annual Cultural Festival in Naledi	Commitment from stakeholders Decision-making by LMs
Support LM's	Development	One project	Support three	Consult all	Monitoring	Monitoring	Monitor the	Budgetary

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
with poverty alleviation programs	of a new poverty alleviation per LM's	supported (Boipithlelo project) in Mangaung	poverty alleviation projects in the district <ul style="list-style-type: none"> • Implement phase two of brick-making project in Botshabelo • Implement phase two in Thaba-Patchoa Vegetable Gardens and Chicken Hatchery • Support Poverty Alleviation project in Naledi 	relevant stakeholders	the Implementation	and evaluation	implementation and compile a report	Constraints Decision-making
Implement community social Upliftment programs	Coordinated projects intended to uplift social status of communities	None	Support provided to at least 11 wards in the district	Consultation with all ward councillors and ward committees	Compile needs assessment report on the status of households	Implement projects as recommended by ward councillors and committees	Implement projects as recommended by ward councillors and committees	Commitment from role-players

PUBLIC SAFETY AND DISASTER MANAGEMENT

Disaster Management

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support for safety and security, crime prevention	Co-ordinate community safety and security and crime prevention programmes	Draft MoU	<ul style="list-style-type: none"> Partnership with the Provincial Department Signing of Memorandum of Understanding (MoU) 	Participate and support programmes as agreed by parties	Participate and support programmes as agreed upon by parties	Participate and support programmes as agreed upon by parties	Participate and support programmes as agreed upon by parties	Lack of commitment from the stakeholders and decision making
Implement the Disaster Management Framework in the district	Number of projects undertaken	One Disaster Management Framework	Conduct risk assessment analysis in Mangaung	Advertisement and appointment of service provider	Implementation and progress reports on the project	1 st Draft presented by service provider	Stakeholder participation on the 1 st draft	Decision-making
Support LM's to sustain Disaster Management Forum	Number of meetings held	Three LM's Disaster Management Forum established	One meeting per quarter	One meeting per quarter	One meeting per quarter	One meeting per quarter	One meeting per quarter And report	Lack of Human resource/.per sonnel
Improve the control rooms for Naledi and Mantsopa	Number of control rooms improved in LM's	One control room fully functional	One control room fully function per LM's	Implement the needs per each Control room (Naledi and	Install all the equipments Programming of radios	Report		Limited resources

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				Mantsopa) as identified Advertise/procure the service				
High Sites rental payments	Annual payment of Licences	Two frequency licences maintained	Fully operational radio network system	Communication With the stake holders involved	Request the invoice from the ICASA and ITL Sysman	Payment of the ICASA licence		Lack of decision making
Conduct awareness campaigns in the district	Number of awareness programmes developed and capacitating volunteers	<ul style="list-style-type: none"> • 168 volunteers trained • Five awareness campaigns conducted 	One awareness programme per quarter <ul style="list-style-type: none"> • Conduct simulation exercises • ISDR Celebration • Household Fire Awareness • Disaster Management at Schools – Jimmy the Monkey 	Household Fire Awareness	Conduct simulation exercises	Disaster Management at Schools – Jimmy the Monkey	ISDR Celebration	Participation and commitment by stakeholders

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Ensure proper management of the disaster relief fund	Management of the Fund as and when required	None	Management of the Fund as and when required	Management of the Fund as and when required	Management of the Fund as and when required	Management of the Fund as and when required	Management of the Fund as and when required	Submissions by locals/ward councillors

Human Resources:

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

Vote according to GPS	July 2010			Aug 2010			Sept 2010			Total 1st Quarter 2010-2010		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R

Vote according to GPS	July 2010			Aug 2010			Sept 2010			Total 1st Quarter 2010-2010		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	176,883	0	0	176,883	0	0	176,883	0	0	530,650	0
Community Services	0	111,500	0	0	111,500	0	0	111,500	0	0	334,500	0
Health	0	66,367	0	0	66,367	0	0	66,367	0	0	199,100	0
Disaster Management	0	111,900	0	0	111,900	0	0	111,900	0	0	335,700	0
TOTALS	0	466,650	0	0	466,650	0	0	466,650	0	0	1,399,950	0

Vote according to GPS	October 2010			November 2010			December 2010			Total 2 nd Quarter 2010-2011		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	176,883	0	0	176,883	0	0	176,883	0	0	530,650	0
Community Services	0	111,500	0	0	111,500	0	0	111,500	0	0	334,500	0
Health	0	66,367	0	0	66,367	0	0	66,367	0	0	199,100	0
Disaster Management	0	111,900	0	0	111,900	0	0	111,900	0	0	335,700	0
TOTALS	0	466,650	0	0	466,650	0	0	466,650	0	0	1,399,950	0

Vote according to GPS	January 2011			February 2011			March 2011			Total 3rd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	176,883	0	0	176,883	0	0	176,883	0	0	530,650	0
Community Services	0	111,500	0	0	111,500	0	0	111,500	0	0	334,500	0
Health	0	66,367	0	0	66,367	0	0	66,367	0	0	199,100	0
Disaster Management	0	111,900	0	0	111,900	0	0	111,900	0	0	335,700	0
TOTALS	0	466,650	0	0	466,650	0	0	466,650	0	0	1,399,950	0

Vote according to GPS	April 2011			May 2011			June 2011			Total 4th Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	176,883	0	0	176,883	0	0	176,883	0	0	530,650	0
Community Services	0	111,500	0	0	111,500	0	0	111,500	0	0	334,500	0
Health	0	66,367	0	0	66,367	0	0	66,367	0	0	199,100	0
Disaster	0	111,900	0	0	111,900	0	0	111,900	0	0	335,700	0

Vote according to GPS	April 2011			May 2011			June 2011			Total 4th Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management												
TOTALS	0	466,650	0	0	466,650	0	0	466,650	0	0	1,399,950	0

EXPENDITURE SUMMARY BY CLASSIFICATION

EXPENDITURE CLASSIFICATION	EXPENDITURE 2010-11				TOTALS
	SUMMARY (Exp Classifications) - PER GPS VOTE				
	Management	Community Services	Health	Disaster Management	
Personnel expenditure	1,844,400	1,205,200	614,600	1,205,200	4,869,400
General expenditure	277,500	132,100	180,900	136,900	727,400
Repairs and maintenance	700	700	900	700	3,000

Contribution to capital layouts	0	0	0	0	0
Capital charges	0	0	0	0	0
Contribution to funds	0	0	0	0	0
Total	2,122,600	1,338,000	796,400	1,342,800	5,599,800

ECONOMIC DEVELOPMENT

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support and establishment of cooperatives	Establishment of different forms of cooperatives informed by economic opportunities in their respective wards.	Data base	Set up 5 cooperatives in the district.	Naledi: 1 in Vanstadensrus; 1 in Wepenaar	Mantsopa: 1 in Excelsior,	Mantsopa: 1 Hobhouse	1 Ladybrand	Ward demarcations could be a challenge, failure of people to work as a collective/group.
Training and	To maintain a	Data base in	Train 30	Invite service	Coordinate	Assess	Assess	Non attendance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
mentoring of SMMES's to encourage self employment	data base of SMME. that have been trained and train more to make a meaningful impact in the economy	place and 90 SMME's trained.	SMME's in the Mangaung	providers to bid for training of 30 SMME's in Mangaung. Appoint a service provider to train SMME's basic business skills..	Training of 30 SMME's in Mangaung to assist them to manage their businesses for sustainability	lessons learnt form training and provide acknowledge ment certificates.	progress of business entity and growth of management skills of entrepreneurs that received training.	of relevant stakeholders
Supporting women initiatives towards creation of jobs	Support women initiatives to support women empowerment	Women initiatives are not separated from others	To support 6 functional and sustainable initiatives by women	Consultation with LM's to Identify existing/emergin g companies led or run by women	Support two identified projects per LM and provides mentoring.	Supports two identified projects per LM and provide mentoring.	Support one identified project per LM and provide mentoring.	Women business entities still struggling to surface and Lack of cooperation
Business /LED support and capacity building programmes	Support mainly existing projects/businesses and fairly support existing ones.	Ensure viability and sustainability of supported projects for purposes of economic growth.	Support at least 6 existing projects of emerging SMME's for sustainability	Consultation with LM's to Identify entities that face challenge and have the potential to grow and be sustainable. Draw list of projects that could draw investment potentials.	Invite creative proposals on re-engineering the economy and focus on identified areas. Support 2 in each LM.	Invite creative proposals on re-engineering the economy and focus on identified areas. Support 2 in each LM.	Draw a list of projects and businesses that have are in line with current economic trends in the district and the province.	None.
Tshepanang Milling (Mantsopa/H obhouse	Involved in the production of maize and flour	One	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Lack of ownership sense, inadequate support from

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
								local municipality.
Charcoal Project (Mantsopa/Excelsior)	Involved in the production and manufacturing Charcoal	One	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Lack of ownership sense, inadequate support from local municipality
Calphamius Trading and Projects. (Mangaung/Botshabelo)	Involved in the manufacturing of coffins, specialising in Caskets	One	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Provide support to emerging SMMES	Lack of ownership sense, inadequate support from local municipality
Maintain and Support operations of district economic forum	Ensure creation of a conducive platform and environment for stakeholders to engage in implementing strategies and programmes of economic development	Effectively promote collective partnership of public, business and non-governmental sectors to advance economic growth in the region.	At least one meeting of all stakeholders (Economic Forum) to sit in a semester	Develop a programme and convene a district forum meeting to brainstorm on the economic challenges of the region as presented in the economic analysis report.	Assess and consolidate Mantsopa's forum's recommendations/resolutions and compile a report.	Assess and consolidate Naledi's forum's recommendations/resolutions and compile a report.	Implement resolutions in line with the strategy and report thereof.	Commitment and devotion of stakeholders remains the only threat to the success of the forum's programmes.

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Development of eight farms in Vanstadensrus (Naledi)	For further infrastructural development and the implementation of various projects ranging from Poultry, feedlot, Game Reserve, Hydroponics.	None	Eight farms	Extend invitations through bids to service providers and appoint a project manager (Service Provider) for the second phase of the project.	Implement second phase of the project and monitoring of the implementation programme	Implement second phase of the project and monitoring of the implementation programme	Compilation of a report on the impact of this development.	Service Provider not performing according to specifications
Commonage Development	Locals to submit report/plan on the commonage development and management	200	To reach 200 targeted number by 2009/10	Consult with LM's in identifying capable people to constitute the Commonage Management Structures.	Establish Commonage Management Structures in Naledi, Mantsopa and Mangaung.	Pay site visits to commonages in the LM's.	Assess the impact that commonage development has had on the maintaining and sustaining live-stock. post establishment of management structures.	Funding may be a challenge. Lack of cooperation of live-stock owners in relation to management structures.
Weaving and	Training of	None	600 hundred	Identify 100 rural	Training of first	Training of	Assessment	Market, and in

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Beading (Mangaung/Thabanchu Trusts)	600 Rural Women in Weaving and Beading., and the implementation of the project		women assisted	women in each of the identified towns, namely; Hobhouse, Tweespruit, Excelsior, Thabanchu and Vanstadensrus, advertise and appoint a service provider (trainer) in weaving and beading.	300 women.	second batch, 300 women	level of skill acquired and creates room for the learners to enter into market through producing material out of learnt skills. Surrounding areas.	particular, the export market could be a challenge.
Establishment of Goat Dairy Farm in Naledi	Project focused on production of milk and importantly mohair to create Cinery with the project of 600 women in Thaba Nchu.	None	One Dairy goat	Monitoring and Assessment report to be submitted on the current state of live-stock.	Meet the beneficiaries in consultation with Naledi	Progress report	Progress report on Assessment of the impact on commonage development, maintain and sustain live-stock and the lives of the people of Naledi and Mantsopa in general .	Lack of sense of ownership from beneficiaries, inadequate support form local municipality.

TOURISM DEVELOPMENT

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Attending National and International Exhibitions (Tourism and Marketing Promotions)	Promotion of Motheo district tourism through attendance of local and international shows	Number of tourist inquiries & arrivals in the District	At least attend 3 domestic shows and two international shows	Attend 2 local exhibitions: 1: Destination Expo (Cape Town ICC) 2: Getaway show (Gauteng)	Attend one national and one international exhibition. 1: Cape Outdoor Adventure Travel. (Estate Franshoek) 2: World Travel Market. (Excel London, UK)	Attend 2 national exhibitions and 2 international exhibitions: 1: Beeld Holiday Show (Johannesburg) 2: Meetings Africa (Johannesburg/Gallgher Estate) 1: Vakantiebeurs Travel and Tourism (Natherlands) 2: International Tourism Bureau. (Germany)	Attend Indaba Durban and Outdoor Expo. Attend Outdoor Adventure Travel. (Johannesburg/Kyalami)	Lack of sufficient funds, global political landscape affecting international relations.
Support to existing Local Tourism Forums	Local forums properly maintained to fast track tourism delivery at local municipal level	All local tourism foras properly maintained with good operational capacity	3 local tourism foras supported accordingly in accordance with the relevant legislation	Consultation with Local Tourism Forums	Obtain / Receive submissions of business plans by LM's Forums	Disburse funding in Mantsopa Local Forum	Pre Launch of Mangaung and Naledi LM's and monitoring and evaluation report	Proper management of funds
Support all establishments to receive grading	To support establishments to receive	About 150 establishment in the district assisted to	Half of the establishments supported to receive	Convening a meeting to engage SMME's for	To grade 8 Mangaung	To grade 10 in Mangaung	7 Mantsopa	Assessors not being available when requested. Diminished

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	appropriate star grading	receive star grading	appropriate star rating	grading. The platform to be utilised to engage and identify establishments ready for grading. Consultation with Grading Council, Assessors, B&B Associations, FEDHASA (Federated Hospitality Association of South Africa) of and Local municipalities To fast-track grading especially post world cup.				commitment of the establishment owners due to moral that degenerated as a result of FIFA 's failure of not living up to initial arrangements around identifying some B&B's as potential stakeholders for 2010 games which resulted in some owners getting into bank debts to uplift the standards of their establishment as per FIFA standards.
Create and Support Information Centre (R26 Maloti Route)	Develop tourism products as part of focused	One information centre	One information centre	Consult with Naledi on partnership on the functionality	Ensure that the information office along R26 is ready	Identify volunteers on the creation of Maphikela Township Route	Full function of both centres.	Lack of cooperation from the community.

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
and Maphikela township Route Information Centre	tourism routes in rural areas. Archiving the historical background of the struggle of the people.			of the information office along R26 Maloti Route.	to function	Information Centre in collaboration with the ward committee and the ward councillor.		
Support and coordinate DEAT poverty Relief Projects	To provide support to funded DEAT poverty relief projects in the District	Provide after discretionary support to funded DEAT projects to function properly.	At least 3 projects supported	Consult with DEAT to identify projects that have been earmarked for poverty relief.	In consultation with relevant LM's, visit the project and provide after-care for sustainability	In consultation with relevant LM's, visit the project and provide after-care for sustainability	In consultation with relevant LM's, visit the project and provide after-care for sustainability	Communication breakdown between national office of DEAT and other stakeholders such as the provincial DEAT, LM's and the MDM.

Human Resources:

Position on staff established	No. of post	Filled	Vacant	Africans	White	Indian	Coloured
Management	1	1	0	1	0	0	0
General Managers	2	2	0	2	0	0	0
Managers	0	0	0	0	0	0	0

Coordinators	3	3	0	3	0	0	0
Professionals	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0
clerical	1	1	0	1	0	0	0
Part –time	0	0	0	0	0	0	0
Casuals	0	0	0	0	0	0	0

Vote according to GPS	July 2010			Aug 2010			Sept 2010			Total 1st Quarter 2010-2011		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	174,475	0	0	174,475	0	0	174,475	0	0	523,425	0
Tourism & Marketing	0	227,516	0	0	227,516	0	0	227,516	0	0	682,550	0
LED	0	95,742	0	0	95,742	0	0	95,742	0	0	287,225	0
TOTALS	0	497,733	0	0	497,733	0	0	497,733	0	0	1,493,199	0

Vote according to GPS	October 2010			November 2010			December 2010			Total 2 nd Quarter 2010-2011		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	174,475	0	0	174,475	0	0	174,475	0	0	523,425	0
Tourism & Marketing	0	227,516	0	0	227,516	0	0	227,516	0	0	682,550	0

Vote according to GPS	October 2010			November 2010			December 2010			Total 2 nd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
LED	0	95,742	0	0	95,742	0	0	95,742	0	0	287,225	0
TOTALS	0	497,733	0	0	497,733	0	0	497,733	0	0	1,493,199	0

Vote according to GPS	January 2011			February 2011			March 2011			Total 3rd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	174,475	0	0	174,475	0	0	174,475	0	0	523,425	0
Tourism & Marketing	0	227,516	0	0	227,516	0	0	227,516	0	0	682,550	0
LED	0	95,742	0	0	95,742	0	0	95,742	0	0	287,225	0
TOTALS	0	497,733	0	0	497,733	0	0	497,733	0	0	1,493,199	0

Vote according to GPS	April 2011			May 2011			June 2011			Total 4th Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp

	R	R	R	R	R	R	R	R	R	R	R	R
Management	0	174,475	0	0	174,475	0	0	174,475	0	0	523,425	0
Tourism & Marketing	0	227,516	0	0	227,516	0	0	227,516	0	0	682,550	0
LED	0	95,742	0	0	95,742	0	0	95,742	0	0	287,225	0
TOTALS	0	497,733	0	0	497,733	0	0	497,733	0	0	1,493,199	0

EXPENDITURE SUMMARY BY CLASSIFICATION

EXPENDITURE CLASSIFICATION	EXPENDITURE 2010/11			TOTALS
	SUMMARY (Exp Classifications) - PER GPS VOTE			
	Management	Tourism & Marketing	LED	
Personnel expenditure	1,733,800	2,293,600	782,800	4,810,200
General expenditure	359,200	435,900	365,300	1,160,400
Repairs and maintenance	700	700	800	2,200
Contribution to capital layouts	0	0	0	0

Capital charges	0	0	0	0
Contribution to funds	0	0	0	0
Total	2,093,700	2,730,200	1,148,900	5,972,800

OFFICE OF THE MUNICIPAL MANAGER

INTEGRATED DEVELOPMENT PLAN (IDP)

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Develop the IDP district framework	Submission to Council	Consult LM's IDP Managers	Ensure the implementation of the approved the District IDP Framework	Consultation with LM's	Approval of the draft IDP Framework	Implementation of the IDP Framework	Draft IDP	Non-availability of the relevant stakeholders due to other commitments
Establish the IDP representative forum	Develop a Schedule of IDP Reps Forum meetings	Implement the process plan	Ensure broad consultation through the Representative Forum	Compile the database of the members of the IDP Forum			Meeting with the IDP Forum members	Non-availability of the relevant stakeholders due to other commitments
Convene the IDP Steering Committee	Submit the IDP Framework	IDP Framework	IDP Steering Committee Meetings	Convene meetings as and when	Convene meetings to discuss the	Convene meetings to review the	Finalization of the IDP	Non-availability of the relevant

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			Convened	required	processes of the IDP	IDP		stakeholders due to other commitments
Ensure the alignment of the LM's IDP with the district IDP	<ul style="list-style-type: none"> Participate in LM's IDP Representative Forums Participate in LM's IDP Steering Committees 	Local IDP Process Plans	Ensure integrated planning in the district	Attend IDP meetings held in LM's	Participate in the IDP processes meetings of the LM's	Incorporate the LM's IDP in the district IDP	Meeting with the LM's to finalize the processes	Delay due to other commitments and non-availability of relevant stakeholders
Develop the IDP	Submission to council	Consult LM's IDP Managers	Roll-out the approved Plan	Implement the approved IDP Framework	Implement the approved IDP Framework	Implement the approved IDP Framework	Finalization of the IDP	Delay due to
To ensure alignment of the National Spatial Development Perspective (NSDP), Provincial Growth and Development Strategy (PDGS) and Spatial Development Framework (SDF) in the	Ensure integrated planning	District IDP Engagements Session	Improve IDP Credibility	Implement the IDP Framework	Implement the IDP Framework	Attend the IDP assessment	Improve on the comments received from the Assessment team	

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

INTERGOVERNMENTAL RELATIONS (IGR)

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

OUTPUT INDICATOR

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

OUTPUT INDICATOR

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

OUTPUT INDICATOR

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Cooperative agreements	Draft agreements submitted to section 80	Three LM's and District	As when such agreements are in place	Establish joint cooperation committee, develop a	Sittings of the joint cooperation committee	Draft agreements	Progress report	Delay in a process

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	committee council for approval.			programme and implement				
Liaise and participate in SALGA IGR Forum	Meetings and inputs made.	Number of Reports submitted.	Effective Participation in SALGA	Participate in SALGA meetings and submit reports	Provide feedback to the relevant structures in the MDM including IGR Forum	Identify relevant issues for the implementation and Engagements with LM's	Progress report compiled and submitted	None
Perform head of protocol function for visiting missions to MDM	Itinerary received for in-bound mission	Number of visiting missions delegation	Visiting/delegations	Develop an Itinerary and monitor progress	Implement itinerary	Implement itinerary	Compilation of report and submit a Report to the relevant structures	None
Monitor and evaluate official donor assistance in LM's policy implementation	Submit reports	Three LM's and district	Provide oversight role on capital funding received by LM's from international missions	Develop a framework and introduce to LM's for discussion	Implement the framework and monitor progress	Monitor and evaluate the reports received from LM's	Progress Report	
Investigate, enhance and maintain international relations	Manage international relations matters affecting MDM	Three LM's and District	Promote efficiency in international matters affecting MDM	Consult with the DIRCO	Gather relevant information for implementation	Develop a programme for MDM participation in international relations	Progress Reports	Lack of cooperation by other spheres of government

Organizational Performance Management System

Objective: To ensure operational Organizational Performance Management System

OUTPUT INDICATOR

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

Internal Audit

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Internal policy compliance	Monitor compliance; Create comparability across business unit	Review of compliance with municipality's policies and procedures	Focus on exceptions to policies and recommend preventive measures; Review of the effectiveness and efficiency of internal controls related to policies	Review of the Audit file for the financial year audit Evaluating the results of the fourth quarter on SDBIP	Evaluating the results of the quarterly reports on SDBIP	Evaluating the Mid term Report results and verification to the actual data.	Evaluating the results of the quarterly reports on SDBIP	

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Regulatory policy compliance	Control business risk posed by	Review compliance with rule,	Focus on regulatory compliance;	Internal Audit activities according the	Internal Audit activities according the	Internal Audit activities according the	Internal Audit activities according the	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	non-compliance; Manage regulatory relationships	laws and other relevant legislative requirements	Recommend ways to improve compliance with existing requirements and monitor new requirements;	approved annual plan	approved annual plan	approved annual plan	approved annual plan	

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Training and Development	Training and development	Steady stream of talent that knows the municipality and can move into management; problem-solving team to assist internal management	Review of business issues with need to acquaint personnel with municipal operations, culture, and issues	<ul style="list-style-type: none"> Risk Committee training on use of the risk software 	Review risk management register	Update and Review Risk Management implementation plan	Risk Management workshop	

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Review of the MDM Risk Assessment profile	Review of the MDM Risk Assessment profile	Maintain effective, efficient and transparent system of financial and risk management and internal controls.	Evaluate internal controls and monitor efficiency and effectiveness of operations	Review the Risk Implementation plan	Monitoring of the controls on the emerging risk as identified by internal audit	Monitoring of the controls on the emerging risk as identified by internal audit	Review and Update the risk register	

CS 8 Risk and Security Management

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Conduct situational analysis on the support required	Consultation with relevant stakeholders Formulation	Number of stakeholders consulted	Consolidated report to be submitted to the Acting COO	Develop district wide programme	Implementation of programme	Monitor and evaluate	Consolidated reports to be submitted	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	of report Submission to the Municipal Manager							
Facilitate the development of the Security Policies in LM's	Consultation with relevant stakeholders	Needs Analysis Report	Enhance the implementation of the Security Policies in LM's	Develop programme	Implement programme	Monitor and evaluate	Reports	

OUTPUT INDICATOR

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

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

OUTPUT INDICATOR

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

OUTPUT INDICATOR

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

OUTPUT INDICATOR

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

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

Shared Services Support

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Facilitate the establishment of a district IDP Steering Committee, IDP Forum	To provide support in developing the IDP process plan within the district	IDP Framework	Encourage participation of all stakeholders	Assist in the review of the District IDP Framework	Submit it for adoption	Assist in developing the IDP Action Plan	Convene the IDP Steering Committee as per the approved action plan	
Facilitate alignment and annual review of departmental sector plans	Ensure integrated planning	Departmental programmes Review	Good Cooperative Governance	Identify available sector plans	Assist departments to review sector strategic plans	Submit reviewed plans for adoption	Implement the reviewed plans	
Facilitate the alignment of credible IDP's with PGDS and NSDP	Achieve seamless integrated planning	IDP engagements	Ensure credibility of all the IDPs in the District	Develop a programme on consultation with LM's	Meet IDP officials in Naledi	Meet IDP officials in Manstopa	Meet IDP officials in Mangaung	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Facilitate the formulation and/or review of SDF	Promote synergy between the IDP and land Use management	Draft 2007-2008 SDF	Annually review the SDF	Consult with Spatial Planning Directorate in the Province	Identify stakeholders and develop a schedule of meetings	Develop a draft Review for 2009-2010	Submit it for public comments and adoption	
Promote provincial-municipal as well as inter-sectoral cooperation in prioritization, resource allocation and implementation	Promote inter-governmental planning, prioritisation, resource allocation and implementation	Five Year Local Government Strategic Agenda	Achieve objectives of the FSGDS and MDM IDP	Assist in the Implementation of the SDBIP	Consult stakeholders as per the adopted IDP Framework	Involve all stakeholders for inter-governmental planning in the district	Develop the IDP Implementation Analysis report	
Encourage cross-municipal benefits	Interact with LMS	Shared Service Support	Promote the use of best practice experiences	Develop a schedule of interactive visit to LM's	Identify capacity constraints and challenges	Identify best practice and systems	Assist with the Implementation of new programmes on best practices in LM's	
Encourage monitoring, evaluation and review of development	Receive reports on progress on projects	IDP Implementation analysis on priorities	Measure progress on implementation	Assist in developing the SDBIP	Assist in collating the first SDBIP quarterly report	Assist in collating the second SDBIP quarterly	Assist in collating the third SDBIP quarterly report	

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
programmes						report		
Use IDP nerve centre (IDPNC) as a key tool supporting intergovernmental Planning	Provide professional guidance on the formulation of district IDP/ SDF	IDP Nerve Centre	Provide support to IDP Managers in the District	Submit the adopted IDPs in the IDPNC	Update the district profile in the IDPNC	Update the district profile in the IDPNC	Update the district profile in the IDPNC	

WHIPPERY SUPPORT

OBJECTIVE:

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Management of the political environment	Develop a programme of the Triumvirate (Council Whip/ Executive Council /Speaker	Triumvirate programme completed and adopted.	A stable political environment at MDM	To develop a 6-months programme To convene three (3) meetings Meetings held	To convene three (3) meetings Meetings held	To develop a 6-months programme To convene three (3) meetings Meetings held	To convene three (3) meetings Meetings held	Lack of optimal participation by the three political principals

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	
Provide support to the Multiparty whipper	- Develop a programme of activities - Number of meetings of the whipper structure	A complete and adopted programme by MDM political parties	Programmes successfully implemented as scheduled	To develop a 6-months programme To convene two (2) meetings Meetings held as per programme Prepare and communicate	To convene two (2) meetings Meetings held as per programme Prepare and communicate	To develop a 6-months programme To convene two (2) meetings Meetings held as per programme Prepare and communicate	To convene two (2) meetings Meetings held as per programme Prepare and communicate	Lack of synchronisation of programmes of the District and LMs which may affect implementation

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				notices Compile and distribute agenda and minutes on stipulated time	notices Compile and distribute agenda and minutes on stipulated time	notices Compile and distribute agenda and minutes on stipulated time	notices Compile and distribute agenda and minutes on stipulated time	
Management of party offices	MDM party offices identify their needs	completed needs analysis submitted	Parties' offices carrying their administrative and political functions well	Coordinate reports on needs analysis from political parties offices	Assess Quarterly activity reports	Assess Quarterly activity reports	Assess Quarterly activity reports	Deviation from the needs analysis report and shortage of funds

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Provide support to party caucuses	- Develop a programme of activities - Number of meetings of the caucuses.	MDM political parties' caucuses completed and adopt their programmes	Meetings held successfully as per the programme	To develop a 6-months programme To convene two (2) meetings Meetings held	To convene two (2) meetings Meetings held	To develop a 6-months programme To convene two (2) meetings Meetings held	To convene two (2) meetings held Meetings held	Lack of synchronization of District and LMs programme which affect implementation.

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	
Coordination of study groups and clusters	- Develop a programme of activities - Number of meetings of study groups and clusters	A programme completed and adopted	Meetings held as per the programme	To develop a 6-months programme To convene two (2) meetings Meetings held as per programme Prepare and communicate notices Compile and	To convene two (2) meetings Meetings held as per programme Prepare and communicate notices Compile and	To develop a 6-months programme To convene two (2) meetings Meetings held as per programme Prepare and communicate notices Compile and	To convene two (2) meetings Meetings held as per programme Prepare and communicate notices Compile and	Deviation from the programme due to other urgent business of council

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				distribute agenda and minutes on stipulated time	distribute agenda and minutes on stipulated time	distribute agenda and minutes on stipulated time	distribute agenda and minutes on stipulated time	

OUTPUT INDICATOR

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Coordinate Whippery District Forum	- Develop a programme - Number of meetings of the Forum	a programme completed and adopted.	Programme implemented successfully	To develop a 6-months programme To convene one (1) forum meeting Meetings held as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	To convene one (1) meeting Meetings held as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	To develop a 6-months programme To convene one (1) meeting Meetings held as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	To convene one (1) meeting Meetings held as per programme Prepare and communicate notices Compile and distribute agenda and minutes on stipulated time	Lack of commitment to the Forum by whips from LMs
Establish best practices through interactive visit	- Develop a programme - Number of visits	A programme completed and adopted	Successful benchmarking exercise	To develop a 6-months programme in consultation with host institutions	one (1) visit undertaken	one (1) visit undertaken	Compile and distribute a Comprehensive Report	Availability of the host institutions to participate in the implementation of the

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				Visits undertaken as per programme	Compile a preliminary Report	Compile a preliminary Report	To organise a whippy discussion of the Report for implementation of resolutions.	bench-marking programme

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr- Jun	Limitations / Risks conditions
Organise and facilitate participation in strategic events	- Develop a programme - Number of events, organized and attended	adoption of a complete programme	Successful organization of and participation in events	To develop a 6-months programme and facilitate participation in one (1) event Compile a preliminary Report	Participation in one (1) event Compile a preliminary Report	To develop a 6-months programme and facilitate participation in one (1) event Compile a preliminary Report	Participation in one (1) event and compile a report Compile and distribute a Comprehensive Report	Availability of funds.

OFFICE OF THE SPEAKER:

Public Participation Support

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Coordinate all public participation forums in MDM	Develop public participation programme on projects	3 forums planned	One forum per quarter in order to ensure participation by all stakeholders	Develop a programme in consultation with LM's	One forum per quarter	One forum per quarter	One forum per quarter and report	Financial constraints
Provide support to all sector forums as per their requests	Develop support programme	All sectors as per request	To encourage public participation and effectiveness of the sector forums	Compile data base of all sector forum and develop a programme	Implement the programme	Implement programme	Monitoring and evaluation report	Non attendance
Facilitate district ward committee summit	Develop a programme for the summit	One summit per annum	Improve working relations amongst ward committees and councillors	Consultation with the LM's to develop a programme	Implementation of the programme	Implementation of the summit resolutions	Compilation and assessment report	Inactivity of target group
Capacity	Develop a	3 Local	To enable	Assess the	Develop a	Implement	Monitoring	Financial

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

COUNCIL SUPPORT

Objective:

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Facilitate provision of computer training for councillors	Develop skills audit on computer literacy	All councillors	Enable councillors to be computer literate	Develop a programme in consultation with LM's	Develop terms of reference and invite service provider	Appoint the service providers and implement the	Submission of certificates and compile a report	Financial constraints

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
						programme		
Capacity building for Councillors	Develop a training programme	3 trainings per annum	Enable councillors to perform their legislative functions	Identify training needs on legislative functions	Develop an implementation schedule, Invite and appoint service providers	Implement the programme	Compile a report	Financial constraints
Ensure and manage rotational system of District Speakers' Forum	Development of a programme	4 District Speakers' Forums	Promote Intergovernmental Relations	Develop a programme of rotational system and calling of the first sittings	Second sitting	Third sitting	Fourth sitting and compile a report	Non attendance
Re-constitution of the oversight committees	Identify all committees to re-constituted	4 committees	Promotion of good municipal governance	Constitute an oversight committees and develop a programme	First sittings of committees	Second sittings of committees	Third sitting of committee and compile a report	Non attendance

OFFICE OF THE EXECUTIVE MAYOR:

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

HIV/ AIDS

Objective:

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Campaign: HIV/AIDS education and communication – MDM ie 10 Schools per LM in the district to be identified and maintained	Identify and adopt 10 Schools per LM for a campaign on HIV/AIDS	<ul style="list-style-type: none"> • Naledi – 2 schools in Wepener, 2 in Vanstadenrus, 3 in Dewetsdorp & 3 Farm Schools • Mantsopa- 3 Schools Hobhouse, 2 in Tweespruit, 3 Ladybrand, 2 Excelsior • Mangaung- 5 Informal Settlement Schools, 3 in Thaba Nchu & 2 in Botshabelo 	10 Schools per LM	10 Schools per local municipality	10 Schools per local municipality	10 Schools per local municipality	Compilation of the report	Lack of cooperation of relevant stakeholders
Support the District Aids Council's programmes	Support Programmes, Campaigns and Workshops of the Council	Three LM's	Identified activities in the district	1 DAC meeting and 1 Workshop for New DAC Members	1 DAC meeting	1 DAC meeting	1DAC meeting and Compilation of the report	Non attendance of the relevant stakeholders due to other commitments

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Enhancement of strategic partnership with business sectors	Have representative of different government institutions and local NGO`s and CBOs	Representative of different government institutions and local NGO`s and CBOs	Representative of different government institutions, local NGO`s and CBOs	Identification of business people and compilation of database	Information sharing session and identification of a project	Implementation of a project identified	Compilation of report	Non attendance of the relevant stakeholders due to other commitments
Support Nutritional Programmes	Identify 6 project in 3LM	2 Projects per LM's	6 Projects in 3 LM's	Compile data base of beneficiaries and develop a programme	Implement 3 project per local Municipality as per the programme	Implement 3 project per local Municipality as per the programme	Compilation of report	Lack of cooperation from LM's and stakeholders
Support and participate in the National Calendar of Events	4 campaigns as per National Health Calendar	National Calendar of Events on HIV/AIDS	4 campaigns as per Calendar	1campaign as per National Health Calendar	2 campaign as per National Health Calendar	1 campaign as per National Health Calendar	Compilation of report	Financial Constraints
Early Christmas Celebration for children living with HIV/AIDS	Identify 3 project per local Municipal dealing with children	1 per Local Municipality	Identify 3 project per local Municipal dealing with children living with HIV/AIDS	Consultation with LM's with regard to identification of projects	Implementation of the identified projects in 3 local municipalities	Monitoring and evaluation	Compilation of report	Financial constraints
Identify and	Provide	1 per local	3 Home-	Identification	Meeting with	Implementation	Compile a	Financial

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

Youth

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support Moral Regeneration Programs	Submit and develop a clear program for the whole financial year integrated to	Implement the program as agreed amongst municipalities	Awareness programmes amongst young people and the middle aged	Consultation with LM's and relevant stakeholders	Drafting of the action plan	Implement the programmes as per the action plan	Programmes Evaluation and report	Lack of cooperation of LM's and relevant stakeholders

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	local municipalities							
Capacity Building program to youth structures in the district	Re established, more informed and sustainable youth structures in the district	Implementation of programs forwarded to the district by youth organization	Three established youth organization in the district	Consultation with the relevant stakeholders in the district	Development of action plan	Implementation of the action plan	Monitoring and evaluation report	Lack of cooperation of stakeholders
Support development of youth co-operatives	Number of youth economic and job creation programs	Development of researched youth empowerment document and programs	Fully functional mechanisms on youth economic empowerment programs	Conduct needs analysis in the district and compile a report	Consultation with the LED department with regard to findings of the analyses	Support the identified programmes as per resolutions of the consultation	Monitoring and evaluation report	Lack of response from the target groups Financial constraints
Support Youth Month and National Youth Day	Develop a campaign that would focus young people to all activities and projects aimed at youth month	Clarified program on roles and responsibilities of all structures participating	A full program containing every activity that will be implemented in time	Compilation and Assessment report on the previous Youth Month	Drafting the programme and incorporate the challenges identified in the assessment report	Consultation with youth stakeholders on the programme	Implementation of the build up and Youth Month programme	Financial constraints and Inactivity of the target group
Support and participate in the National Calendar of Events on the youth	Formalise the support that the municipality must provide to	Provide a calendar detailing the support and events	Program of action aimed improving our participation and support	Compilation and Assessment report on National Calendar	Drafting the programme and incorporate the challenges	Consultation with youth stakeholders on the programme	Implementation of the build up and National Calendar Events	Financial constraints and Inactivity of the target group

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	government and all youth development stakeholders			Events	identified in the assessment report		programme	

Disability

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

OUTPUT INDICATOR

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Celebrations of "Month of the Disabled"	Celebrate 'Month of the disabled' in the form of disseminating information on the National Framework for disabled people	Celebrate 'Month of the disabled' in the form of disseminating information on the National Framework for disabled people	Disabled people	One awareness campaign for disability issues	Celebration of the Month of the disabled	Assessment report	Develop a new programme for the next financial year	None
Support recreation and sports for the disabled	Encourage recreation and sports for the disabled	Encourage recreation and sports for the disabled	Disabled people within the MDM	Compile data base of sports activities of the disabled	One sport day for the disabled people per municipality	One sport day for people living with disabilities per municipality	Compilation of the progress report on the sports day for the disabled	None

GENDER

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

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
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Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Support initiatives for women –Job creation and economic empowerment	Support initiatives for job creation	Support initiatives for job creation	Young women in MDM	Compile new database of projects which needs financial assistance by collecting information from all three local municipalities through their SPO's	Identify a project and start preparing a submission	Do a site visit where identified project is situated	Implementation.	This needs to be directed to LED department as some entrepreneurs duplicate funding by writing to the office of the executive mayor and the LED dept
Ladies sports tournament	Promote participation of ladies in extramural activities	One Tournaments	Arrange one Ladies sport tournament	Compile a new database from 3 LM's through the SPO's of different sport codes women participate in.	Arrange meeting with SPO's of 3 LM's and some committee members of the sport codes.	Involve MDM sports committee on preparation for a sports tournament within the district.	Implement the sports tournament.	Non compliance by LM's. The appointment of events manager. Availability of funds.
Campaign on “No Violence against Aged/ women/ men and children by visiting old age homes”	Campaign against violence against women, children and the aged	Campaign against violence to women, children and aged	Women, children and the aged	Gather statistics on Domestic based violence reported cases and information from CGE and HRC	Implementation throughout the year, as abuse takes place every minute, hour, day, week or month. The programme on sixteen days of no	Continue activities on women, child and elderly abuse.	Continuation of awareness programs.	Funds not enough and the appointment of events manager.

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
					violence to women and children is just a highlight of abuse and when every one intensifies activities			
Celebration of Women's Month	Celebrate "women's month" in the form of dissemination of information, either through workshops or seminars by involving other relevant government departments	Celebrate "women's month" in the form of dissemination of information either through workshops or seminars and involve other relevant government departments	In MDM (celebration)	Meeting with 3 LM's SPO's and deciding on the event involving other stakeholders. Preparing submission and Celebration of Women's month.	Assessment of event	Develop a new programme	Invite suggestions from 3 LM's	Appointment of events manager
Exercise equipment for the aged	Identify type of Exercise equipments to be provided to private Old Aged Institutions not	Old Age Institutions in the District	One per LM	Database of all old age homes not subsidised by any provincial govt. dept e.g. Socdev	Meeting with relevant stakeholders to identify exercise equipment required	Distribution of the equipment to stakeholders	Completion of distribution.	Lack of commitment of CDW's and managers of old age homes in the 3 LM's not complying

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	subsidised by SocDev							with the documentation needed in order for MDM to support them. Availability of funds
Support the needy aged	Support Organizations that Provides care to the needy aged	Identify and support 1 aged care giver's organization per LM's	1 organization per LM's	Establish new database for needy aged	Meeting with stakeholders dealing with the needy aged	Support the needy aged as per resolution of the meetings	Completion of support.	Lack of commitment of CDW's and stakeholders in 3 LM's and availability of funds. Managers not complying with documentation needed in order for MDM to support the aged

MAYOR'S ADMINISTRATION POVERTY RELIEF FUND

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

OUTPUT INDICATOR

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

Human Resources:

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

Vote according to GPS	July 2010			Aug 2010			Sept 2010			Total 1st Quarter 2010-2011		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Municipal Manager	0	196,910	0	0	196,910	0	0	196,910	0	0	590,731	0
Chief Operations Officer	0	154,004	0	0	154,004	0	0	154,004	0	0	462,012	0
Intergovernmental Relations	0	92,766	0	0	92,766	0	0	92,766	0	0	278,297	0
Internal Audit	0	82,463	0	0	82,463	0	0	82,463	0	0	247,388	0
IDP Office		783,005			783,005			783,005			234,902	
Performance Management		74,839			74,839			74,839			224,516	
Shared Services		109,152			109,152			109,152			327,456	
Political Support (Mayor-Management)		451,851			451,851			451,851			1,355,553	
Political Support (Mayor-Committee Services)		169,451			169,451			169,451			508,352	
Political Support - Speaker		224,256			224,256			224,256			672,769	
Political Support – Council Whip		296,081			296,081			296,081			888,243	

Vote according to GPS	July 2010			Aug 2010			Sept 2010			Total 1st Quarter 2010-2011		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Political Support – Mayor Special Programs		183,387			183,387			183,387			550,162	
TOTALS	0	2,818,165	0	0	2,818,165	0	0	2,818,165	0	0	8,454,495	0

Vote according to GPS	October 2010			November 2010			December 2010			Total 2 nd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Municipal Manager	0	196,910	0	0	196,910	0	0	196,910	0	0	590,731	0
Chief Operations Officer	0	154,004	0	0	154,004	0	0	154,004	0	0	462,012	0
Intergovernmental Relations	0	92,766	0	0	92,766	0	0	92,766	0	0	278,297	0
Internal Audit	0	82,463	0	0	82,463	0	0	82,463	0	0	247,388	0
IDP Office		783,005			783,005			783,005			234,902	
Performance Management Shared Services		74,839			74,839			74,839			224,516	
Performance		109,152			109,152			109,152			327,456	
		74,839			74,839			74,839			224,516	

Vote according to GPS	October 2010			November 2010			December 2010			Total 2 nd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management												
Political Support (Mayor-Management)		451,851			451,851			451,851			1,355,553	
Political Support (Mayor-Committee Services)		169,451			169,451			169,451			508,352	
Political Support - Speaker		224,256			224,256			224,256			672,769	
Political Support – Council Whip		296,081			296,081			296,081			888,243	
Political Support – Mayor Special Programs		183,387			183,387			183,387			550,162	
TOTALS	0	2,818,165	0	0	2,818,165	0	0	2,818,165	0	0	8,454,495	0

Vote according to GPS	January 2011			February 2011			March 2011			Total 3rd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Municipal Manager	0	196,910	0	0	196,910	0	0	196,910	0	0	590,731	0

Vote according to GPS	January 2011			February 2011			March 2011			Total 3rd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Chief Operations Officer	0	154,004	0	0	154,004	0	0	154,004	0	0	462,012	0
Intergovernmental Relations	0	92,766	0	0	92,766	0	0	92,766	0	0	278,297	0
Internal Audit	0	82,463	0	0	82,463	0	0	82,463	0	0	247,388	0
IDP Office		783,005			783,005			783,005			234,902	
Performance Management		74,839			74,839			74,839			224,516	
Shared Services		109,152			109,152			109,152			327,456	
Performance Management		74,839			74,839			74,839			224,516	
Political Support (Mayor-Management)		451,851			451,851			451,851			1,355,553	
Political Support (Mayor-Committee Services)		169,451			169,451			169,451			508,352	
Political Support - Speaker		224,256			224,256			224,256			672,769	
Political Support – Council Whip		296,081			296,081			296,081			888,243	
Political Support – Mayor Special Programs		183,387			183,387			183,387			550,162	

Vote according to GPS	January 2011			February 2011			March 2011			Total 3rd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
TOTALS	0	2,818,165	0	0	2,818,165	0	0	2,818,165	0	0	8,454,495	0

Vote according to GPS	April 2011			May 2011			June 2011			Total 4th Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Municipal Manager	0	196,910	0	0	196,910	0	0	196,910	0	0	590,731	0
Chief Operations Officer	0	154,004	0	0	154,004	0	0	154,004	0	0	462,012	0
Intergovernmental Relations	0	92,766	0	0	92,766	0	0	92,766	0	0	278,297	0
Internal Audit	0	82,463	0	0	82,463	0	0	82,463	0	0	247,388	0
IDP Office		783,005			783,005			783,005			234,902	
Performance Management		74,839			74,839			74,839			224,516	
Shared Services		109,152			109,152			109,152			327,456	
Performance Management		74,839			74,839			74,839			224,516	
Political		451,851			451,851			451,851			1,355,553	

Vote according to GPS	April 2011			May 2011			June 2011			Total 4th Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Support (Mayor-Management)												
Political Support (Mayor-Committee Services)		169,451			169,451			169,451			508,352	
Political Support - Speaker		224,256			224,256			224,256			672,769	
Political Support – Council Whip		296,081			296,081			296,081			888,243	
Political Support – Mayor Special Programs		183,387			183,387			183,387			550,162	
TOTALS	0	2,818,165	0	0	2,818,165	0	0	2,818,165	0	0	8,454,495	0

FINANCIAL SERVICES: ADMINISTRATION

Sound Financial Administration

Objective: To secure effective financial administration

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
These services extend to include all the management functions of the Financial Services Department. Includes the functions of personnel management and training and implementation of the mandate of the Motheo District Municipality. But do not take the function of the accounting officer, which resides within the	<input type="checkbox"/> To ensure the completion of the 2009/2010 annual budget	Monthly financial report	By 10 th working day of the following month	14 Jul 2010 17 Aug 2010 14 Sep 2010	14 Oct 2010 13 Nov 2010 14 Dec 2010	15 Jan 2011 12 Feb 2011 12 Mar 2011	16 Apr 2011 14 May 2011 14 Jun 2011	Non-Compliance
	<input type="checkbox"/> To effectively respond to audit reports	Quarterly financial report	September 2009 December 2009 March 2010 June 2010	30 Oct 2010	29 Jan 2010	30 Apr 2011	30 Jul 2011	Non-Compliance
	<input type="checkbox"/> To ensure adherence to the approved budget	Report on the MFMA Implementation	September 2009 December 2009 March 2010 June 2010	30 Oct 2010	29 Jan 2010	30 Apr 2011	30 Jul 2011	Non-Compliance
	<input type="checkbox"/> Development of a movable asset maintenance plan	Report on Staff Benefits	September 2009 December 2009 March 2010 June 2010	30 Oct 2010	29 Jan 2010	30 Apr 2011	30 Jul 2011	Non-Compliance
	<input type="checkbox"/> Promote co-ordination of department activities and work programmes	Report on banking withdrawal	September 2009 December	30 Oct 2010	29 Jan 2010	30 Apr 2011	30 Jul 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
jurisdiction of the Municipal Manager. National and Provincial government legislation is adhered to and a constant communication line is kept.	<input type="checkbox"/> Financial Control <input type="checkbox"/> To maximize the utilization of resources allocated to the department. <input type="checkbox"/> To improve the productivity of employees assigned to the department <input type="checkbox"/> To comply with the prescribed reporting and accountability requirements	s	2009 March 2010 June 2010					
		Adjustment budget	November 2009 06-05May 2010 (If needed)	2010/2011	6 Nov 2010		31 May 2011	Non-Compliance
		Report on the Supply Chain Management Regulations	Monthly	14 Jul 2010 17 Aug 2010 14 Sep 2010	14 Oct 2010 13 Nov 2010 14 Dec 2010	15 Jan 2011 12 Feb 2011 12 Mar 2011	16 Apr 2011 14 May 2011 14 Jun 2011	Non-Compliance
		Report on Bidding Processes	Submit report after sitting of Adjudication Committee	As required	As required	As required	As required	Non-Compliance
		Monthly financial report to the Executive Mayor	By 10 th working day of the following month	14 Jul 2010 17 Aug 2010 14 Sep 2010	14 Oct 2010 13 Nov 2010 14 Dec 2010	15 Jan 2011 12 Feb 2011 12 Mar 2011	16 Apr 2011 14 May 2011 14 Jun 2011	Non-Compliance
		Budget Time Table	By August 2010	Approval by the 31 Aug 2009	Monitoring Of the implementation	Monitoring Of the implementation	- Monitoring Of the implementation	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
					n	n	n	
		Table Draft Budget to Council	By 17 April 2010	Development of the template	Consultation with the relevant stakeholders	March 2010 Tabling of the draft budget	Advertisement of the draft budget Sourcing of the inputs	Non-Compliance
		Facilitate Budget consultation process with Senior Management	Dates determined by approved Budget Time Table	Consult before Aug 2010	Inputs before Dec 2010	Final Consultation Mar 2011	Final May 2011	Non-Compliance
		Facilitate Budget consultation process with Budget/Finance Committee	Dates determined by approved Budget Time Table	Consult before Aug 2010	Inputs before Dec 2010	Final Consultation Mar 2011	Final May 2011	Non-Compliance
		Assist the consultation process regarding IDP and Budget consolidation with Budget/Finance Committee	Dates determined by approved Budget Time Table	IDP review started by Sep 2010	Final inputs by Dec 2010	Draft Mar 2011	Final May 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Prepare annual budget for approval by council before end May	By 31 May 2010	Consultation	Consultation	Consultation	31 May 2011	Non-Compliance
		Submission of Draft and final approved Budget and all documents required by the MFMA and National Treasury to Provincial Treasury	By 15 June 2010	Consultation	Consultation	Draft by end Apr 2011	Final before end of Jun 2011	Non-Compliance
		Approving all submissions and requisitions for goods and services of all directorates for	Daily by 16H00	All submissions	All submissions	All submissions	All submissions	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		budget, policy and financial control.						
		Weekly meeting with the Municipal Manager on all Financial aspects of the municipality	Weekly (As scheduled by MM)	10 – 13 meetings	10 – 13 meetings	10 – 13 meetings	10 – 13 meetings	Non-Compliance
		Weekly meeting with the management team of the Finance Directorate	Weekly (Mondays)	10 – 13 meetings	10 – 13 meetings	10 – 13 meetings	10 – 13 meetings	Non-Compliance due to other commitments
		Monthly meeting with all personnel of the Finance Directorate	Monthly (First Friday of each month)	3 Jul 2010 7 Aug 2010 4 Sep 2010	2 Oct 2010 6 Nov 2010 4 Dec 2010	8 Jan 2011 5 Feb 2011 5 Mar 2011	9 Apr 2011 7 May 2011 4 Jun 2011	Non-Compliance due to other commitments
		Monthly	(First	7 Jul 2010	6 Oct 2010	5 Jan 2011	6 Apr 2011	Non-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		meeting with the Executive mayor on all Financial aspects of the municipality	Tuesday of month – accompanying the MM)	4 Aug 2010 1 Sep 2010	3 Nov 2010 1 Dec 2010	2 Feb 2011 2 Mar 2011	4 May 2011 1 June 2011	Compliance due to other commitments
		Submission of Annual Financial Statements as per required standards to the Auditor General for audit.	By 31 August 2010	31 Aug 2010	6 Oct 2010 3 Nov 2010 1 Dec 2010	5 Jan 2011 2 Feb 2011 2 Mar 2011	6 Apr 2011 4 May 2011 1 June 2011	Non-Compliance
		Coordinating and finalization of all audit queries by the Auditor General	By November 2010		30 Nov 2010 Responding to Management Letter	2 Mar 2011	1 June 2011	Non-Compliance
		Submission of Auditor General's	At the next ordinary meeting of council			29 Jan 2010		Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		report to Council. Accompanied by own report to Council	following the receipt of the A/G report					
		Attending all CFO Forums. Preparation of inputs and submission of required reports	Provincial CFO Forum, District CFO Forum and Salga CFO meeting as scheduled	As scheduled	As scheduled	As scheduled	As scheduled	Non-Compliance
		Preparation and submission of special reports required by Finance Committee, Mayoral committee, Executive Mayor and council	Preparation if items for next meeting following the instruction .	Quarterly per roster of Council meetings	Quarterly per roster of Council meetings	Quarterly per roster of Council meetings	Quarterly per roster of Council meetings	Non-Compliance

FS 1.2 Procurement Unit

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Procurement as detailed in the MFMA	These services extend to include the management of all purchases and sell of goods and services occurring in the Motheo District Municipality. Includes the function of procurement process and asset management. And taken into account	Verify that quotations or tenders are attached to orders (daily)	Daily Basis	As Submitted	As Submitted	As Submitted	As Submitted	Non-Compliance
		Examine and authorize orders (daily)	Daily basis	As Submitted	As Submitted	As Submitted	As Submitted	Non-Compliance
		Monitor follow up on outstanding orders	Monthly and at end of financial year 30 June 2010	31 Jul 2010 31 Aug 2010 30 Sep 2010	30 Oct 2010 30 Nov 2010 31 Dec 2010	29 Jan 2011 26 Feb 2011 31 Mar 2011	30 Apr 2011 31 May 2011 30 Jun 2011	Non-Compliance
		Verify advertisements to invite prospective service providers to be listed on the MDM	Annually – before 30 June 2010				30 Jun 2011	Non-Compliance
		Ensure that	Update of	As	As	As	As	Non-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	the responsibility of Tender Procedures which lies in the three Bid Committees (Tender Committee) and the accounting officer, i.e. Municipal Manager. National and Provincial government circulars are adhered to.	new creditor files are created on the financial system when the info of an approved prospective service providers is received in order to effect payment and keep history of creditor transactions	database on a daily basis with verifying of orders	Submitted	Submitted	Submitted	Submitted	Compliance
		Check that creditor master file is updated with new information regarding existing creditors when received.	Update of database on a daily basis with verifying of orders	As Submitted	As Submitted	As Submitted	As Submitted	Non-Compliance
		Ensure that copy of	Data base must be				30 Jul 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		the creditors master file is supplied to various departments to ensure quotations and procurement is done from the file	done by 1 July 2010					e
		Attend the adjudication committee meetings to ensure: transparency and clarities as an advisor	Quarterly meeting as per BID Committee Schedule and legislation	As required	As required	As required	As required	Non-Compliance
		Inform the Mayor, Auditor-General, Provincial/National treasury about any deviations from the recommendations of the	Weekly by 10 th working day of every quarter September 2009 December 2009 March 2010	14 Sep 2010	14 Dec 2010	12 Mar 2011	14 Jun 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		evaluation committee	June 2010					
		Attend bid committee meetings and compilation of the submission to the Accounting Officer as an Adjudicator for approval	Quarterly meeting as per BID Committee Schedule and legislation	As required	As required	As required	As required	Non-Compliance
		Ensure that bids are evaluated in terms of Preferential Procurement Policy Framework Act 5 of 2000 and according to specifications	Before the Bid Evaluation Committee meeting scheduled	As required	As required	As required	As required	Non-Compliance
		Calculate depreciation and revaluation of Immovable	By 30 June 2010	Calculations	Calculations	Calculations	Consolidation 30 Jun 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		assets						
		Supply information to insurance broker for yearly review of premiums with regard to fixed assets and inventory	By 30 June 2010	Monitoring	Monitoring	Review of the insurance	Consolidation and submission of reports by S30 Jun 2011	Non-Compliance
		Ensure that all purchased assets are entered on the asset register	Daily – when new assets are procured	Reconcile Monthly	Reconcile Monthly	Reconcile Monthly	Reconcile Monthly	Non-Compliance
		Approve transfer of Assets from one department to another	As required by directorates	Reconcile Monthly	Reconcile Monthly	Reconcile Monthly	Reconcile Monthly	Non-Compliance
		Provide Training	Assist with the skills audit and identify officials for training by	Identify training needs of finance	Submission of training needs identified to Human Resource Development	Monitoring and Evaluation	Compile the database of all trained finance staff	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			HR Section					
		Provide guidance on the condition of service and LRA	When necessary	On-going	On-going	On-going	On-going	Non-Compliance
		Deal with grievances and job related problems	When necessary	On-going	On-going	On-going	On-going	Non-Compliance

Budget Office

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Establishment and running of a Budget	These services extend to include	Compile multi-year budgets as a financial plan	Budget Time Table by 30 August	Budget time-table 31 Aug 2010	Consultation with stakeholders	Submission of the Draft Budget 31 March 2011	Advertisement of the draft budget and the sourcing of the	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Office as prescribed by the MFMA	the adherence to the MFMA regarding budget procedures and financial statements. Includes the function of producing the annual budget as per the budget time table, the monitoring and reporting as required by the MFMA. Includes the compilation of the Annual	for the next year by: Planning of budget process	2010, Draft budget by 30 April 2010 and budget for approval by 31 June 2010				inputs from the stakeholders Submission of the Budget by the 31 May 2011	
		Inform departments of all relevant information needed to comply with National Treasury requirements and assist where needed	As per Budget Time table	Ongoing	Ongoing	Ongoing	Ongoing	Non-Compliance
		Collect all information from departments and verify for correctness	As per Budget Time table	Ongoing	Ongoing	Ongoing	Ongoing	Non-Compliance
		Oversee capturing of data for correctness	By 15 April 2010 to capture data	Consultation with stakeholders	Consultation with stakeholders	Final verification Of the financial data	Amendments Based on the information received	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	Financial Statement according to standards required by legislation. I.e., IMFO, GAMAP and adherence to the MFMA and Auditor General's Act	and completeness						
		Prepare draft budget	By 30 April 2010	Collection of data	Collection of data	Collection of data And consolidation of data	Table the draft budget 31 March 2011	Non-Compliance
		Compile budget reports	Monthly by 10 th of following month	10 Jul 2010 11 Aug 2010 10 Sep 2010	9 Oct 2010 10 Nov 2010 10 Dec 2010	11 Jan 2011 10 Feb 2011 10 Mar 2011	9 Apr 2011 10 Mar 2011 10 Jun 2011	Non-Compliance
		Submit reports to National and Provincial Treasury	Monthly by 10 th of following month	10 Jul 2010 11 Aug 2010 10 Sep 2010	9 Oct 2010 10 Nov 2010 Dec 2010	11 Jan 2011 10 Feb 2011 10 Mar 2011	9 Apr 2011 10 Mar 2011 10 Jun 2011	Non-Compliance
		Draft budget report and speech for approval of budget by: Collect, prepare, summarise all information	By 15 May 2010	Consultation with stakeholders	Consultation with stakeholders	Consolidation of all collected financial data	14 May 2011	Non-Compliance
		Write report in accordance with National Treasury	By 15 June 2010	Ongoing	Ongoing	Ongoing	15 Jun 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		guidelines and requirements and MFMA requirements						
		Consult with Chief Financial Officer for completeness and accuracy	By 1 st May 2010	Consultation with stakeholders	Consultation with stakeholders	Consultation with stakeholders	Consultation with stakeholders	Non-Compliance
		Prepare documentation for external printers	By 10 June 2010				Prepare specification in consultation with Supply Chain and Printing of budget June 2011	Non-Compliance
		Supervise printing process	By 23 June 2010	None	None	None	23 June 2011	Non-Compliance
		Report to National Treasury to comply with the MFMA and DORA: Collect relevant information	By 30 June 2010	Ongoing	Ongoing	Ongoing	30 Jun 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Complete reporting Formats	By June 2010	Ongoing	Ongoing	Ongoing	30 Jun 2011	Non-Compliance
		Scrutinise for accuracy and completeness	By June 2010	Ongoing	Ongoing	Ongoing	30 Jun 2011	Non-Compliance
		Submit to National Treasury	By June 2010				30 Jun 2011	Non-Compliance
		Report in terms of DORA Act to comply with legislation: Gather all relevant information	As required per DoRA Act 2008	14 Jul 2010 17 Aug 2010 14 Sep 2010	14 Oct 2010 13 Nov 2010 14 Dec 2010	15 Jan 2011 12 Feb 2011 12 Mar 2011	16 Apr 2011 14 May 2011 14 Jun 2011	Non-Compliance
		Complete reporting formats	By June 2011	Ongoing	Ongoing	Ongoing	30 Jun 2011	Non-Compliance
		Present to CFO and Municipal Manager	By 10 July 2011	10 Jul 2010 11 Aug 2010 10 Sep 2010	9 Oct 2010 10 Nov 2010 10 Dec 2010	11 Jan 2011 10 Feb 2011 10 Mar 2011	9 Apr 2011 10 Mar 2011 10 Jun 2011	Non-Compliance
		Forward to National Treasury	By 15 July 2010	15 Jul 2010 14 Aug 2010 15 Sep 2010	15 Oct 2010 16 Nov 2010 15 Dec 2010	15 Jan 2011 15 Feb 2011 15 Mar 2011	15 Apr 2011 14 May 2011 15 Jun 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Report to Provincial Administration to comply with legislation: Gather information in respect of expenditure, revenue, capital debtors, investments, creditors and bank balances	As required by forum meetings and other relevant meetings scheduled by departments	As required by the CFO to attend meetings on a monthly basis.	As required by the CFO to attend meetings on a monthly basis.	As required by the CFO to attend meetings on a monthly basis.	As required by the CFO to attend meetings on a monthly basis.	Non-Compliance
		Compile financial report	Assist the CFO on the Quarterly Report to Council September 2009 December 2009 March 2010 June 2010	31 Jul 200	30 Oct 2010	29 Jan 2011	30 Apr 2011	Non-Compliance
		Forward to Provincial	By 10 th working	14 Jul 2010 17 Aug 2010	14 Oct 2010 13 Nov 2010	15 Jan 2011 12 Feb 2011	16 Apr 2011 14 May 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Administration	day of following month	14 Sep 2010	14 Dec 2010	12 Mar 2011	14 Jun 2011	e
		Submit copy of report to CFO and submit to Council	By 10 th working day of following month By the 30 th day of the following month	14 Jul 2010 17 Aug 2010 14 Sep 2010	14 Oct 2010 13 Nov 2010 14 Dec 2010	15 Jan 2011 12 Feb 2011 12 Mar 2011	16 Apr 2011 14 May 2011 14 Jun 2011	Non-Compliance
		Complete and submit quarterly and yearly financial statistics to Statistics South Africa	Quarterly by 3 rd week after end of: September 2009 December 2009 March 2010 June 2010 Annual by October 2009	18 Sep 2010	18 Dec 2010	19 Mar 2011	18 Jun 2011	Non-Compliance
		Develop, coordinate & Supervise personnel to promote productivity,	Daily basis	On-going	On-going	On-going	On-going	Non-Compliance

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

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
			Section					
		Supervise and motivate personnel	On-going	As required	As required	As required	As required	Non-Compliance
		Take control of activities within the division	On-going	As required	As required	As required	As required	Non-Compliance
		Attend meetings	When required	On-going	On-going	On-going	On-going	Non-Compliance
		Assist in resolving of internal disputes	When required	On-going	On-going	On-going	On-going	Non-Compliance
		Provide financial direction and advice to management on projects and programs of interest to the municipality to ensure compliance to the budgetary processes	As required	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		and procedures by: Guide management in terms of requirements of legislation						

Data Management

OUTPUT INDICATOR

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
Fully operational SAMRAS DB4 financial system at all times.	These services extend to include the management of the Integrated Financial system used by the Motheo District	Register users on Linux and DB4 system and set up facility for passwords on both servers, as well as on Collaborator and VIP systems.	When new users are identified by CFO and Section Managers	On-going	On-going	On-going	On-going	Non-Compliance
		Set up menus	When new	On-going	On-going	On-going	On-going	Non-

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	Municipality. The System currently used as an integrated system, which includes the RSC Levy System is the SAMRAS upon request DB4 System. Support is rendered to other LMs in the region using the same system. The section of the municipality has a mandate	and user profiles for each end-user on DB4 according to their job Descriptions.	menus for users are identified by CFO and Section Managers					Compliance
		Set up printers on Linux and DB4.	When new printers are installed in collaboration with ICT Section.	On installation	On installation	On installation	On installation	Non-Compliance
		Install and update software provided by supplier of DB4.	When Roll Out are received from the Service Provider	21 Jul 2010	22 Jul 2010	21 Jan 2011	21 Mar 2011	Non-Compliance
		Writing Shell-scripts to do various functions when necessary.	When requested and reports must be generated	On request	On request	On request	On request	Non-Compliance
		Make daily backups of the DB4	Daily routine – Keep	By 16h00 every day	By 16h00 every day	By 16h00 every day	By 16h00 every day	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	to: Deliver a data management support to all sections of the Financial Services Department	System and Collaborator.	Back-up reports					
		Check the correctness of the backup reports and test the correctness of the Back-up data itself.	Restore back-up tapes on a monthly basis	10 Jul 2010 11 Aug 2010 10 Sep 2010	12 Oct 2010 10 Nov 2010 10 Dec 2010	11 Jan 2011 10 Feb 2011 10 Mar 2011	12 Apr 2011 10 May 2011 10 Jun 2011	Non-Compliance
		Store reports and backup tapes in a safe place.	After back-ups have been done on a daily basis		On daily basis	On daily basis	On daily basis	Non-Compliance
		Monitor disk space on server to manage over / under utilization of space and to ensure fastness of server.	On-going basis	On-going	On-going	On-going	On-going	Non-Compliance
		Do whatever is needed to get the system going after a power failure or any	After all power failures	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		other system failure.						
		Provide hardware and software support to users, restore back-ups.	When requested by users.	On-going	On-going	On-going	On-going	Non-Compliance
		Use easy-query to extract reports on all modules of DB4.	When reports are needed by CFO and/or other users.	On request	On request	On request	On request	Non-Compliance
		Interact with suppliers of software regarding program errors and new upgrades.	When errors occur.	On-going	On-going	On-going	On-going	Non-Compliance
		Budget for new hardware, maintenance of hardware, upgrades of software and consumables.	Annually when budget is drafted.		30 Nov 2010			Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Monitor stock levels of consumables, get quotations for consumables, submit supplier with order, get tax invoice from supplier.	On a monthly basis.	10 Jul 2010 11 Aug 2010 10 Sep 2010	12 Oct 2010 10 Nov 2010 10 Dec 2010	11 Jan 2011 10 Feb 2011 10 Mar 2011	12 Apr 2011 10 May 2011 10 Jun 2011	Non-Compliance
		Monitor servicing of hardware and arrange for maintenance	When necessary.	On-going	On-going	On-going	On-going	Non-Compliance
		Print RSC accounts and ensure it get mailed to levy payers.	Monthly by the 1 st of the following month	1 Jul 2010 3 Aug 2010 1 Sep 2010	1 Oct 2010 2 Nov 2010 1 Dec 2010	4 Jan 2011 1 Feb 2011 1 Mar 2011	1 Apr 2011 3 May 2011 1 Jun 2011	Non-Compliance
		Attend presentations on new systems/software, support provider with installation, and users after installation.	When new systems are procured.	When requested	When requested	When requested	When requested	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Provide support to Mantsopa and Naledi Local municipalities on IT related issues	Ongoing	On-going	On-going	On-going	On-going	Non-Compliance

General Manager: Expenditure

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
All MDM payments done and maintenance of creditors ledger	These services extend to include the management of all expenditure occurred in the Motheo District Municipality. Includes	Monitor expenditure with regard to payment of salaries and creditors	Daily and salaries inputs received by 15 th of month and transfer of salary by 25 th of each month	Daily and salaries inputs received by 15 th of month and transfer of salary by 25 th of each month	Daily and salaries inputs received by 15 th of month and transfer of salary by 25 th of each month	Daily and salaries inputs received by 15 th of month and transfer of salary by 25 th of each month	Daily and salaries inputs received by 15 th of month and transfer of salary by 25 th of each month	Non-Compliance
		Verify reconciliations and reports regarding the	Monthly after month end within first	3 Jul 2010 7 Aug 2010 4 Sep 2010	2 Oct 2010 6 Nov 2010 4 Dec 2010	8 Jan 2011 5 Feb 2011 5 Mar 2011	9 Apr 2011 7 May 2011 4 Jun 2011	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
	the function of salaries and allowances	payroll system, creditors system and votes system	week of the following month					
	payments, creditor payments. National and Provincial government circulars are adhered to	Submit reports to the CFO regarding the payroll system, creditors system and votes system	As needed by the CFO to compile legislative reports to council	Quarterly Reports and Adhoc reports	Quarterly	Reports and Adhoc reports	Quarterly Reports and Adhoc reports	Non-Compliance
		Monitor cash flow and recommend a course of action to the CFO	Weekly cash requirements done by cash flow analysis	Analysis submitted by Friday	Analysis submitted by Friday	Analysis submitted by Friday	Analysis submitted by Friday	Non-Compliance
		Compile payroll statistics for submission to Stats-SA	Quarterly basis September 2009 December 2009 March 2010 June 2010	Quarterly reports	Quarterly reports	Quarterly reports	Quarterly reports	Non-Compliance
		Compile	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		monthly VAT returns and submit to SARS	on the 25 th of the following month	reports	reports	reports	reports	Compliance
		Inform the CFO of training needs of staff members and applicable training courses	After Skills audit has been done and officials identified and submitted to HR for training	Identify training needs for finance	Monitoring and evaluation	Monitoring and evaluation	Compile data base of the trained finance staff	Non-Compliance
		Schedule, monitor and approve leave of subordinates	As required	On-going	On-going	On-going	On-going	Non-Compliance
		Effect performance appraisals of subordinates	Annual as required by the Municipal Manager and PMS Manager's schedule	Develop performance plan for junior employees	Performance appraisals and assessment.	Monitoring and evaluation	Performance appraisals and assessment.	Non-Compliance
		Compile draft salary budget and submit to Budget office	December 2009	Collection of information relating to salary and	Collection of information relating to salary and	Collection of information relating to salary and	Submission of the draft budget and approval	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
				Monitoring actual salaries	Monitoring actual salaries	Monitoring actual salaries		
		Perform month end and year end procedures on the financial system with regard to the votes system, payroll system and creditors system	For 30 June 2010 by 31 July 2010	Monthly end procedures	Monthly end procedures	Monthly End procedures	Annual year end procedures	Non-Compliance
		Supply budget office with reconciliations of Debtor, Creditor, Bank and expenditure votes for audit file	For 30 June 2010 by 31 July 2010	Compile reconciliations on monthly basis	Compile reconciliations on monthly basis	Compile reconciliations on monthly basis	Submit reconciliations to budget office	Non-Compliance
		Assist Auditor General during annual audit to comply to the	From 1 st September 2009 to 30 November	Collection of the support document for the audit file	Assistance to Auditor General	File response to issues raised in the Audit Report	Implementation of the recommendation as raised in the annual	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		terms of engagement by providing explanations, supporting documentation, and answers on informal queries to the CFO and Municipal manager	2010				Audit report	
		Monitor council policies to ensure compliance with policies	Daily basis	On-going	On-going	On-going	On-going	Non-Compliance
		Determine access of subordinates to the various modules on the financial system	In consultation with the CFO and Systems Administrator when required	On-going	On-going	On-going	On-going	Non-Compliance

Strategic Activity	Mun Perf Indicator	Baseline	Annual Targets	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Limitations / Risks conditions
		Verify accuracy, completeness and validity of transactions by means of integrity reports received from accountants and take corrective measures where necessary.	Daily basis to control effectiveness of Expenditure Section	On-going	On-going	On-going	On-going	Non-Compliance

FS2 Sound Financial Management

Objective: To secure effective financial administration

FS 3 Sound Financial Management

Strategic Objective: To secure effective financial administration

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

Human Resources:

Position on staff established	No. of post	Filled	Vacant	Africans	White	Indian	Coloured

Management	1	0	1	0	0	0	0
General Managers	3	2	1	1	1	0	0
Managers	0	0					
Co-ordinators	0						
Professionals/Accountants	9	4	5	2	2	0	0
Technical							
Clerical	11	1	10	1	0	0	0
Part –time	0	2	4	1	0	0	1
Casuals							
Admin –officers	2	0	0	0	0	0	0

Vote according to GPS	July 2010			Aug 2010			Sept 2010			Total 1st Quarter 2010-2011		
	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	373,125	307,275	0	373,125	307,275	0	373,125	307,275	0	1,119,375	921,925	0
Income	0	0	0	0	0	0	0	0	0	0	0	0
Budget Office	0	103,275	0	0	103,275	0	0	103,275	0	0	309,825	0
Procurement	0	398,300	0	0	398,300	0	0	398,300	0	0	1,194,900	0
Expenditure	0	169,075	0	0	169,075	0	0	169,075	0	0	507,225	0
TOTALS	0	670,650	0	0	670,650	0	0	670,650	0	0	2,011,950	0

Vote according	October 2010			November 2010			December 2010			Total 2 nd Quarter 2010-2011		
	Revenue	Operational	Capital	Revenue	Operational	Capital	Revenue	Operational	Capital	Revenue	Operational	Capital

to GPS			Exp		Exp	Exp		Exp	Exp		Exp	Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	373,125	307,275	0	373,125	307,275	0	373,125	307,275	0	1,119,375	921,925	0
Income	0	0	0	0	0	0	0	0	0	0	0	0
Budget Office	0	103,275	0	0	103,275	0	0	103,275	0	0	309,825	0
Procurement	0	398,300	0	0	398,300	0	0	398,300	0	0	1,194,900	0
Expenditure	0	169,075	0	0	169,075	0	0	169,075	0	0	507,225	0
TOTALS	0	670,650	0	0	670,650	0	0	670,650	0	0	2,011,950	0

Vote according to GPS	January 2011			February 2011			March 2011			Total 3rd Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	373,125	307,275	0	373,125	307,275	0	373,125	307,275	0	1,119,375	921,925	0
Income	0	0	0	0	0	0	0	0	0	0	0	0
Budget Office	0	103,275	0	0	103,275	0	0	103,275	0	0	309,825	0
Procurement	0	398,300	0	0	398,300	0	0	398,300	0	0	1,194,900	0
Expenditure	0	169,075	0	0	169,075	0	0	169,075	0	0	507,225	0
TOTALS	0	670,650	0	0	670,650	0	0	670,650	0	0	2,011,950	0

Vote according to GPS	April 2011			May 2011			June 2011			Total 4th Quarter 2010-2011		
	Revenue	Operational	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp	Revenue	Operational Exp	Capital Exp
	R	R	R	R	R	R	R	R	R	R	R	R
Management	373,125	307,275	0	373,125	307,275	0	373,125	307,275	0	1,119,375	921,925	0
Income	0	0	0	0	0	0	0	0	0	0	0	0
Budget Office	0	103,275	0	0	103,275	0	0	103,275	0	0	309,825	0
Procurement	0	398,300	0	0	398,300	0	0	398,300	0	0	1,194,900	0
Expenditure	0	169,075	0	0	169,075	0	0	169,075	0	0	507,225	0
TOTALS	0	670,650	0	0	670,650	0	0	670,650	0	0	2,011,950	0

EXPENDITURE SUMMARY BY CLASSIFICATION

EXPENDITURE CLASSIFICATION	EXPENDITURE 2010/01					TOTALS
	SUMMARY (Exp Classifications) - PER GPS VOTE					
	Management	Income	Budget Office	Procurement	Expenditure	
Personnel expenditure	1,403,200	0	1,062,300	3,888,400	1,744,500	8,098,400
General expenditure	2,283,300	0	176,100	888,700	283,000	3,631,100

Repairs and maintenance	800	0	900	2,500	1,400	5,600
Contribution to capital layouts	0	0	0	0	0	
Capital charges	0	0	0	0	0	0
Contribution to funds	0	0	0	0	0	0
Total	3,687,300	0	1,239,300	4,779,600	2,028,900	11,735,100

APPROVED:

EXECUTIVE MAYOAR:

COUNCILLOR M E MOILWA