

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

KPA 1: Municipal Transformation and Organisational Development

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
1.	Organisational Design and Human Resource Capacity				
1.1	Total number of all S57 managers posts	5	3	-	-
1.2	Total number S57 managers posts filled	5	3	-	-
1.3	Total S57 managers posts vacant	-	2	-	-
1.4	Signing of employment contracts by all Section 57 managers for the 2008/09 fy	5	3	-	-
1.5	Review of the organogram of the municipality to ensure alignment with the IDP/ Budget	Reviewing the 2009/ 10 Organogram and ensure alignment with 2009/ 10 IDP and Budget Processes.	The 2009/ 10 organogram has been revised and tabled to Council with the Draft IDP and Budget.	-	-
1.6	Completion of the placement of staff in terms of Section 78 of the Municipal Systems Act (2000)	To complete the placement of staff as stipulated by the legislations	Placement has been completed	-	-
2.	Employment Equity				
2.1	Employment Equity Plan in place	Development of Employment Equity Policy	Policy developed and adopted.	-	-
2.2	Total number of approved posts	-	376	-	-
2.3	Total number of posts filled	376	308	-	-
2.4	Number of Women representation in Section 57 Managers	40% Women representation in Section	Currently there is 0% of Women representation in	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

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		57 by 2011	Section 57		
2.5	Total number of male S57 managers	-	3	-	-
2.6	Total number of woman employed by the municipality against total staff	At least 40% of the municipal employees should be female by 2011	The filling of the positions on the first and second quarter catered for the appointment of female staff, as a result there was an increase from 24% (64) to 24% (75) in the number of municipal employees who are women.	Fewer or no applications are received from skilled and experienced women.	Reviewing of the Employment equity plan and robust implementation of the plan
2.7	Total number of disable staff in management level	At least 2% of Disabled Staff in Management by 2011.	Currently there is no disabled staff in Management.	Reviewing of the Employment equity plan and robust implementation of the plan	Fewer or no applications are received from skilled and experienced disabled.
3.	Skills Development				
3.1	Work Place Skills Development Plan submitted to LGSETA	Preparation of the plan and submitting it to LGSETA	The plan was submitted in 31 June 2008	-	-
3.2	Section 57 Managers development program	Training of 1 Section 57 Manager (ELMDP)	Currently attending the training.	-	-
3.3	Skill Levy Rebate	126 Officials to be trained	32 officials have been trained.	-	-
4.	Integrated Development Planning				
4.1	Appointment of IDP officers	Appointment of the IDP Divisional Manager	The IDP Divisional Manager was appointed in June 2007.	-	-
4.2	2008/09- 2012/13 IDP Approved	Obtaining approval for the 2008/ 09 IDP by May 2008	The 2008/ 09 IDP obtained council approval by 30 May 2008.	-	-
4.3	Core sector plan included in the IDP (Spatial Development Framework , Disaster	Including all core sector plans to the IDP.	All core sector plans were included in the IDP (SDF,	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

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	Management, MTIEF; Environmental Management Plans, LUMS etc)		DMF, MTIEF, District EMP)		
5.	Functionality of the Performance Management System in compliance with Chapter of 6 of the MSA				
5.1	Approved PMS policy and implementation framework in place	Reviewing the PMS policy framework	The PMS policy framework is currently being reviewed.	-	-
5.2	Conducting of institutional performance review on periodic basis	Conducting Performance Reviews on the Quarterly Basis.	The performance reviews are done on a quarterly basis based on the SDBIP	-	-
5.3	Conducting of individual performance review on a periodic basis	Conducting of the Individual performance review on an annual basis	Individuals performance review for 2007/ 08 has been undertaken	-	-
5.4	Compliance with the Performance Regulation on Section 57 managers	Ensure full compliance with Performance Regulation by Section 57 Managers	Compliance at a basic level (i.e. signing of performance agreements, contracts and SDBIP Reporting) is done.	-	-
5.5	Have all S57 managers signed Performance agreements for 08/09	All (5) section 57 managers to sign performance contracts	3 Section 57 Managers have signed performance contracts		
5.6	Are the Performance agreements submitted to MEC	Submission of Performance Agreements to MEC in line with the legislative requirement.	Submitted.		

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

KPA 2: Basic Service Delivery

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
1.	Water Services				
1.1	Free Basic Water Services	Provision of the free basic services to all the indigents who are registered with the municipal indigent list	Access to free basic water services is being provided to all the indigent households.	-	-
1.2	Total number of households	-	14 290 Households	-	-
1.3	Total number of hh supplied with water	All households to be served with basic water supply by 2008.	All (14 290) households have access to water.	-	-
1.4	All communities have access to clean water and decent sanitation by 2010	All households to be served with basic water supply by 2008.	All (14 290) households have access to water.	-	-
1.5	Verification of municipal backlog	-	The Municipal Backlogs on Water are verified by Field Work and IDP Public Participation Processes	-	-
1.6	Total number of schools	-	30	-	-
1.7	Number of schools supplied with water	30	27	-	-
1.8	Total number of schools supplied with sanitation	30	29	-	-
1.9	Total number of clinics	-	3	-	-
1.10	Total number of clinics supplied with water	3	3	-	-
1.11	Total number of clinics supplied with sanitation	3	3	-	-
2.	Electricity				
2.1	Total number of HH	-	14 290	-	-
2.2	Total number of HH served	12 990	12 990	-	-
2.3	Number of new connections	350	350	-	-

3RD QUARTER REPORTING TEMPLATE

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NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
3.	Waste Removal				
3.1	Waste Removal Policy	Not in place	N/A	-	-
3.2	Waste Removal Strategy	There is no strategy in place. Nevertheless the targets to waste management are in place which includes provision of bins (350) and there is on – going refuse collection per prescribed schedules/ itinerary throughout 2008/ 09 fy.	Procurement in – progress		
3.3	Total number of hh	-	14 290	-	-
3.4	Total number of households served	-	13 290	-	-
4.	Roads and storm water				
4.1	Roads Infrastructure Strategy	Infrastructure Capital Study	The study was completed and adopted. It is now mainstreamed within the 2009/ 10 IDP for implementation purposes.	-	-
4.2	New roads planned	Provision of access roads to Bela Bela Extension 8	No new roads have been constructed at this stage	-	-
4.3	Maintenance and Rehabilitation of roads and storm water drainage	Maintaining all the roads that fall under the authority of Bela Bela Municipality.	The potholes in the municipal controlled roads were patched and 2, 6 km road has been regravelling in Rapotkwane and Bela Bela Township.	-	-
4.4	Roads infrastructure backlog	Approximately 15 kms of roads require attention in terms of Regravelling, Paving and Resealing	Approximately 5, 6 kms of roads have received attention either for regravelling, resealing and paving.	-	-
5.	Indigent Policy Implementation Framework				
5.1	Development of indigent policies in municipalities	Implementation of the Policy	Done	-	-
5.2	Development of indigent registers	Updating the Indigent Register	The indigent register was updated	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
6.	Municipal Infrastructure Grant				
6.1	Development of Municipal Infrastructure Investment Framework Strategy	Infrastructure Capital Study	The study was completed and adopted. It is now mainstreamed within the 2009/ 10 IDP for implementation purposes.	-	-
6.2	Development of Land Use Management Planning system	Implementation of the Land Use Management Scheme	The LUMS were developed, adopted and are currently being implemented.	-	-
6.3	Total MIG allocation	R 8 343 000	R 6 655 000 (has been transferred)	-	-
6.4	Improving expenditure on MIG	100% expenditure on MIG	93% expenditure by End of March 2009	-	-
6.5	Alignment of MIG with EPWP	Undertaking 1 MIG projects under EPWP.	The project is being executed.	-	-
6.6	No. of projects undertaken in EPWP for 08/09	1 Project = Road Paving Project in Bela Bela Township	The project is in operation.	-	-
6.7	No. of jobs created through EPWP	78 Temporal Jobs	78 temporal jobs have been created.	-	-
7.	Municipal Housing Plan & strategy implementation				
7.1	Municipal Housing Plan	Preparation of the Municipal Housing Plan in association with the Department of Local Government and Housing	The Draft Municipal Housing Plan has been prepared and mainstreamed within the Draft Adopted IDP which has been tabled for Public Comments.	-	-
7.2	Housing Beneficiary List developed	Compilation and updating of housing beneficiary list.	Regular updates were done.	-	-
7.3	Potential housing development land identified	Identification of land suitable for housing in line with the Spatial Development Framework (SDF), Land Use Management System (LUMS) and Municipal Housing Plan.	There are a number of Land Parcels that have been identified for future housing. These appear in our draft housing plan and the adopted draft IDP for 2009/ 10.	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
7.4	Number of informal settlements to be formalized	2 informal settlements (i.e. JZ and Tsakane)	The households will be relocated to the new housing projects since these areas are not suitable for human habitation.	-	-
Community Facilities					
7.5	Sports and recreation facilities planned for 08/09	No new projects were planned due to budgetary constraints	N/A	-	-
7.6	Progress to date	N/A	N/A	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

KPA 3: Local Economic Development

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
1.	LED STRATEGY				
1.1	Alignment of the District LED strategy with Local Municipalities LED Strategies	The review of the LED strategy in order to align it with the District LED strategy.	The Draft LED Strategy has been developed and it is aligned to the District LED Strategy.	-	-
1.2	Alignment of LED Strategy with PGDS, EPWP, ASIGISA; PPP; NSDP;	Ensuring that the LED strategy that is under review is aligned to these frameworks and programmes.	The Draft LED Strategy is aligned to all the relevant policies and frameworks	-	-
1.3	Implementation of District LED Summit Action Plan	Active participation on Waterberg Summit Action Plan	Participated in Waterberg LED Road show.	-	-
1.4	Functionality of LED District Forum	N/A	N/A	-	-
1.4	LED units	Setting up of the LED unit	The LED Divisional Manager and LED Officer have been appointed.	-	-
1.5	LED job creation initiatives	Promote the creation of jobs through LED initiatives and projects.	A total of 21 jobs were created through LED projects.	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

KPA 4: Municipal Financial Viability and Management:

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
1.	MFMA Institutional compliance				
1.1	Establishment of Budget and Treasury Office	Setting up the Budget and Treasury Office and Capacitating it.	The Budget and Treasury office is fully operational and the critical positions were filled.	-	Resignation of the Chief Financial Officer and Divisional Manager: Budget and Reporting
1.2	MFMA implementation, monitoring and compliance plan	Preparation and implementation of all plans and mechanisms that are stipulated by MFMA (1) credit control and debt policy, (2) property rates policy, (3) indigent policy, (4) Budget, (5) SDBIP, (6) IDP and (7) Annual financial statements.	These policies/ plans and statements were prepared adopted and submitted to National and Provincial Treasury.	-	-
1.3	Audit Committee in place	Fully functional Audit Committee	Fully functional	-	-
1.4	Internal Audit Unit in place	Setting up the Internal Audit Unit and appointment of the Internal Auditor.	The Internal Auditor was appointed and the unit is fully functional.	-	-
2.	Implementation of financial systems, policies, and controls and regulations				
2.1	Fraud Prevention and Anti Corruption mechanism and strategies	Development of a strategy to prevent fraud and corruption.	The Draft Fraud and Anti – Corruption Strategy and Plans have been prepared and will be re – submitted to Municipal Council for approval.	-	-
2.2	Delegation of financial powers and functions	To have the delegation in place for financial powers and functions	In – place	-	-
2.3	Adopted Supply Chain Management policy	Development and implementation of the Supply Chain and Procurement Policy.	Developed and implemented.	-	-
2.5	Credit control and debt Policy	Implementation of the credit control and debt policy.	The policy is being implemented.	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
2.6	Revenue collection strategies & targets for cost recovery	Implementation of the revenue collection strategies.	The strategies are being implemented.	-	-
2.7	Implementation of valuation rolls	Compilation of the valuation roll.	Valuation was compiled.	-	-
2.8	Improvement of billing strategies and systems	Improving the billing strategies and systems.	Billing strategies have been improved and the system improvement is in – progress.	-	-
2.9	Compliance with accounting standards and systems	Full compliance with accounting standards and systems.	Conversion to GRAP/ GAMAP	-	-
3.	Budget and Expenditure Management				
3.1	Preparation, and adoption of budget in compliance with MFMA	Preparation and adoption of the budget for 2009/ 10.	The budget plan was prepared and adopted. The Draft Budget has been prepared and it is in the process of Public Participation.	-	-
3.2	Monthly and Quarterly Financial Reports	Preparation and submission of the monthly and quarterly financial reports on a regular basis.	All the monthly and quarterly reports were prepared and submitted.	-	-
3.3	Financial Statements	Preparation and submission of the annual financial statement for 2007/ 08	The financial statements were prepared and submitted.	The statements were submitted late.	The Municipal Manager and the Chief Financial Officer were given forced leave during the commencement dates for the preparation of the Financial Statements.
3.4	Implementation Plan to address audit reports of the Auditor General	Preparation and implementation of the plan.	Plan prepared and implementation has commenced	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

KPA 5: Good Governance and Public Participation

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
1.	Running of municipal council				
1.1	Number of Ordinary and special Council sitting	Undertaking of ordinary and special MC/ EC and Sub – committees	2 ordinary Council Meetings and 3 Special Council Meetings have been undertaken	-	-
1.2	Number of councilors trained through SALGA, LAGOLA or recognized institution	Training of Councillors	All (15) councilors have undergone induction training. 3 Councilors (Mayor, EC Member and Speaker) are undergoing training provided by SALGA	-	-
1.3	Functionality of Mayoral committee & portfolio committee	Undertaking of Executive (EC) Committee and Portfolio Sub – Committees.	Fully Functional.	-	-
1.4	Community satisfaction survey conducted	Displaying of the suggestion boxes and compiling the consolidated reports per quarter.	Suggestion boxes displayed. Report outstanding.	-	-
1.5	Functional complaint management system	N/A	N/A	-	-
1.6	By-Laws, Policies and Strategy approval	Submission of policies, by – laws and strategies for approval by council	4 bylaws have been passed by municipal council.	-	-
1.7	Conducting of by-laws in compliance with Municipal Electoral Act 2002	Updating of by – laws.	No by-laws have been updated on this financial year.	-	-
2.	Public Participation, Ward Committees				
2.1	Number of established ward committees	Eight (8) Ward Committees.	N/A	-	-
2.2	Number of Functional Wards committees	Ensuring that the ward committees are established, capacitated and fully functional.	Established and fully functional.	-	-
2.3	Budget and administrative support for ward committee	Provision of budget and administrative support to ward committees.	The budget and administrative support is being provided to support ward committees.	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
2.4	Ward IDP Plan	N/A	N/A	-	-
2.5	Number CDW's deployed	To ensure that all the wards have the organized CDW	Eight (8) permanent and two (2) on learnership program.	-	-
2.6	No. of traditional leaders received training	No training was intended for traditional leaders.	No traditional leaders have undergone.	-	-
2.7	Traditional houses established	No training was intended for traditional leaders.	No traditional leaders have undergone.	-	-
3.	Corporate Governance				
3.1	Implementation of Communication Policies and Strategies				
3.1.1	Communication Strategy	Preparation and adoption of the communication strategy.	Done	-	-
3.1.2	Communication unit	Setting up of the communication unit and capacitating it.	Communication Unit is fully functional and an officer has been appointed.	-	-
3.1.3	Community satisfaction surveys	Displaying of the suggestion boxes and compiling the consolidated reports per quarter.	Suggestion boxes displayed. Report outstanding.	-	-
3.1.4	Functional complaint management systems	Does the municipality have a Functional complaint management systems	N/A	N/A	-
3.2	Municipal Information Technology				
3.2.1	Municipal Information Masters Systems Plan	Establishing Municipal Information Masters Systems Plan	The service provider was appointed by the District (WDM) and DLGH, has conducted an audit.	-	-
3.2.2	Municipal website functional and updated	Updating the municipal website	Done	-	-
3.2.3	Provision of municipal services via electronic communication	N/A	N/A	-	-
	Fraud and Anti Corruption Implementation	Preparation of the Fraud Prevention and Anti – Corruption Strategy.	Draft Strategy and Plan have been prepared and due for re – submission to council for approval	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
4.1	District Fraud Prevention and Anti-Corruption Strategies and mechanism	-	-	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

CROSS CUTTING ISSUES

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
1.	Disaster Management				
1.1	Disaster Management Framework approved	Mainstreaming the District DMF to the IDP.	Done	-	-
1.2	Disaster Management Plans approved	Not in – place	N/A	-	-
1.3	Disaster Management Centre established and functional	N/A	N/A	-	-
1.4	Disaster Management Centre Head appointed	N/A	N/A	-	-
2.	Imbizos Program				
2.1	Presidential Imbizos	N/A	N/A	-	-
2.1.1	Number of issues raised during the Presidential Imbizos held	N/A	N/A	-	-
2.1.2	Number of issues raised during the Presidential Imbizos resolved				
2.2	Provincial Imbizos	N/A	N/A	-	-
2.2.1	Number of issues raised during the Provincial Imbizos held	N/A	N/A	-	-
2.2.2	Number of issues raised during the Provincial Imbizos resolved	N/A	N/A	-	-
2.3	Local Imbizos				
2.3.1	Number of issues raised during the Local Imbizos held	Undertaking of Mayoral Imbizo. Four (4) mayoral Imbizos per annum	There were no Mayoral Imbizos undertaken	-	-
2.3.2	Number of issues raised during the Local Imbizos resolved	N/A	N/A	-	-
3.	HIV/ AIDS program				
3.1	Number of outreach program conducted	N/A	N/A	-	-

3RD QUARTER REPORTING TEMPLATE

QUARTERLY MUNICIPAL PERFORMANCE REVIEW

NO	PLANNED INTERVENTIONS	2008/09 TARGETS	PROGRESS MADE BY 3RD QUARTER	VARIANCES	KEY CHALLENGES
3.2	HIV/AIDS at workplace program	N/A	N/A	-	-
3.3	HIV/AIDS prevalence rate trend for the past six months	N/A	N/A	-	-