



# FINANCIAL SERVICES

## INTEROFFICE MEMORANDUM FINANCIAL SECTION

**ENQUIRIES** : **CHIEF FINANCIAL OFFICER**

**REFERENCE** : **9/1/1/7**

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**DATE** : **THURSDAY, 03 MARCH 2011**

**TO** : **COUNCIL**

**SUBJECT** : **SECTION 72 MFMA FINANCIAL AND PERFORMANCE  
REPORT FOR THE MID-YEAR PERIOD ENDING 31  
DECEMBER 2010**

### **1. PURPOSE**

The purpose of this report is to comply with Section 72 of the MFMA which is part of the regular financial reporting obligations of the Municipal Manager, as Accounting Officer to inform the Mayor and Council on the latest state of the Municipality's budget each month and each half-year.

### **2. DELIBERATION/BACKGROUND**

Strategic Objective: "To ensure good governance, financial viability and optimal institutional transformation with capacity to execute its mandate."

Section 72 - Mid-year budget and performance assessment

(1) The accounting officer of a municipality must by 25 January of each year-

- (a) assess the performance of the municipality during the first half of the financial year, taking into account-
  - (i) the monthly statements referred to in section 71 for the first half of the financial year;

- (ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
  - (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
  - (iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities; and
- (b) submit a report on such assessment to-
- (i) the mayor of the municipality;
  - (ii) the National treasury; and
  - (iii) the relevant provincial treasury.
- (2) The statement referred to in section 71(1) for the sixth month of a financial year may be incorporated into the report referred to in subsection (1)(b) of this section.
- (3) The accounting officer must, as part of the review-
- (a) make recommendations as to whether an adjustment budget is necessary; and
  - (b) recommend revised projections for revenue and expenditure to the extent that this may be necessary.

Section 46(1) of the Municipal Systems Act, act 32 of 2000 states:

"A municipality must prepare for each financial year a performance report reflecting:

- a) The performance of the municipality and of each external service provider during that financial year;
- b) A comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and
- c) Measures taken to improve performance

**Section 46(2) states:**

"An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act."

Section 45 states:

"The results of performance measurements in terms of section 41(1) (c) must be audited-

- d) As part of the municipality's internal auditing processes;
- e) Annually by the Auditor-General

**Section 41(1) (c) states:**

"A municipality must in terms of its performance management system and in accordance with any regulations and guidelines that may be prescribed-

- f) With regard to each of those development priorities and objectives and against the key performance indicators and targets set in terms of paragraphs (a) and (b)-
  - i. Monitor performance; and
  - ii. Measure and review performance at least once per year

For the reporting period ending 31 December 2010, the reporting limit expires on **25 January 2011**.

## **Overview of Current Financial Position**

### **Summary Statement of Financial Performance**

Description	Dec YTD Budget R'000	Dec YTD Actual R'000	Variance Fav (Unfav) R'000
Total Revenue by Source	-130,624	-140,791	10,167
Total Operating Expenditure	130,605	116,064	14,541
<b>(SURPLUS)/DEFICIT</b>	<b>-0,019</b>	<b>24,727</b>	<b>24,708</b>

The state of the economy is still having an impact on the revenue of the municipality and this has resulted in the Operating Revenue of the municipality not being realised.

In particular the Service Charges Income has been affected as the municipality has now to give more free services as many more consumers have become indigent over the past six months. Rates Income has also been affected by the number of rebates to the poor and to pensioners.

Due to the high electricity tariffs and the implementation of the block tariffs for conventional users, consumers are conserving electricity and using less which has resulted in a slight drop in revenue for electricity.

The indigent list of the municipality continues to grow and this is having a huge impact on the income as more and more free services are being given due to people being unemployed.

In the Department of Public Safety no income has been received from the Parking meters and the income for Traffic fines is half of what was estimated in the budget.

It must also be noted that the half year Income reflects the second tranche of the Equitable share which must be carried over into next quarter. This inflates the six month Income figure as shown above.

The municipality is still expected to deliver services in an area which is growing with fewer funds to do so.

The major operating revenue variances against budget to date are:

- Property rates – R915,000 less than budget
- Service charges – R354,000 less than budget
- Government Grants and subsidies – Operating – no additional equitable share allocated by National Treasury to local municipalities
- Government Grants and subsidies – Capital – an additional R2 000 000 (two

million) was received for electrification

- Other Income – R2,823 million less than budget

The Directors and Managers are not playing their oversight on their budgets and monitoring their spending despite being advised monthly by the Finance Department, who even went as far as blocking votes to try and limit spending. This could hamper service delivery in the second half of the year. Priority was not given to the filling of lower level positions in Service Delivery departments; instead high earning positions were filled.

The operating expenditure variance variances against budget are:

- Employee costs – R5, 100,208 less than budget. This is mainly due to Councillors having not yet received their annual increase as well as Bonus payments for the Section 57 employees. It must further be noted and with great concern that overtime costs are causing a problem in this financial year as in the past with over expenditure for the year to date of R1,272,506 (more than one million rand) and projected for the year to overspend by R2,5 million.
- Repairs and Maintenance – R8 million less than budget. It must be noted that very little maintenance has started as most of the cash flow has been spent on General Expenses
- Bulk purchases – The ESKOM accounts are extremely high and the 10% shortfall is being felt by the municipality and this is also resulting in a shortfall of R15 million anticipated for the year.
- General expenses – S &T for the year to date is overspent by R166 634 and projected to overspend by R 333 268 for the year

#### Summary statement of Capital Expenditure

Description	Dec YTD Budget R'000	Dec YTD Actual R'000	Variance Fav (Unfav) R'000
Total Capital Expenditure	19,502	8,416	11,086
Total Capital Financing	945	103	842

The major variance of year-to-date capital expenditure, compared to departmental Service Delivery Budget Implementation Plans (SDBIP) targets for the municipal vote is:

- Electricity Reticulation
- Roads, Pavements, Bridges & Stormwater
- Housing
- Water Reservoirs & Reticulation

Although the Finance Department reports capital expenditure for the departments, it must be noted that these departments did not report on their capital projects, by consistently providing

monitoring reports which therefore means that the expenditure cannot be confirmed against pre-determined milestones and risk management plans.

The capital program for eMondlo roads and Rural roads programmes has commenced as well as the electrification of Eskom areas.

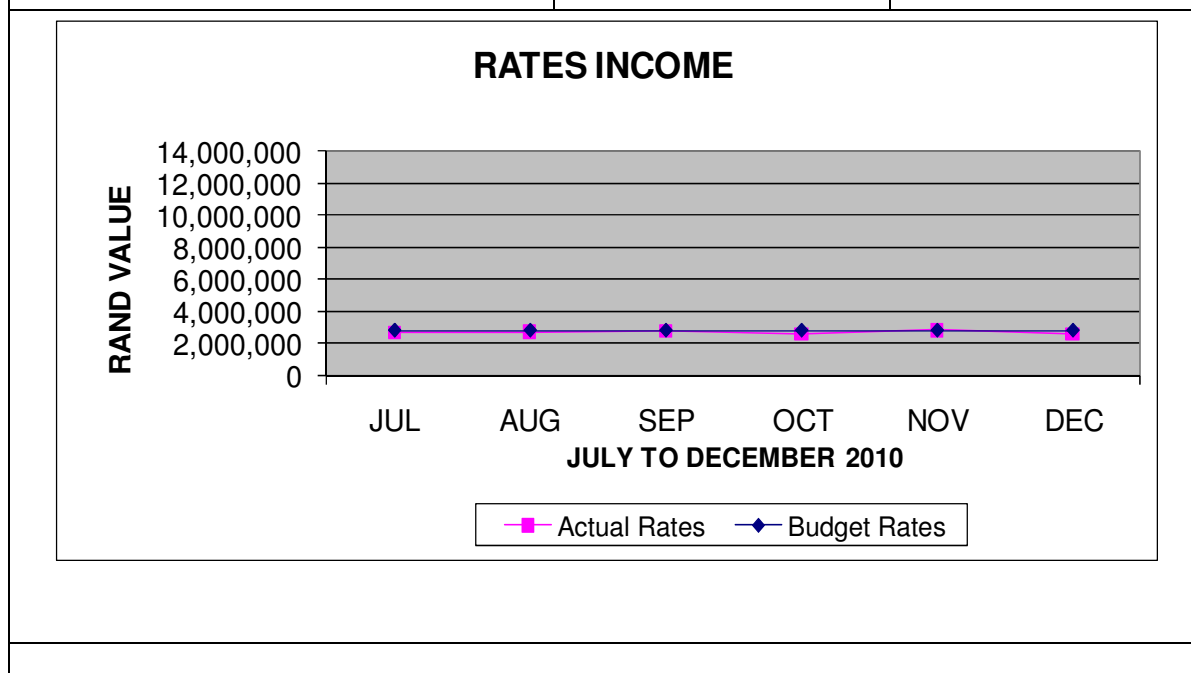
Phase 2 of the electrification programme at Bhukumthetho is almost complete

There is still no progress on the housing project at Ext 16 Slums Clearance or the Bhukumthetho Housing Project

## OPERATING REVENUES

### RATES

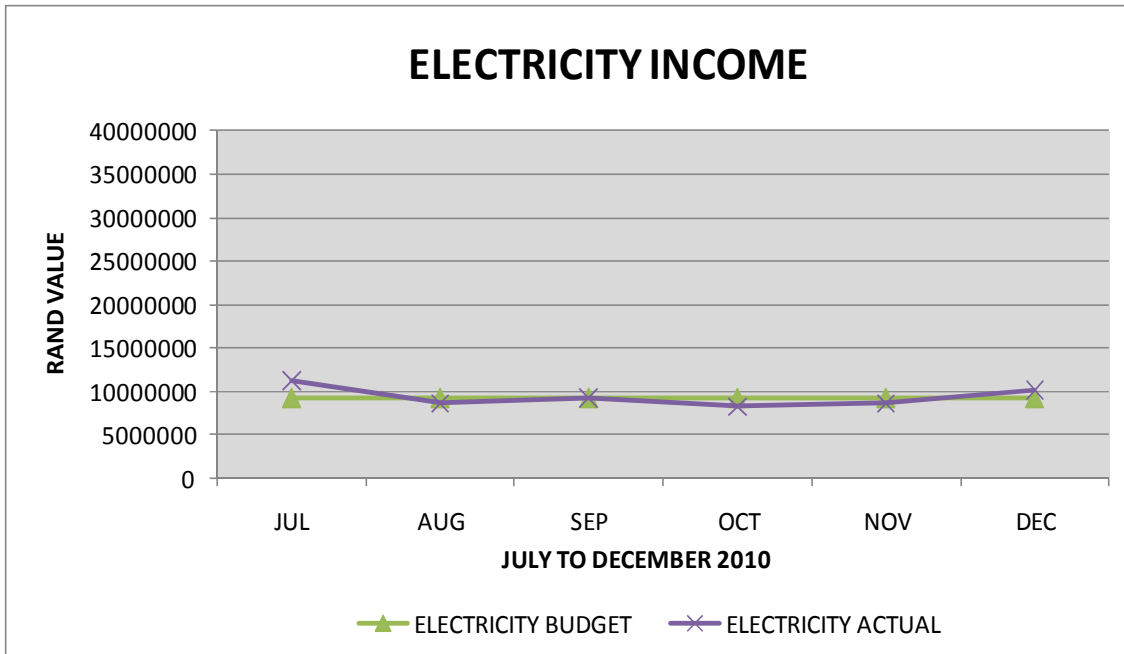
	R	%
Budgeted Annual Revenue	33,500,000.00	100
Revenue Collected at December 2010	16,097,853.00	48
Forecast Collectable to 30 June 2011	32,195,706.00	96
Forecast (Surplus)/Deficit	1,304,294.00	4



### ELECTRICITY

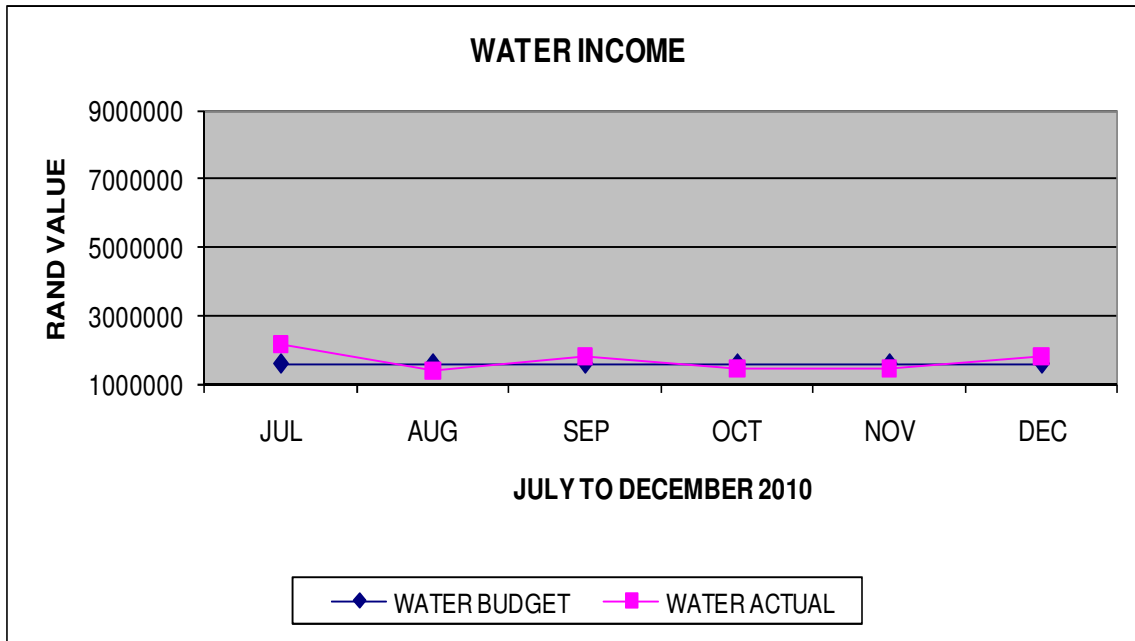
	R	%
Budgeted Annual Revenue	111,329,360.00	100
Revenue Collected at December 2010	56,210,868.76	50
Forecast Collectable to 30 June 2011	110,693,630.00	99
Forecast (Surplus)/Deficit	1,240,955.14	1

## ELECTRICITY INCOME



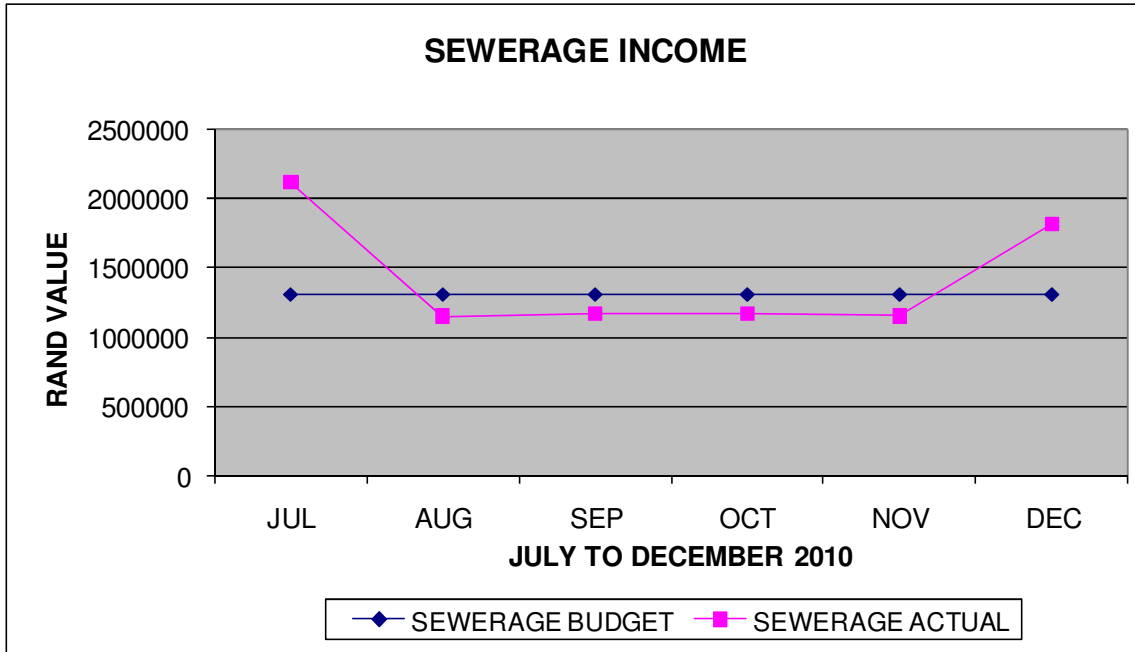
### WATER

	R	%
Budgeted Annual Revenue	19,131,390.00	100
Revenue Collected at December 2010	10,110,746.94	53
Forecast Collectable to 30 June 2011	19,434,310.00	101
Forecast (Surplus)/Deficit	-123,436.54	1



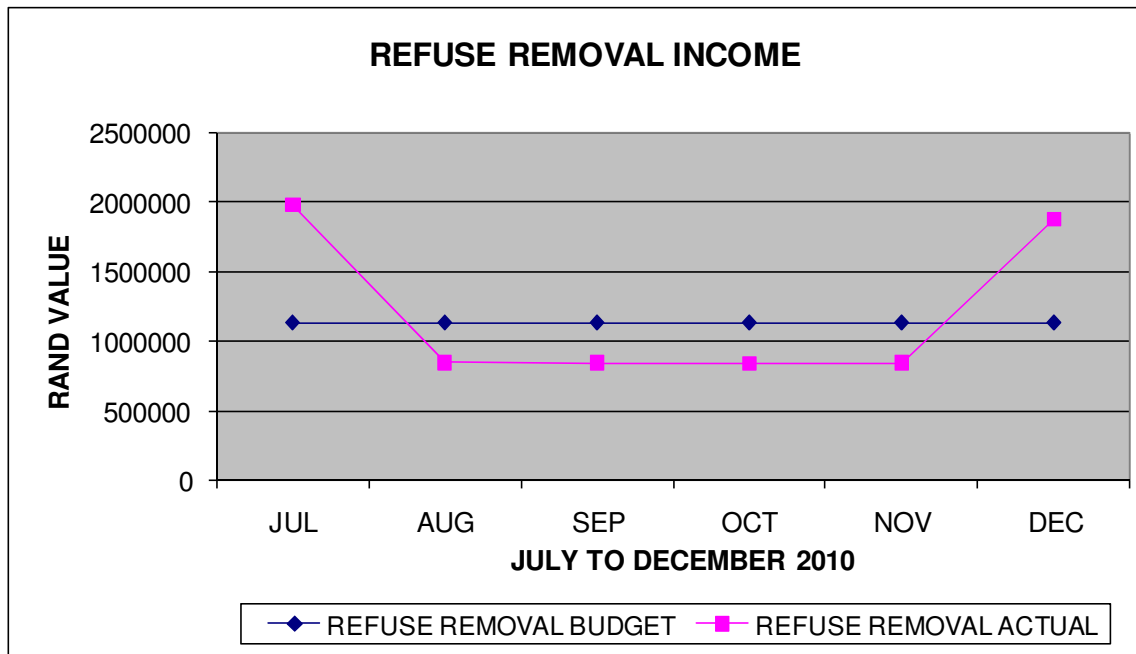
**SANITATION**

	<b>R</b>	<b>%</b>
Budgeted Annual Revenue	15,736,540.00	100
Revenue Collected at December 2010	8,583,731.39	55
Forecast Collectable to 30 June 2011	15,945,400.00	101
Forecast (Surplus)/Deficit	-164,255.44	1



**REFUSE**

	<b>R</b>	<b>%</b>
Budgeted Annual Revenue	33,500,000.00	100
Revenue Collected at December 2010	16,097,853.00	48
Forecast Collectable to 30 June 2011	32,195,706.00	96
Forecast (Surplus)/Deficit	1,304,294.00	4



#### OTHER OPERATING INCOME

	Budget	YTD Actual	%
Council & Executive - Council	3,167,000.00	2,011,666.33	64
Tourism	100,000.00	30,000.00	30
Corporate Administration	214,600.00	24,002.85	11
Human Resources	572,000.00	24,788.20	4
Other Finance	53,248,830.00	36,025,570.80	68
Community Development	306,090.00	136,361.15	45
Museum	73,000.00	73,000.00	100
Public Safety	6,620,570.00	1,856,493.00	28
Strategic Planning	277,630.00	93,397.40	34
Roads & Stormwater	170,000.00	62,256.15	37
Cemetery	249,280.00	122,569.05	49
Library	271,930.00	1,239,586.81	456
Health & Clinics	611,000.00	-	0
Parks & Gardens	63,000.00	8,912.00	14
Housing	-	-	0



**OPERATING EXPENDITURE**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Forecast Outturn</b>	<b>Forecast Variance</b>
Salaries & Allowances	101,352,740	50,676,370	45,576,162	91,481,792	9,870,948
General Expenses	142,079,630	71,039,815	67,388,791	143,266,160	-1,186,530
Repairs & Maintenance	28,092,150	14,046,075	5,408,615	9,729,306	18,362,844
Capital ex Income	2,063,000	1,031,500	173,118	291,276	1,771,724
Less: Recharges	-12,376,880	-6,188,440	-	-	-12,376,880
<b>Total</b>	<b>261,210,640</b>	<b>130,605,320</b>	<b>118,546,686</b>	<b>244,768,534</b>	<b>16,442,106</b>

**CAPITAL BUDGET FROM EXTERNAL FUNDING**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Forecast Outturn</b>	<b>Forecast Variance</b>
<b><u>MIG Funding</u></b>	<b>17,440,000.00</b>	<b>8,720,000.00</b>	<b>2,697,710.91</b>	<b>5,395,421.82</b>	<b>12,044,578.18</b>
Lakeside Crèche	1,000,000.00	500,000.00	-	-	1,000,000.00
eMondlo Roads & Stormwater	6,000,000.00	3,000,000.00	1,056,535.33	2,113,070.66	3,886,929.34
6B Bus Route Lakeside	900,000.00	450,000.00	-	-	900,000.00
Rural Roads	8,540,000.00	4,270,000.00	1,641,175.58	3,282,351.16	5,257,648.84
Waste Water Treatment Works	1,000,000.00	500,000.00	-	-	1,000,000.00
<b><u>Department of Energy</u></b>	<b>8,000,000.00</b>	<b>4,000,000.00</b>	<b>4,494,713.68</b>	<b>8,989,427.36</b>	<b>-</b>
Electrification	8,000,000.00	4,000,000.00	4,494,713.68	8,989,427.36	989,427.36
<b><u>Provincial Dept of Human Settlement</u></b>	<b>11,500,000.00</b>	<b>5,750,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
Refurbishment of Hostels	11,500,000.00	5,750,000.00	-	-	11,500,000.00

The fact that the municipality is experiencing ongoing cash flow challenges is highlighted and needs to be taken into account when approval is considered for specific initiatives. Departments continue to bypass the CFO for financial input for certain projects and this is impacting on the reprioritising of funds during the Adjustment Budget due to the shortfall.

## **Other Financial Issues**

This executive report continues to highlight the performance achievement of the Finance Department during the first half of the financial year, taking into account:

- i. The targets set in the service delivery and business delivery

The main strategic goals during the 2010/2011 as set out in the business plan and reported in the performance report were for the following:

- The optimization of revenue collection by using incentives to encourage payments, increasing the number of payment methods, increasing the billing coverage and vigorously implementing the credit control policy and bylaws through effective implementation of the existing legal processes.
- Increasing the number of paying consumers by improving better communication and better relationships with consumers.
- Reduction of costs through reduction in physical and bulk losses.
- Improve service delivery to community through best practices.
- Reduction and/or control of expenditures mainly through the control of overhead costs by utilizing effective systems (blocking votes on the financial system)
- Alignment of structure with organisational strategy.
- Counteract wasteful water and electricity practices through education and awareness campaigns.
- Raising the level of awareness of consumers about hygiene and environmental health in compliance with regulatory requirements.
- Continual development of the required strategic skills from managerial levels to lower levels.
- Identify and manage operational and financial risks within the existing regulatory framework/environment.
- Manage and maintain an effective and efficient network system within the total AbaQulusi area.

## **Indigent Statistics**

- i. Number of indigents – average per month
- ii. Free Electricity – 50kwh per month
- iii. Cost per annum
- iv. Free Water – 10170 receiving 6 kl per month
- v. Cost per annum – R854,765 including Basic Charge
- vi. Free Refuse – R1,541,178 per annum
- vii. Free Sanitation – R2,023,539 per annum
- viii. Free Rates – value R6000 or less
- ix. R411,697 per annum

## **Financial Statements – 2009/2010**

The financial statements were completed in time

## **Assets**

Good progress has been made with the re-classification of the municipal assets, including the decomponentisation of all assets which is currently nearing completion.

## **Investments**

Council has an investment portfolio of R44,7 million; the Council's obligations are as follows:

- At least one month's operating expenditure
- Consumer deposits
- Unspent grants
- Housing operating account

The Council has sufficient resources to cover its monthly expenses at present.

## **Debtors**

The debtor's book commenced at the beginning of the year with R38,727 and is currently showing R41,474 million which is an increase of R2,747 million.

The collection of Property Rates is the most problematic area as a lot of properties are occupied by tenants who only pay for services, owners do not stay in Vryheid and there are no telephone contact details for the owners. Owners in the Bhokuzulu and Emondlo area are deceased; the inherent only pays for services, properties cannot be transferred to the inherent heirs. Property Rates accounts do not form part of the cut-off list. Since the appointment of the Accountant in this section measures are being taken to try and recover debt over 120 days. Letters have been hand delivered and response has been reasonably good. The Municipality may also recover property rates from tenants or occupiers and agents according to Chapter 9 of the Municipal Systems Act and the Municipality is now going to issue second letters of demand to the tenants/occupiers/agents. This income will greatly assist the municipality in increasing the cash flow which is currently being strained by the non-receipt of operating income.

Electricity deposits have been increased by R3 million.

## **Water & Electricity losses**

- Water – the average loss in distribution is 67.75% (2009 – 71.82%)
- Electricity – the average loss in distribution is 7.86% (2009 – 10.2%)

## **Other**

The collection target that was reached in the second quarter was 90%. An increase of 10.49 % in comparison with the first quarter.

The number of paying consumers decreased from 19,803 during the first quarter to 19,634 in the second quarter. The increase in registered indigent consumers is having a negative effect on the number of paying consumers.

## **Annual Report**

The Annual Report contains the Annual Financial Statements, together with Audit report. The schedule here below details the actions which the municipality will take to resolve the matters as raised by the Auditor-General.

### **COMMENTS AND CLARIFICATION OF ISSUES RAISED IN THE FINAL AUDIT REPORT 2009/2010**

#### **EMPHASIS OF MATTERS**

**I draw attention to the matters below. My opinion is not modified in respect of these matters:**

#### **10. Restatement of correspondence figures**

**As disclosed in notes 33 and 35 to the financial statements, the corresponding figures for 30 June 2009 have been restated due to the AbaQulusi Municipality implementing new accounting policies and Standards of GRAP in the preparation of its financial statements for the 2009-2010 financial year**

**No comment necessary**

#### **11. Irregular expenditure**

**As disclosed in note 36.1 to the financial statements, irregular expenditure amounting to R3,156 million was incurred, as a result of the municipality not complying with legislated supply chain management practices by not applying the 80/20 preferential points system for written price quotations between R30 000 and R200 000**

**Whilst the municipality did comply with the obtaining of the relevant number of quotations it did not score the quotations using the 80/20 preferential points system. This matter has been addressed and all quotation from R30 000 to R200 000 will in future be scored.**

#### **12. Material losses**

**As disclosed in note 34 to the financial statements, material distribution losses amounting to R11,826 million for water and R6,302 million for electricity were incurred, as a result of water and electricity distribution losses, which was also not monitored on a monthly basis**

**This matter is being addressed by the Technical Services department who will monitor losses on a monthly basis from 1 July 2010.**

#### **13. Additional matter**

**I draw attention to the matter below. My opinion is not**

modified in respect of this matter:  
14. Unaudited supplementary schedules

No comment necessary

The supplementary information as set out on pages to do not form part of the financial statements and is presented as additional information. I have not audited these schedules, and accordingly do not express an opinion thereon.

#### REPORT OF OTHER LEGAL AND REGULATORY REQUIREMENT

15. As required by the PAA and in terms of general Notice 1570 of 2009 issued in Government Gazette 32758 of 27 November 2009, I include my findings on the report on predetermined objectives, compliance with the following laws and regulations (( Local Government: Municipal Systems Act of South Africa,2000(Act No 32 of 2000)(MSA) and MFMA)) and financial management(internal control.

16. Predetermined objectives

Material findings on the report on predetermined objectives as set out on pages to are reported below:

Non- compliance with regulatory and reporting requirement

17. Existence and functioning of a performance audit committee

The performance audit committee did not review AbaQulusi Municipal performance management system and report on predetermined objectives and make recommendations in this regard to council. Furthermore, the audit committee's report was not submitted to council regarding the performance management system at least twice during the financial year, as required by section 40 and 41(e) of the MSA

18. Internal auditing of performance measurements

The AbaQulusi Municipality did not develop and implement mechanisms, systems and processes for auditing of results of performance measurement as part of its internal audit processes, as required by section 45(a) of the MS and regulations14(1)(a) of the municipal Planning and Performance Management regulations of 2001.

19. Usefulness of reported performance information

The following criteria were used to assess the usefulness of the planned and reported performance:

- **Consistency:** Has the municipality reported on its performance with regard to its objectives, indicators and targets consistent between planning and reporting documents?
- **Relevance:** is there a clear and logical link between the objectives, outcomes outputs, indicators and performance targets?

This matter has been addressed by the Internal Audit unit who will ensure that the reports are audited and submitted to the Audit Committee where after a report will be forwarded to council.

This matter has been addressed by the Internal audit unit who will ensure that this is included as part of their internal auditor processes.

- **Measurements:** Are objectives made measurable by means of indicators and targets? Are indicators well defined and verifiable, and are targets specific, measurable and time bound?

The following audit findings relate to the above criteria:

**20. Planned and reported performance targets not specific, measurable and time bound**

For the selected objectives audited, planned and reported targets are not:

- Specific in clearly identifying the nature and the required level of performance;
- Measurable in identifying the required performance;
- Time bound in specifying the time period or deadline of delivery

**21. Inadequate content of the integrated development plan**

The integrated development plan (IDP) that was made public, did not include the key performance indicators and performance targets determined in terms of its performance management system, as required by sections 26(i) and 41(1)(b) of the MSA and regulation 12 of the Municipal Planning and Performance Management Regulation of 2001.

**22. Reliability of reported performance information**

The following criteria were used to assess the reliability of the planned and reported performance:

- **Validity:** Has the actual reported performance occurred and does it pertain to the entity i.e. can the reported predetermined objectives be traced back to the source data or documentation
- **Accuracy:** Amounts, numbers and other data relating to reported actual performance has been recorded and reported appropriately.
- **Completeness:** All actual results and events that should have been recorded have been included in the reported predetermined objectives.

The following audit findings relate to the above criteria:

**23. Reported targets not reliable as inadequate supporting source information was provided**

For the selected objectives in the electricity and water services directorates audited, reported targets were not valid/accurate/complete on the basis that source information and/or evidence was not provided to support the reported target.

These matters will be addressed with the review of all performance targets and indicators for the 2010/2011 financial year

Unfortunately when the IDP was placed on the web site the performance information which was part of the Annexures was omitted. The municipality will ensure that this does not re-occur.

The municipality needs to change its base line targets to more measurable targets which can be proved to be valid, accurate and complete. This is being addressed with the revision of the performance targets for 2010/2011

**Local Government: Municipal Finance Management Act of South Africa, 2009(No 56 of 2003)(MFMA)**

**24. The audit committee was not functioning properly**

The audit committee did not substantially fulfill its responsibility consistently throughout the year, as required by section 166(1) of the MFMA.

As there was no internal audit unit the audit committee was unable to substantially fulfill its responsibility during the year. AS the internal audit unit is now in place the audit committee can now fulfill its constitutional mandate

**25. The internal audit unit was not established**

The municipality did not have an internal audit unit in operation during the year under review, as required by section 165(2) of the MFMA

There was a delay in the appointment of the Internal auditor, who did not accept the appointment which resulted in there being no internal audit unit for the year. An external company was appointed in the final quarter of the year to carry out the internal audit function until the internal auditor was appointed. The internal auditor commenced duties in August 2010 as well as an external company to co-source the internal audit function.

**26. The municipality had to make material adjustments to the annual financial statements submitted for audit on 31 August 2010. These adjustments constitute non-compliance with sections 122(1) and 125 of the MFMA.**

The financial statements were adjusted at the behest of the Auditor-general who required substantially more prior year information to be disclosed in the financial statements in compliance with the new GRAP standards

**INTERNAL CONTROL**

**27. I considered internal control relevant to my audit of the financial statements and the report on predetermined objectives as well as compliance with the following key laws and regulations(MSA and MFMA), but not for the purpose of expressing an opinion on the effectiveness of internal control**

No comment necessary

**28. The matters reported are limited to the significant deficiencies that gave rise to the findings on the report on predetermined objectives on as well as the findings on compliance with laws and regulations**

No comment necessary

**29. Leadership**

**Leadership did not exercise effective oversight responsibility over the reporting on predetermined objectives as well as**

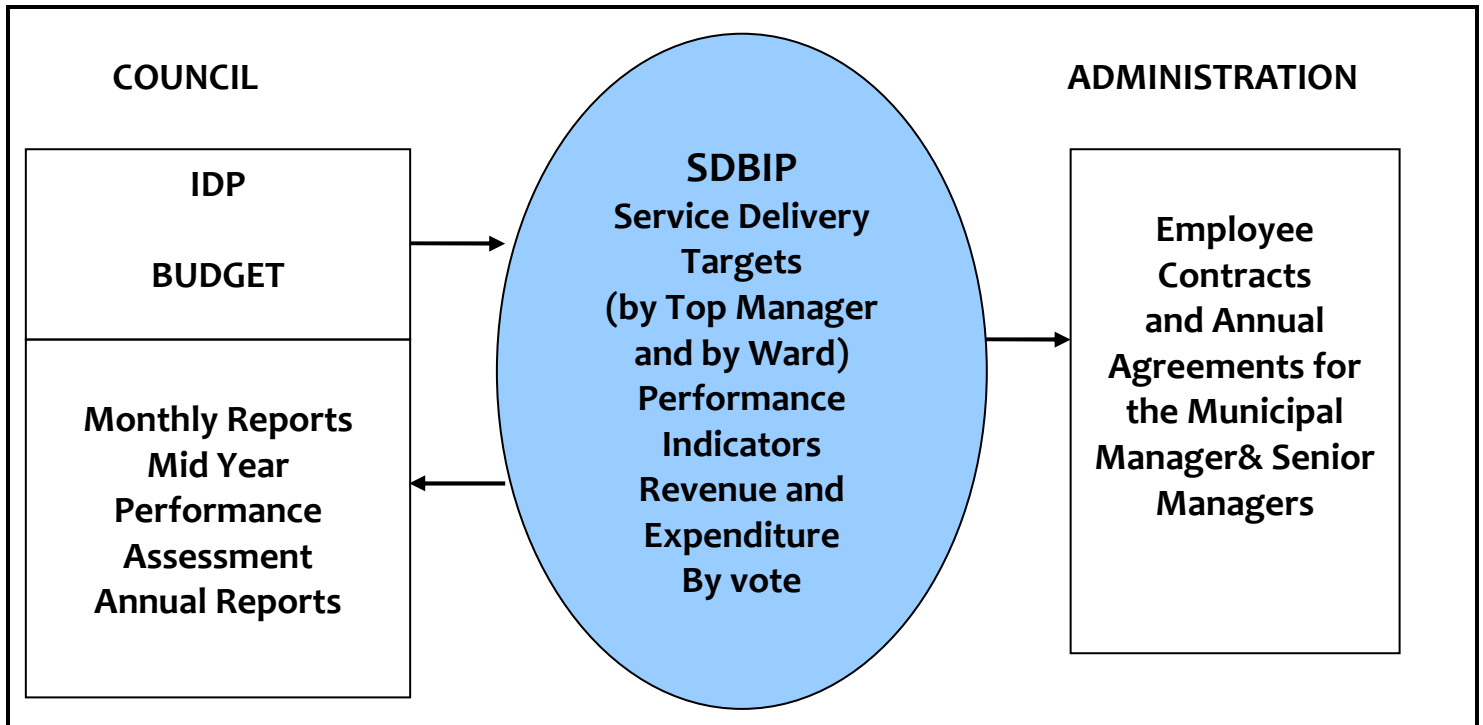
This will be enhanced in the 2010/2011 financial year together

<p>compliance with laws and regulations.  <b>30. Financial and performance management</b></p> <p><b>Internal control deficiencies were not identified and communicated in a timely manner to allow for corrective action to take place regarding financial statements and accounts.</b></p>	<p><b>with the Audit Committee</b></p> <p><b>This matter will be addressed by the internal audit unit now being in place.</b></p>
<p><b>31. Governance</b></p> <p><b>Appropriate action was not undertaken to identify weaknesses in internal controls and mitigate risks in a timely manner.</b></p>	<p><b>This matter will be addressed by the internal audit unit now being in place.</b></p>
<p><b>OTHER REPORTS</b>  <b>32. Investigation completed</b></p> <p><b>An investigation was completed in the current year regarding the alleged loss of money arising from sale of pre-paid electricity cards, in the prior year. The investigation did not result in criminal proceedings being instituted against officials of the municipality</b></p>	<p><b>No comment necessary</b></p>

**PERFORMANCE ASSESSMENT**

In terms of the Service Delivery and Budget Implementation Plan which was approved by the Mayor, the performance information is submitted for each department.





### Components of the SDBIP

- ~ Monthly Projections of Revenue to be collected for each Source
- ~ Monthly Projections of Expenditure and Revenue for each Vote
- ~ Quarterly projections of Service Delivery Targets and Performance Indicators for each Vote
- ~ Detailed Capital Budget Broken Down by Ward over 3 Years

The IDP process afforded the Municipal an opportunity to take stock and assess the Municipal Strategy. Whilst the essence of the strategy remains intact, an eight-point plan of action more clearly articulates that directly respond to one or more of the eight Municipal's Development Priorities as outlined above:

1. Sustaining the natural and built environment
2. Economic development and job creation
3. Quality living environments
4. Safe, healthy and secure environment
5. Empowered citizens
6. Embracing our cultural diversity
7. Good governance
8. Financial viability and sustainability

		CAPITAL BUDGET			OPERATING BUDGET		
		Budget Year	Budget Year +1	Budget Year +2	Budget Year	Budget Year +1	Budget Year +2
		2010/2011	2011/2012	2012/2013	2010/2011	2011/2012	2012/2013
RECONCILIATION OF IDP & BUDGET		Budget	Budget	Budget	Budget	Budget	Budget
		R'000	R'000	R'000	R'000	R'000	R'000
Strategic Objective	Action Plan						
Sustaining the Natural and Built Environment	Develop, manage and regulate the built and natural environment	10,700	8,476	8,508	151,055	163,374	176,606
Economic development and job creation	Support and grow new and existing businesses						
	Provide secondary support to Business Enterprise						
Quality living Environment	Meet service needs and address backlogs	15433	20996	25524	25,194	25,024	26,118
	Meet Community services backlogs	11500	10000	10000			
Safe, healthy and secure environment	Promoting the safety of citizens	100	372	395	14,370	15,328	16,072
	Promoting the health of citizens						
Empowered citizens	Develop Human Capital						
	Develop the area as a learning environment						
Embracing our cultural diversity	Promote sport and recreation within the area	820	53	56	4,032	3,827	4,083
	Create economic opportunities for arts, culture & heritage						
Good Governance	Ensure accessibility and promote governance	120	21	23	5,677	5,860	6,115
	Create an efficient, effective but accountable administration	100	21	23	25,245	28,278	29,823
	Healthy and productive employees	150	220	234	14,256	15,398	16,217
Financial Viability and Sustainability	Strategic and sustainable budgeting. Grow and diversify our revenues and value for money expenditure	80	95	100	21,382	22,986	24,452
<b>TOTAL EXPENDITURE</b>		<b>39,003</b>	<b>40,254</b>	<b>44,863</b>	<b>261,211</b>	<b>280,075</b>	<b>299,486</b>

**DEPARTMENTAL SCORECARDS AND SDBIP**

### **3. INSTITUTION/S CONSULTED**

This report must be communicated to ward committees once it is approved.

### **4. IMPLICATIONS**

- Finances

This report incorporates the financial status for the period ended 31 December 2010.

The implication of approval of this report is compliance to legislative requirements (Section 72 of the MFMA).

- Communication

In compliance to legislative requirements (Section 72 of the MFMA) this document is provided to all stakeholders by placing it on the AbaQulusi Municipality website and to the ward committees.

- Conclusion

This report meets with the requirements of the MFMA, Section 72 by submitting the 'In-Year report' to Council on the implementation of the budget and the financial status of the municipality.

**5. RECOMMENDATIONS**

- 5.1 That, in compliance with Section 72 of the MFMA, the financial results regarding the operating and capital budgets for the first half of the 2010/2011 financial year, and supporting documents as required by National Treasury, is approved; and
- 5.2 In order to comply, this report be submitted to the National Treasury and the relevant Provincial Treasury ***within five days*** of tabling of the report in the council, in both a Council approved document and in electronic format; and
- 5.3 It is recommended that an adjustment budget be prepared to recommend revised projections for revenue and expenditure where necessary

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**CHIEF FINANCIAL OFFICER** **DATE**

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**COMMENTS MUNICIPAL MANAGER  
SUPPORTED/NOT SUPPORTED  
APPROVED/NOT APPROVED**

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**MUNICIPAL MANAGER** **DATE**

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SDBIP FOR 2010/2011			
SECTION	Corporate Services	PROJECT MANAGER	Director: Corporate Services
PROJECT TITLE	2. Corporate Services		DEPARTMENT NO.
PROJECT OBJECTIVE	To ensure proper and timeous spending of capital from Operational Budget		
MEANS OF VERIFICATION			

MILESTONES / PROJECTS	TIME FRAME																																																					
	1st Quarter													2nd Quarter													3rd Quarter													4th Quarter														
	Jul '10			Aug '10			Sept '10			Oct '10			Nov '10			Dec '10			Jan '11			Feb '11			Mar '11			Apr '11			May '11			Jun '11																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52		
Furniture - Exco Reception																																																						
Vacuum cleaner - Finance																																																						
Data digital projector																																																						
Conference chairs & tables																																																						
Shelving in Archives																																																						

BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1ST QUARTER		2nd QUARTER		3RD QUARTER		4TH QUARTER		VOTE TOTALS
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
Internal VOTE:		0							
Furniture - Exco Reception	20,000		0		0		0		20,000
Internal VOTE:		0							
Vacuum cleaner - Finance	6,000		0		0		0		6,000
Internal VOTE:		0							
Data digital projector	15,000		0		0		0		15,000
Internal VOTE:		0							
Conference chairs & tables	50,000		0		0		0		50,000
Internal VOTE:		0							
Shelving in Archives	9,000		0		0		0		9,000
	0		0		0		0		0
	0		0		0		0		0
PROJECTED QUARTERLY TOTALS	100,000		0		0		0		
TOTAL (ANNUAL)	100,000								







SDBIP FOR 2010/2011																																																											
SECTION	Community Services		PROJECT MANAGER		Director: Community Services																																																						
PROJECT TITLE	1. Management																DEPARTMENT NO.																																										
PROJECT OBJECTIVE	Provide basic services to existing community facilities																																																										
MEANS OF VERIFICATION																																																											
MILESTONES / PROJECTS	TIME FRAME																																																										
	1 <sup>st</sup> Quarter													2 <sup>nd</sup> Quarter													3 <sup>rd</sup> Quarter													4 <sup>th</sup> Quarter																			
	Jul '10				Aug '10				Sept '10					Oct '10				Nov '10					Dec '10				Jan '11				Feb '11					Mar '11				Apr '11				May '11					Jun '11										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52							
Digital camera																																																											
Furniture																																																											
Computers & Printers																																																											
Tidy Files																																																											
Reception furniture																																																											
BUDGET ALLOCATION PER PLANNED ACTIVITY																																																											
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE TOTALS																																																		
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL																																																			
Internal VOTE:																																																											
Digital camera	0		0		0		2,000		2,000																																																		
Internal VOTE:																																																											
Furniture	0		0		0		20,000		20,000																																																		
Internal VOTE:																																																											
Computers & Printers	0		0		0		30,000		30,000																																																		
Internal VOTE:																																																											
Tidy Files	0		0		0		10,000		10,000																																																		
Internal VOTE:																																																											
Reception furniture	0		0		0		18,000		18,000																																																		
	0		0		0		0		0																																																		
	0		0		0		0		0																																																		
PROJECTED QUARTERLY TOTALS	0		0		0		80,000																																																				
TOTAL (ANNUAL)	80,000																																																										



















SDBIP FOR 2010/2011				
SECTION	Technical Services	PROJECT MANAGER	Director: Technical Services	
PROJECT TITLE	1. Electricity		DEPARTMENT NO.	
PROJECT OBJECTIVE	To Provide electricity within the AbaQulusi licenced areas			
MEANS OF VERIFICATION				

MILESTONES / PROJECTS	TIME FRAME																																																			
	1 <sup>st</sup> Quarter													2 <sup>nd</sup> Quarter													3 <sup>rd</sup> Quarter													4 <sup>th</sup> Quarter												
	Jul '10			Aug '10				Sept '10						Oct '10			Nov '10						Dec '10				Jan '11			Feb '11				Mar '11			Apr '11				May '11					Jun '11						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Electrification Extension 16 Housing																																																				
3x Laptops for managers & printers																																																				
Computer equipment - Control room																																																				
Airconditioner - Mason building																																																				
Replace tiles and carpets																																																				

BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE TOTALS
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
MIG Funds VOTE: Electrification Extension 16 Housing	2,000,000	4,450,187	2,000,000	44,527	2,000,000		2,000,000		8,000,000
Internal VOTE: 3x Laptops for managers & printers	0		30,000		0		0		30,000
Internal VOTE: Computer equipment - Control room	0		20,000		0		0		20,000
Internal VOTE: Airconditioner - Mason building	0		20,000		0		0		20,000
Internal VOTE: Replace tiles and carpets	0		20,000		0		0		20,000
VOTE:	0		0		0		0		0
VOTE:	0		0		0		0		0
<b>PROJECTED QUARTERLY TOTALS</b>	2,000,000		2,090,000		2,000,000		2,000,000		
<b>TOTAL (ANNUAL)</b>	8,090,000								















EXECUTIVE									
CAPITAL SPREAD 2010-2011									
SECTION	Office of Municipal Manager	PROJECT MANAGER	Director: Municipal Manager						
PROJECT TITLE	Municipal Manager		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Office Furniture	0		20,000	0	0		0		20,000
PROJECTED QUARTERLY TOTALS	0		20,000		0		0		
TOTAL (ANNUAL)	20,000								
TOTALS EXECUTIVE									
TOTALS	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
PROJECTED QUARTERLY TOTALS	0		20,000		0		0		
TOTAL (ANNUAL)	20,000								
FINANCE									
SDBIP FOR 2010/2011									
SECTION	Finance	PROJECT MANAGER	Director: Financial Services						
PROJECT TITLE	1. Income, Exp & Supply Chain		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Office Furniture (Tools of the trade)	0		5,000	0	5,000		0		10,000
Internal VOTE:									
Office Equipment - Laptops	0		5,000	0	5,000		0		10,000
Internal VOTE:									
Replace old computers & printers	0		30,000	0	30,000		0		60,000
PROJECTED QUARTERLY TOTALS	0		40,000		40,000		0		
TOTAL (ANNUAL)	80,000								
TOTALS FINANCE									
TOTALS	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
PROJECTED QUARTERLY TOTALS	0		40,000		40,000		0		
TOTAL (ANNUAL)	80,000								

CORPORATE SERVICES									
SDBIP FOR 2010/2011									
SECTION	Corporate Services		PROJECT MANAGER	Director: Corporate Services					
PROJECT TITLE	1. Information Technology		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE TOTALS
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
Internal VOTE:									
Furniture - Desk & chair for technician	0		0		30,000		0		30,000
PROJECTED QUARTERLY TOTALS	0		0		30,000		0		
TOTAL (ANNUAL)	30,000								
PROJECT TITLE	2. Corporate Services		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE TOTALS
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
Internal VOTE:									
Furniture - Exco Reception	20,000	0	0		0		0		20,000
Internal VOTE:									
Vacuum cleaner - Finance	6,000	0	0		0		0		6,000
Internal VOTE:									
Data digital projector	15,000	0	0		0		0		15,000
Internal VOTE:									
Conference chairs & tables	50,000	0	0		0		0		50,000
Internal VOTE:									
Shelving in Archives	9,000	0	0		0		0		9,000
PROJECTED QUARTERLY TOTALS	100,000		0		0		0		
TOTAL (ANNUAL)	100,000								

PROJECT TITLE	3. Tourism - Information		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2nd QUARTER		3RD QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Office chair	0		2,000	0	0		0		2,000
Internal VOTE:									
Computer equipment	0		8,000	0	0		0		8,000
Internal VOTE:									
Exhibition boards	0		10,000	9,442	0		0		10,000
PROJECTED QUARTERLY TOTALS	0		20,000		0		0		
TOTAL (ANNUAL)	20,000								
PROJECT TITLE	4. Human Resource		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2nd QUARTER		3RD QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Office equipment - Bulk Filers	0		20,000	0	0		0		20,000
PROJECTED QUARTERLY TOTALS	0		20,000		0		0		
TOTAL (ANNUAL)	20,000								
TOTALS CORPORATE SERVICES									
TOTALS	1 <sup>ST</sup> QUARTER		2nd QUARTER		3RD QUARTER		4 <sup>TH</sup> QUARTER		
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
PROJECTED QUARTERLY TOTALS	100,000		40,000		30,000		0		
TOTAL (ANNUAL)	170,000								

SDBIP FOR 2010/2011									
SECTION	Community Services	PROJECT MANAGER	Director: Community Services						
PROJECT TITLE	1. Management		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Digital camera	0		0		0		2,000		2,000
Internal VOTE:									
Furniture	0		0		0		20,000		20,000
Internal VOTE:									
Computers & Printers	0		0		0		30,000		30,000
Internal VOTE:									
Tidy Files	0		0		0		10,000		10,000
Internal VOTE:									
Reception furniture	0		0		0		18,000		18,000
PROJECTED QUARTERLY TOTALS	0		0		0		80,000		
TOTAL (ANNUAL)	80,000								
PROJECT TITLE	2. Sport & Recreation		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Furniture for managers	0		0		0		50,000		50,000
Internal VOTE:									
Concrete bins - Klipfontein	0		0		0		50,000		50,000
Internal VOTE:									
Fencing - Klipfontein	0		0		0		150,000		150,000
Internal VOTE:									
Ablution Facilities - Klipfontein	0		0		0		90,000		90,000
Internal VOTE:									
Ablution Facilities - Grootgewacht	0		0		0		80,000		80,000
Internal VOTE:									
Playground equipment	0		0		0		100,000		100,000
Internal VOTE:									
Equipment - Swimming pool upgrade	0		0		0		300,000		300,000
PROJECTED QUARTERLY TOTALS	0		0		0		820,000		
TOTAL (ANNUAL)	820,000								
PROJECT TITLE	3. Museum		DEPARTMENT NO.						

BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2nd QUARTER		3RD QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Airconditioner	0		0		5,000		0		5,000
Internal VOTE:									
Tidy Files	0		0		10,000		0		10,000
PROJECTED QUARTERLY TOTALS	0		0		15,000		0		
TOTAL (ANNUAL)	15,000								
PROJECT TITLE	4. Public Safety		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2nd QUARTER		3RD QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Furniture - Traffic Officers	0	23,341	0	5,658	30,000		0		30,000
Internal VOTE:									
Computers	0		0		20,000		0		20,000
Internal VOTE:									
Fire Fighting Equipment	0		0		50,000		0		50,000
PROJECTED QUARTERLY TOTALS	0		0		100,000		0		
TOTAL (ANNUAL)	100,000								
PROJECT TITLE	5. Cemetery		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2nd QUARTER		3RD QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Fencing of Cemeteries	0		200,000		0		0		200,000
PROJECTED QUARTERLY TOTALS	0		200,000		0		0		
TOTAL (ANNUAL)	200,000								
PROJECT TITLE	6. Motor Licencing		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2nd QUARTER		3RD QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Furniture	0		5,000		0		0		5,000
PROJECTED QUARTERLY TOTALS	0		5,000		0		0		
TOTAL (ANNUAL)	5,000								

PROJECT TITLE	7. Waste Management		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Mobitainers	200,000	0	0	102,480	0		0		200,000
Internal VOTE:									
Furniture	50,000		0		0		0		50,000
PROJECTED QUARTERLY TOTALS	250,000		0		0		0		
TOTAL (ANNUAL)	250,000								
PROJECT TITLE	8. Housing		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Human Settlement VOTE:									
Bhekuzulu - Hostel refurbishment	718,750	0	718,750	1,210,829	718,750		718,750		2,875,000
Human Settlement VOTE:									
Vryheid/Bhekuzulu - Hostel refurbishment	718,750		718,750		718,750		718,750		2,875,000
Human Settlement VOTE:									
Community replacement units - Hostel refurbishment	1,437,500		1,437,500		1,437,500		1,437,500		5,750,000
PROJECTED QUARTERLY TOTALS	2,875,000		2,875,000		2,875,000		2,875,000		
TOTAL (ANNUAL)	11,500,000								
<b>TOTALS COMMUNITY SERVICES</b>									
<b>TOTALS</b>	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
PROJECTED QUARTERLY TOTALS	3,125,000		3,080,000		2,990,000		3,775,000		
TOTAL (ANNUAL)	12,970,000								



PROJECT TITLE	7. Waste Management		DEPARTMENT NO.							
BUDGET ALLOCATION PER PLANNED ACTIVITY										
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE	
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS	
Internal VOTE:										
Mobitainers	200,000	0	0	102,480	0		0		200,000	
Internal VOTE:										
Furniture	50,000		0		0		0		50,000	
PROJECTED QUARTERLY TOTALS	250,000		0		0		0			
TOTAL (ANNUAL)	250,000									
PROJECT TITLE	8. Housing		DEPARTMENT NO.							
BUDGET ALLOCATION PER PLANNED ACTIVITY										
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE	
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS	
Human Settlement VOTE:										
Bhekuzulu - Hostel refurbishment	718,750	0	718,750	1,210,829	718,750		718,750		2,875,000	
Human Settlement VOTE:										
Vryheid/Bhekuzulu - Hostel refurbishment	718,750		718,750		718,750		718,750		2,875,000	
Human Settlement VOTE:										
Community replacement units - Hostel refurbishment	1,437,500		1,437,500		1,437,500		1,437,500		5,750,000	
PROJECTED QUARTERLY TOTALS	2,875,000		2,875,000		2,875,000		2,875,000			
TOTAL (ANNUAL)	11,500,000									
TOTALS COMMUNITY SERVICES										
TOTALS	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER			
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL		
PROJECTED QUARTERLY TOTALS	3,125,000		3,080,000		2,990,000		3,775,000			
TOTAL (ANNUAL)	12,970,000									

WATER & SANITATION									
SDBIP FOR 2010/2011									
SECTION	Water & Sanitation	PROJECT MANAGER	Director: Water & Sanitation Services						
PROJECT TITLE	1. Management		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:	0								
Furniture - Director & PA	35,000		0		0		0		35,000
Internal VOTE:	0								
Computer equipment - Laptops & printers	30,000	27,675	0		0		0		30,000
PROJECTED QUARTERLY TOTALS	65,000		0		0		0		
TOTAL (ANNUAL)	65,000								
PROJECT TITLE	1. Water		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:	0								
Vryheid WWTW Phase 3	250,000		250,000	12,899	250,000		250,000		1,000,000
PROJECTED QUARTERLY TOTALS	250,000		250,000		250,000		250,000		
TOTAL (ANNUAL)	1,000,000								
TOTALS WATER & SANITATION									
TOTALS	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
PROJECTED QUARTERLY TOTALS	315,000		250,000		250,000		250,000		
TOTAL (ANNUAL)	1,065,000								

TECHNICAL SERVICES									
SDBIP FOR 2010/2011									
SECTION	Technical Services	PROJECT MANAGER	Director: Technical Services						
PROJECT TITLE	1. Electricity		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
MIG Funds VOTE:									
Electrification Extension 16 Housing	2,000,000	4,450,187	2,000,000	44,527	2,000,000		2,000,000		8,000,000
Internal VOTE:									
3x Laptops for managers & printers	0		30,000		0		0		30,000
Internal VOTE:									
Computer equipment - Control room	0		20,000		0		0		20,000
Internal VOTE:									
Airconditioner - Mason building	0		20,000		0		0		20,000
Internal VOTE:									
Replace tiles and carpets	0		20,000		0		0		20,000
PROJECTED QUARTERLY TOTALS	2,000,000		2,090,000		2,000,000		2,000,000		
TOTAL (ANNUAL)	8,090,000								
PROJECT TITLE	2. Management		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Office furniture - Emondlo	0		0		5,000		0		5,000
Internal VOTE:									
Radio's	0		0		10,000		0		10,000
Internal VOTE:									
Furniture - Technical Director	0		0		15,000		0		15,000
Internal VOTE:									
Laptop - Manager Roads & Stormwater	0		0		0		8,000		8,000
Internal VOTE:									
Laptop - Contracts Manager	0		0		0		8,000		8,000
Internal VOTE:									
Printers	0		0		0		4,000		4,000
PROJECTED QUARTERLY TOTALS	0		0		30,000		20,000		
TOTAL (ANNUAL)	50,000								

PROJECT TITLE	3. Roads & Stormwater		DEPARTMENT NO.		BUDGET ALLOCATION PER PLANNED ACTIVITY				VOTE
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		TOTALS
Internal VOTE:	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
Furniture	0		3,000		0		0		3,000
Computer Equipment	0		15,000		0		0		15,000
<b>PROJECTED QUARTERLY TOTALS</b>	0		18,000		0		0		
<b>TOTAL (ANNUAL)</b>	18,000								
PROJECT TITLE	4. Roads and Stormwater		DEPARTMENT NO.		BUDGET ALLOCATION PER PLANNED ACTIVITY				VOTE
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		TOTALS
MIG Funding VOTE:	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
Rural roads Mpumazi	185,000		185,000		185,000		185,000		740,000
Rural roads Mooi Plaas	200,000		200,000		200,000		200,000		800,000
Rural roads Kwandlandla	125,000		125,000		125,000		125,000		500,000
Rural roads Nsalabhekuluma	155,155		155,155		155,155		155,155		620,620
Rural roads Ntanbankulu	75,000		75,000		75,000		75,000		300,000
Rural roads Alpha	75,000		75,000		75,000		75,000		300,000
Rural roads Ntshenteka	262,500		262,500		262,500		262,500		1,050,000
<b>PROJECTED QUARTERLY TOTALS</b>	1,077,655		1,077,655		1,077,655		1,077,655		
<b>TOTAL (ANNUAL)</b>	4,310,620								

PROJECT TITLE	5. Roads & Stormwater		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
MIG Funding VOTE:									
Rural roads Ngunjini	211,250	913,805	211,250	727,370	211,250		211,250		845,000
MIG Funding VOTE:									
Rural roads Esigodini	75,000		75,000		75,000		75,000		300,000
MIG Funding VOTE:									
Rural roads Bhekabesayo	231,250		231,250		231,250		231,250		925,000
MIG Funding VOTE:									
Rural roads New England	162,500		162,500		162,500		162,500		650,000
MIG Funding VOTE:									
Rural roads Mvusini	214,845		214,845		214,845		214,845		859,380
MIG Funding VOTE:									
eMondlo Roads & Stormwater	1,500,000	971,763	1,500,000	84,773	1,500,000		1,500,000		6,000,000
PROJECTED QUARTERLY TOTALS	2,394,845		2,394,845		2,394,845		2,394,845		
TOTAL (ANNUAL)	9,579,380								
PROJECT TITLE	6. Technical		DEPARTMENT NO.						
BUDGET ALLOCATION PER PLANNED ACTIVITY									
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>nd</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
MIG Funding VOTE:									
Lakeside Creche and Lakeside Bus Route	475,000		475,000		475,000		475,000		1,900,000
MIG Funding VOTE:									
Bhekumthetho Road and Housing	162,500		162,500		162,500		162,500		650,000
PROJECTED QUARTERLY TOTALS	637,500		637,500		637,500		637,500		
TOTAL (ANNUAL)	2,550,000								

PROJECT TITLE	7. Planning & Development		DEPARTMENT NO.		BUDGET ALLOCATION PER PLANNED ACTIVITY				
PLANNED KEY MILESTONES	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		VOTE
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	TOTALS
Internal VOTE:									
Computer	0		0		20,000		0		20,000
Internal VOTE:									
Strategic Planning	20,000	0	20,000	0	20,000		20,000		80,000
PROJECTED QUARTERLY TOTALS	20,000		20,000		40,000		20,000		
TOTAL (ANNUAL)	100,000								
<b>TOTALS TECHNICAL SERVICES</b>									
TOTALS	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
PROJECTED QUARTERLY TOTALS	6,130,000		6,238,000		6,180,000		6,150,000		
TOTAL (ANNUAL)	24,698,000								
<b>TOTALS CAPITAL BUDGET 2010/2011</b>									
TOTALS	1 <sup>ST</sup> QUARTER		2 <sup>ND</sup> QUARTER		3 <sup>RD</sup> QUARTER		4 <sup>TH</sup> QUARTER		
	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
PROJECTED QUARTERLY TOTALS	9,670,000		9,668,000		9,490,000		10,175,000		
TOTAL (ANNUAL)	39,003,000								

**DIRECTORATE SCORECARD: ORGANISATIONAL - OFFICE OF THE MUNICIPAL MANAGER (2010-2011)**

No	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	Target met?
								J	A	S	O	N	D	J	F	M	A	M	J				
1	Good Governance & Public Participation	Accountability	Objective: Regular submission of financial reports to Exco	Target: Submission of monthly financial statement to Exco	D	MM	M	X	X	X	X	X	X	X	X	X	X	X		10/11	10/11		
2	Good Governance & Public Participation	Accountability	Objective: Submission of reports required by law to Authorities	Target: No. of reports submitted to the relevant authorities as required by law	D	MM	Q			X			X			X		X		1 per quarter			
3	Good Governance & Public Participation	Accountability	Objective: Submission of progress reports on performance by the municipality to Exco	Target: Submission of quarterly reports to EXCO	D	MM	Q			X			X			X		X		1 per quarter			
4	Good Governance & Public Participation	Accountability	Objective: Status of asset register of the municipality	Target: Submit status report	D	MM	A											X		1 per annum			
5	Good Governance & Public Participation	Accountability	Objective: Internal policies	Target: % of all policies implemented	D	MM	A											X		100%			
6	Good Governance & Public Participation	Accountability	Objective: Proper and diligent compliance with the MFMA	Target: Submission of monthly reports on MFMA requirements	D	MM	M	X	X	X	X	X	X	X	X	X	X	X		1 per month			
7	Good Governance & Public Participation	Accountability	Objective: Delegations in terms of the MFMA	Target: Report on the finalisation of delegations	D	MM	A											X		1 per annum			
8	Good Governance & Public Participation	Accountability	Objective: Processing audit reports	Target: Prepare and submit annual report in time	D	MM	A											X		1 per annum			
9	Good Governance & Public Participation	Community participation	Objective: Establish ward committees for all wards	Target: No. of ward committees established in terms of the 20 wards in AbaQulusi	D	MM	A											X					
10	Good Governance & Public Participation	Community participation	Objective: Community participation action plan to ensure involvement by community in municipal affairs	Target: The compilation of a Community Participation Action Plan	D	MM	A											X		1 per annum			













**DIRECTORATE SCORECARD: ORGANISATIONAL - OFFICE OF THE MUNICIPAL MANAGER (2010-2011)**

No	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	Target met?
								J	A	S	O	N	D	J	F	M	A	M	J				
55	Municipal Financial Viability & management	Risk Management	Objective: To identify the risks of the municipality	Target: Perform risk analysis	D	F	A												X	1 per annum	1 per annum		
56	Municipal Financial Viability & management	Supply Chain Management	Objective: To establish an efficient and fully functional Supply Chain Management Unit	Target: Develop and review SCM policy	D	MM	A												X		1 per annum		
57	Municipal Financial Viability & management	Supply Chain Management	Objective: To establish an efficient and fully functional Supply Chain Management Unit	Target: 100% compliance with the SCM regulations	D	MM	A												X		100%		
58	Municipal Financial Viability & management	Supply Chain Management	Objective: To establish an efficient and fully functional Supply Chain Management Unit	Target: % of senior management trained on SCM regulations	D	MM	A												X		100%		
59	Municipal Financial Viability & management	Supply Chain Management	Objective: To establish an efficient and fully functional Supply Chain Management Unit	Target: % of councillors trained on SCM policy	D	MM	A												X		100%		
60	Municipal Institutional Development & Transformation	Administration	Objective: Management of the budget (MM budget)	Target: % of budgeted amount spent to date on capital projects	D	MM	M	X	X	X	X	X	X	X	X	X	X	X	X		100%		
61	Municipal Institutional Development & Transformation	Administration	Objective: To ensure effective delegations are done in writing	Target: All delegations to be done in writing	D	MM	Q			X			X		X			X			100%		
62	Municipal Institutional Development & Transformation	Administration	Objective: To perform the administrative functions of the directorate	Target: % of written correspondence responded to within 14 days	D	MM	Q			X			X		X			X			100%		
63	Municipal Institutional Development & Transformation	Administration	Objective: To perform the administrative functions of the directorate	Target: % of council resolutions implemented within the relevant timeframe after minutes are available	D	MM	Q			X			X		X			X			100%		





**DIRECTORATE SCORECARD: ORGANISATIONAL - OFFICE OF THE MUNICIPAL MANAGER (2010-2011)**

No	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	Target met?
								J	A	S	O	N	D	J	F	M	A	M	J				
81	Municipal Institutional Development & Transformation	Internal Audit	Objective: To monitor compliance with all relevant legislation and Council resolutions	Target: Develop an action plan for the Risk Management and Fraud Prevention Plan	D	MM	A												X		1 per annum		
82	Municipal Institutional Development & Transformation	Internal Audit	Objective: To monitor compliance with all relevant legislation and Council resolutions	Target: No. of risks assessments undertaken to identified risks exposure	D	MM	A												X		1 per annum		
83	Municipal Institutional Development & Transformation	Internal Audit	Objective: Measurement of performance for audit purposes to Council, national treasury and provincial treasury	Target: Submit quarterly reports on internal audit	D	MM	Q			X			X		X				X		1 per quarter		
84	Municipal Institutional Development & Transformation	Internal Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures	Target: Respond to all internal audit queries within 1 week of receiving query	D	MM	BI-A						X						X	2 per annum	2 per annum		



DIRECTORATE SCORECARD: CORPORATE SERVICES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	2 <sup>nd</sup> Qtr	Explanation of variance		
								J	A	S	O	N	D	J	F	M	A	M	J						
1	Municipal Institutional Development & Transformation	Administration	Objective: Review staff establishment	Target: Complete staff establishment review form and submit to HR	D	CR	Q				X				X			X			X	1 per quarter	1 per quarter	1	Structure is new and busy with absorption of staff members
2	Municipal Institutional Development & Transformation	Administration	Objective: Review staff training requirements	Target: Complete staff training requirements review form and submit to HR	D	CR	Q				X				X			X			X	1 per quarter	1 per quarter	1	Staff is trained as per the Annual Training Plan
3	Municipal Financial Viability & Management	Administration	Objective: Management of staff	Target: No. of general Corporate Services staff meetings	D	CR	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month	1	After every Exco Meeting
4	Municipal Financial Viability & Management	Administration	Objective: Strategic planning session for the department	Target: Arrange session	D	CR	A														X	1 per annum	1 per annum	1	In the pipeline for 3rd quarter
5	Municipal Institutional Development & Transformation	Administration	Objective: Finalization of all required municipal by-laws	Target: Submit to council for adoption; gazetting and implementation	D	CR	A														X	1 per annum	1 per annum	1	Still to be accomplished
6	Municipal Institutional Development & Transformation	Administration	Objective: Management of Assets Register	Target: Maintain the office assets inventory and submit report	D	CR	A														X	1 per annum	1 per annum	1	This is done at the end of each financial year
7	Municipal Institutional Development & Transformation	Administration	Objective: Management of the budget	Target: Actual income vs. budgeted income	D	CR	Q				X				X						X	budget amount	budget amount	1	No income received at this dept.
8	Municipal Institutional Development & Transformation	Administration	Objective: Management of the budget	Target: Actual expenditure vs. budgeted expenditure	D	CR	Q				X				X						X	budget amount	budget amount	1	Budget is managed appropriately
9	Municipal Institutional Development & Transformation	Administration	Objective: Management of the vehicles / equipment	Target: % of vehicles serviced as per the specifications	D	CR	Q				X				X						X	100%	100%	100%	Vehicles and all movable assets are maintained according to specification. Vehicles serviced regularly

DIRECTORATE SCORECARD: CORPORATE SERVICES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	2 <sup>nd</sup> Qtr	Explanation of variance
								J	A	S	O	N	D	J	F	M	A	M	J				
10	Municipal Institutional Development & Transformation	Administration	Objective: To ensure that Systems, Procedures and Control measures are updated regularly	Target: Annual review of systems, policies & procedures	D	CR	A												X	1 per annum	1 per annum	1	All written letters, enquiries and resolutions are responded to within the set standard time
11	Municipal Institutional Development & Transformation	Administration	Objective: To perform the administrative functions of the directorate	Target: % of written correspondence attended to within 14 days	D	CR	Q			X			X			X			X	100%	100%	1	Directorate is manager as per set norms and standards and delegated appropriately
12	Municipal Institutional Development & Transformation	Administration	Objective: To perform the administrative functions of the directorate	Target: % of council resolution implemented within the relevant timeframe	D	CR	Q			X			X			X			X	100%	100%	1	100% implemented and all Directorates are sent resolutions quarterly
13	Municipal Institutional Development & Transformation	Administration	Objective: To ensure effective delegations are done in writing	Target: Implementation of all delegations and reducing them to writing	D	CR	Q			X			X			X			X	100%	100%	1	No delegates of authority exists in Aba Qulusi , however when urgent tasks have to be performed by other persons this is done in consultation with the Municipal Manager

DIRECTORATE SCORECARD: CORPORATE SERVICES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	2 <sup>nd</sup> Qtr	Explanation of variance	
								J	A	S	O	N	D	J	F	M	A	M	J					
14	Municipal Financial Viability & Management	Administration (Human Resources)	Objective: Management of staff	Target: No. of departmental meetings with middle management after Council and EXCO	D	CR	Q			X				X			X			X	1 per quarter	1 per quarter	1	After every scheduled EXCO meeting
15	Municipal Financial Viability & Management	Committee Support System	Objective: Assess available equipment	Target: Report on the efficiency of printing equipment at records office	D	CR	Q			X				X			X			X	1 per quarter	1 per quarter	1	Copier in fully working order and service reguarly
16	Municipal Financial Viability & Management	Committee Support System	Objective: Assess available equipment	Target: Evaluate cost effectiveness of present lease agreements on office equipment at records	D	CR	A										X				1 per annum	1 per annum	1	New lease agreement entered into from 01 Sept. 10
17	Municipal Financial Viability & Management	Committee Support System	Objective: Assessment of functionality of procedures for preparation of agendas for meetings	Target: No. of meetings with IT to determine way forward to share documents and agendas	D	CR	Q			X				X			X			X	1 per quarter	1 per quarter	1	Investigating the possibility of modifying the BIZHUB copier
18	Municipal Financial Viability & Management	Committee Support System	Objective: Communications on decisions taken by political structures to HOD's	Target: Implement the approved communication system and reminders to respective Managers in conjunction with IT	D	CR	Q			X				X			X			X	1 per quarter	1 per quarter	1	e-mailing minutes of meetings after editing all directors as well as resolutions register twice per year
19	Municipal Financial Viability & Management	Committee Support System	Objective: Compilation of reports required by authorities	Target: All reports to be on time	D	CR	M	X	X	X	X	X	X	X	X	X	X	X	X	X	100%	100%	100%	Monthly reports of the section are sent to Director within the first week of every month
20	Municipal Financial Viability & Management	Committee Support System	Objective: Correct channels for processing documents	Target: Report on compliance with procedures laid down	D	CR	M	X	X	X	X	X	X	X	X	X	X	X	X	X	100%	100%	100%	All documents (internal and external) are captured electronically and forwarded to the correct recipient within 1 day after receipt
21	Municipal Financial Viability & Management	Committee Support System	Objective: Timframes for the completion of minutes of meetings	Target: % of minutes completed within three day period after meeting	D	CR	Q			X				X			X			X	100%	100%	100%	Minutes are completed within 2 days sometimes on the same date of meeting

DIRECTORATE SCORECARD: CORPORATE SERVICES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	2 <sup>nd</sup> Qtr	Explanation of variance
								J	A	S	O	N	D	J	F	M	A	M	J				
22	Good Governance &Public Participation	Community Participation	Objective: Assist with report back meetings to the public	Target: Produce a plan of action for Ward Committees to report back to communities	D	CR	A												X	1 per annum	1 per annum	1	work in progress
23	Good Governance &Public Participation	Community Participation	Objective: Operations of the Ward Committees	Target: Prepare an activities plan for Ward Committees	D	CR	A												X	1 per annum	1 per annum	1	work in progress
24	Good Governance &Public Participation	Community Participation	Objective: Socio-economic studies	Target: Ensure that ward Committees participate in two surveys on socio-economic issues in order to Involve the Ward Committees	D	CR	Bl-A					X							X	2 per annum	2 per annum	1	work in progress
25	Good Governance &Public Participation	Community Participation	Objective: Partnership operations of the Ward Committees to ensure participation	Target: No. of meetings attended with Ward Committees	D	CR	Q			X			X			X			X	1 per quarter	1 per quarter	1	Planned an introductory meeting of Community Health Workers to all ward councillors. Also play a pivotal role in the AbaQulusi Flagship and implement programs in most wards.
26	Good Governance &Public Participation	Community Participation	Objective: Capacity building in communities to understand municipal affairs	Target: Report on the implementation of training programmes of ward committees by responsible departments	D	CR	Q			X			X			X			X	1 per quarter	1 per quarter	1	
27	Good Governance &Public Participation	Community Participation	Objective: Ensure community participation in budget approval and performance management system of the municipality	Target: No. of meetings held to ensure interaction of management with ward committees	D	CR	Bl-A			X									X	2 per annum	2 per annum	1	To be implemented during the 3rd and 4th quarters
28	Good Governance &Public Participation	Community Participation	Objective: Success or failure of community participation	Target: Evaluate success of ward committees by submission of report	D	CR	Q			X			X			X			X	1 per quarter	1 per quarter	1	Ward Committees fully functional and community participation active
29	Good Governance &Public Participation	Community Participation	Objective: Capacity building in communities to understand municipal affairs	Target: No. of training sessions for ward committees scheduled by responsible department	D	CR	A												X	1 per annum	1 per annum	1	still to be achieved
30	Good Governance &Public Participation	Community Participation	Objective: To keep the communities and stakeholders informed and involved in the affairs of the municipality	Target: Publication of a quarterly newsletter and annual report	D	CR	Q			X			X			X			X	1 per quarter	1 per quarter	0	no newsletter

DIRECTORATE SCORECARD: CORPORATE SERVICES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	2 <sup>nd</sup> Qtr	Explanation of variance	
								J	A	S	O	N	D	J	F	M	A	M	J					
31	Good Governance & Public Participation	Community Participation	Objective: To keep the communities and stakeholders informed and involved in the affairs of the municipality	Target: Maintain the customer care help desk (Community Satisfaction survey as well as Batho Pele Awareness annually)	D	CR	A												X	1 per annum	1 per annum	1	To be done during the fourth quarter	
32	Good Governance & Public Participation	Community Participation	Objective: Introduction of help-line/customer service	Target: Report on implementation	D	CR	BI-A						X							X	2 per annum	2 per annum	1	Help Desk/Customer Care exists and fully operational
33	Municipal Financial Viability & Management	Correspondence	Objective: To ensure the receive and distribution and safekeeping of all correspondence	Target: % of incoming correspondence distributed to Directors within 2 days	D	CR	Q			X			X			X				X	100%	100%	100%	All documents (internal and external) are captured electronically and forwarded to the correct recipient within 1 day after receipt
34	Municipal Financial Viability & Management	Correspondence	Objective: To ensure the receive and distribution and safekeeping of all correspondence	Target: All agendas delivered to all stakeholders within the relevant timeframe	D	CR	Q			X			X			X				X	100%	100%	100%	Agendas are being delivered to the post boxes of all Councillors in terms of the Rules of Order of Council
35	Municipal Institutional Development & Transformation	External Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures	Target: Respond to all external audit queries within 1 week of receiving query	D	CR	A													X	1 per annum	1 per annum	1	It has been done and will be reported in the 3rd quarter
36	Municipal Financial Viability & Management	Information Technology	Objective: Build capacity to utilize equipment	Target: Identify training sessions for users to update Workplace Skills Plan	D	CR	A													X	1 per annum	1 per annum	1	
37	Municipal Financial Viability & Management	Information Technology	Objective: Development and review of IT systems	Target: Develop and review GIS and other required systems	D	CR	A													X	1 per annum	1 per annum	1	
38	Municipal Financial Viability & Management	Information Technology	Objective: Enable users to achieve objectives	Target: Report on computers and peripherals provided to all staff that received computers.	D	CR	Q			X			X			X				X	1 per quarter	1 per quarter	1	
39	Municipal Financial Viability & Management	Information Technology	Objective: Financial systems operations in place	Target: Implement as per "financial run" scheduled programs	D	CR	A													X	1 per annum	1 per annum	1	

DIRECTORATE SCORECARD: CORPORATE SERVICES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	2 <sup>nd</sup> Qtr	Explanation of variance		
								J	A	S	O	N	D	J	F	M	A	M	J						
40	Municipal Financial Viability & Management	Information Technology	Objective: Formulate policies and provide work structures	Target: All IT related policies to be formulated and reviewed	D	CR	A													X	1 per annum	1 per annum	1		
41	Municipal Financial Viability & Management	Information Technology	Objective: Functioning IT equipment	Target: No. of reports submitted on the maintenance and development of IT network equipment	D	CR	A														X	1 per annum	1 per annum	1	
42	Municipal Financial Viability & Management	Information Technology	Objective: Maintenance of equipment and programmes	Target: Produce a maintenance programme	D	CR	A														X	1 per annum	1 per annum	1	
43	Municipal Institutional Development & Transformation	Integrated Development Planning	Objective: Annual revision of IDP	Target: Request Departmental inputs on IDP	D	CR	A														X	1 per annum	1 per annum	100%	
44	Municipal Institutional Development & Transformation	Integrated Development Planning	Objective: To develop and maintain a credible IDP	Target: No. of meetings held with the community to ensure public participation in respect of the IDP	D	CR	A														X	1 per annum	1 per annum	1	IDP Review held on 3/12/2010
45	Municipal Institutional Development & Transformation	Integrated Development Planning	Objective: To develop and maintain a credible IDP	Target: Report on compliance with the IDP legal requirements	D	CR	A														X	1 per annum	1 per annum	1	We report compliance and advertise as per legislation
46	Basic Service Delivery and Infrastructure	Integrated Development Planning	Objective: Annual revision of IDP	Target: Submission of IDP to Council by 31 May 2010	D	CR	A														X	1 per annum	1 per annum	1	IDP is been reviewed and submitted
47	Basic Service Delivery and Infrastructure	Integrated Development Planning	Objective: Implementation of IDP	Target: No. of reports on progress to EXCO	D	CR	A														X	1 per annum	1 per annum	1	
48	Municipal Institutional Development & Transformation	Internal Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures	Target: Respond to all internal audit queries within 1 week of receiving query	D	CR	Bi-A														X	2 per annum	2 per annum	1	It has been done and next reporting will be in the 4th quarter

DIRECTORATE SCORECARD: CORPORATE SERVICES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	2 <sup>nd</sup> Qtr	Explanation of variance
								J	A	S	O	N	D	J	F	M	A	M	J				
49	Basic Service Delivery and Infrastructure	Management	Objective: Vehicle Fleet management	Target: Report on the control of vehicles	D	CR	Q			X			X			X			X	1 per quarter	1 per quarter	1	reports submitted still needs fine tuning
50	Municipal Institutional Development & Transformation	Municipal buildings	Objective: To ensure proper maintenance of Municipal buildings	Target: % of money spent on the maintenance of Municipal buildings according to the Maintenance Plan.	D	CR	A												X	100%	100%	1	Maintenance Plan was submitted and maintenance will be done in the next quarter
51	Municipal Institutional Development & Transformation	Performance Measurement	Objective: To ensure proper supervision of all staff	Target: No. of quarterly reports on the performance of the different units	D	CR	Q			X			X			X			X	1 per quarter	1 per quarter	1	All sections submit quarterly reports at the first week of each quarter
52	Municipal Financial Viability & Management	Records	Objective: To provide an electronic back-up system for records, deed of sales, contracts, lease agreements and other security documents	Target: Maintain the electronic back-up system for records through copies of backups to be delivered to fireproof safe weekly.	D	CR	M	X	X	X	X	X	X	X	X	X	X	X	X	4 per month	4 per month	1	
53	Municipal Financial Viability & Management	Records	Objective: Compliance with the legislation on archives	Target: Approval and implementation of the registry record policy	D	CR	A												X	1 per annum	1 per annum	1	

DIRECTORATE SCORECARD: CORPORATE SERVICES - HUMAN RESOURCES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	2 <sup>nd</sup> Qtr	Target met?	Explanation of variance
								J	A	S	O	N	D	J	F	M	A	M	J						
1	Municipal Financial Viability & Management	Administration (Human Resources)	Objective: To ensure that the Municipality is financially viable by reducing unnecessary cost	Target: % compliance with the budget	D	CR	Q			X				X			X			0	100%			Yes	
2	Municipal Financial Viability & Management	Administration (Human Resources)	Objective: To perform the administrative functions of the directorate	Target: % of written correspondence responded to within 14 days	D	CR	Q			X				X			X			0	100%	1		Yes	Done immediately when received
3	Municipal Financial Viability & Management	Administration (Human Resources)	Objective: To perform the administrative functions of the directorate	Target: % of council resolutions implemented within the relevant timeframe	D	CR	Q			X				X			X			0	100%	1		Yes	Done immediately when received
4	Municipal Institutional Development & Transformation	Administration (Human Resources)	Objective: Establish a process for the bi-annual review of the staff establishment	Target: Issue staff establishment review forms to each Department and submit a report on findings to the MM	D	CR	Q			X				X			X			0	1 per quarter	1		Yes	We are in a process of placement
5	Municipal Institutional Development & Transformation	Administration (Human Resources)	Objective: Reporting on the adjustments needed in the organizational structure to address new challenges	Target: Submit written proposals to make adjustments	D	CR	Q			X				X			X			0	1 per quarter	1		Yes	None to report placement is in process
6	Municipal Institutional Development & Transformation	Administration (Human Resources)	Objective: To implement the result of the Leave Audit	Target: No. of reports submitted on updating of leave records	D	CR	Q			X				X			X				1 per quarter	1		Yes	This is done on daily basis
7	Municipal Institutional Development & Transformation	Administration (Human Resources)	Objective: To keep and update employees files electronically	Target: No. of reports submitted on the staff changes	D	CR	Q			X				X			X				1 per quarter	1		Yes	This is done regularly
8	Municipal Institutional Development & Transformation	Employment Equity	Objective: To ensure that the recruitment of municipal officials is in line with its employment equity plan & recruitment policy	Target: % employed in three highest levels of management who are PDI (Section 57, Post Level 1, 2, 3)	N	CR	Q			X				X			X			50%	60%			No	Due to insufficient applications received. This is not achieved
9	Municipal Institutional Development & Transformation	Labour Relations	Objective: Efficiency in dealing with grievance procedures	Target: Arrange training session for Managers to deal with grievance issues	D	CR	Q			X				X			X			0	1 per quarter			No	Not yet done
10	Municipal Institutional Development & Transformation	Labour Relations	Objective: Interaction with the Trade Unions	Target: Ensure functioning of the Local Labour Forum through monthly meetings	D	CR	Q			X				X			X			3 per quarter	3 per quarter	none		No	Meetings are held as per schedule
11	Municipal Institutional Development & Transformation	Labour Relations	Objective: Investigation of allegations of misconduct and complaints against staff	Target: No. of allegations investigated	D	CR	Q			X				X			X				1 per quarter	1		Yes	Investigation done when misconduct
12	Municipal Institutional Development & Transformation	Labour Relations	Objective: Promotion of sound labour relations and staff discipline	Target: No. of disciplinary cases resolved	D	CR	Q			X				X			X				1 per quarter	1		Yes	no DC done in 1st and 2nd quarter
13	Municipal Institutional Development & Transformation	Labour Relations	Objective: Promotion of sound labour relations and staff discipline	Target: No. of disciplinary cases not yet resolved but attended to	D	CR	Q			X				X			X				1 per quarter	2		Yes	2 outstanding cases





DIRECTORATE SCORECARD: CORPORATE SERVICES - HUMAN RESOURCES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	2nd Qtr	Target met?	Explanation of variance	
								J	A	S	O	N	D	J	F	M	A	M	J							
15	Municipal Institutional Development & Transformation	Pension Fund	Objective: To ensure the smooth functioning of the Pension Claim process	Target: No. of monthly reports submitted on pension fund claims	D	CR	M	X	X	X	X	X	X	X	X	X	X	X	X	X	10/11	1 per month	10/11	1	Yes	Done on a monthly basis
16	Municipal Institutional Development & Transformation	Policy development and implementation	Objective: To compile and implement Work Place Skills Plan	Target: Review the WSP	D	CR	A												X		0	1 per annum		1	Yes	it is done once a year(June 2010)
17	Municipal Institutional Development & Transformation	Policy development and implementation	Objective: To practice sound HR Management	Target: Revise & update HR policies manual including staff recruitment and wellness policy etc	D	CR	A												X		0	1 per annum		1	Yes	HR is in the process to finalize it
18	Municipal Institutional Development & Transformation	Recruitment	Objective: To ensure that municipal structures are geared to achieve the goals of Developmental Local Authority	Target: Report to the MM on posts to be filled as approved by Council.	D	CR	Q			X			X			X			X		1 per quarter	1 per quarter		1	Yes	when request received from dept is executed
19	Municipal Institutional Development & Transformation	Recruitment	Objective: To assist in the recruitment of staff	Target: No. of advertisements placed	D	CR	Q			X			X			X			X		1 per quarter	1 per quarter		1	Yes	in 1st and 2nd quarter adverts were 16
20	Municipal Institutional Development & Transformation	Recruitment	Objective: To assist in the recruitment of staff	Target: No. of appointments made	D	CR	Q			X			X			X			X		1 per quarter	1 per quarter		1	Yes	in 1st and 2nd quarter appointments were 20
21	Municipal Institutional Development & Transformation	Recruitment	Objective: To ensure that the recruitment of municipal officials is in line with its employment equity plan & recruitment policy	Target: No. of new employees through induction programme	D	CR	Q			X			X			X			X		1 per quarter	1 per quarter		1	Yes	all new employees went through the induction programme before commencing for duty
22	Municipal Institutional Development & Transformation	Skills development	Objective: To ensure that the municipality invests in the skills of its employees to fulfill its roles, in line with its skills development plan	Target: % of rebate claimed from LG SETA	D	CR	A												X		100%	100%		1	Yes	Training of employees and unemployed people will start in 3rd quarter
23	Municipal Institutional Development & Transformation	Training	Objective: Assessment of Departmental staff training requirements	Target: Issue staff training review forms to each Department and submit a report on findings to the MM	D	CR	Q			X			X			X			X		1 per quarter	1 per quarter		1		skills audit was done on the 1st quarter
24	Municipal Institutional Development & Transformation	Training	Objective: Occupational health and safety	Target: No. of training sessions held on the constitution of Safety Committees	D	CR	BI-A						X						X		2 per annum	2 per annum				In 3rd quarter refreshment course will be organised
25	Municipal Institutional Development & Transformation	Training	Objective: Training of councilors	Target: Develop training programmes in-house for councilors	D	CR	A												X		1 per annum	1 per annum				Is in the pipeline
26	Municipal Institutional Development & Transformation	Training	Objective: To ensure the implementation of Batho Pele	Target: No. of trainings conducted on Batho Pele Principles	D	CR	Q			X			X			X			X		1 per annum	1 per quarter				Is in the pipeline

DIRECTORATE SCORECARD: CORPORATE SERVICES - HUMAN RESOURCES (2010-2011)

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	2 <sup>nd</sup> Qtr	Target met?	Explanation of variance		
								J	A	S	O	N	D	J	F	M	A	M	J								
27	Municipal Institutional Development & Transformation	Workman's Compensation & Occupational Health and Safety Act	Objective: To render HR support to all personnel with regard to claims	Target: No. of accidents reported to management	D	CR	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X		10/11	10/11	Proj	Yes	N.J. Mhlongo, N. Nkonyane were injured on duty in 1st quarter

**DIRECTORATE SCORECARD: COMMUNITY SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Frequency	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting		
								J	A	S	O	N	D	J	F	M	A	M	J					
1	Basic Service Delivery	Administration	Objective: Provide basic services to existing social facilities	Target: Ensure community involvement in the process and work with Engineering Services	D	CM	Q			X				X			X				10/11	10/11	1 per quarter	
2	Basic Service Delivery	Administration	Objective: HIV/AIDS awareness program	Target: Develop and submit a programme	D	CM	A										X						1 per annum	
3	Basic Service Delivery	Air-Strip	Objective: To provide proper maintenance of the air-strip	Target: No. of ad-hoc grass cutting and routine maintenance of the air-strip	D	CM	Q			X				X			X				3 per quarter	3 per quarter		
4	Basic Service Delivery	Capital Projects	Objective: Slums Clearance - Low cost houses	Target: % of budgeted amount spend	D	CM	Q			X				X			X				100%	100%		
5	Basic Service Delivery	Capital Projects	Objective: Cemetery maintenance and improvement	Target: % of budgeted amount spend	D	CM	Q			X				X			X				100%	100%		
6	Basic Service Delivery and Infrastructure	Cemetery Services	Objective: Provision of cemetery services in accordance with legislation	Target: To identify new suitable sites for cemeteries	D	CM	A										X				No	Yes		
7	Basic Service Delivery	Disaster Management	Objective: To ensure the safety of the community through attending to disasters	Target: No. of disasters attended to	D	CM	Q			X				X			X					1 per quarter		
8	Basic Service Delivery	Environmental Health Services	Objective: To comply with the street and miscellaneous by-laws	Target: % of complaints resolved vs. the no. of complaints received	D	CM	Q			X				X			X				90%	90%		
9	Basic Service Delivery	Environmental Health Services	Objective: To ensure the functioning of the ZDM Environmental health units	Target: No of reports received from ZDM on funeral parlours and food handling premises.	D	CM	Q			X				X			X					1 per quarter		
10	Basic Service Delivery	Environmental Health Services	Objective: To ensure the functioning of the food handling premises	Target: No. business licenses issued for food handling premises.	D	CM	Q			X				X			X					1 per quarter		
11	Basic Service Delivery	Fire Services	Objective: To ensure the safety of the community through fire-fighting services	Target: No. of fires responded to	D	CM	Q			X				X			X					1 per quarter		
12	Basic Service Delivery	Halls	Objective: To ensure that the utilisation of community halls are	Target: No. of monthly reports received on the rental of the halls	D	CM	M	X	X	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month		





**DIRECTORATE SCORECARD: COMMUNITY SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Fre q	Measuring and reporting time frames												Base line (30/06/10)	Target	Weight ing
								J	A	S	O	N	D	J	F	M	A	M	J			
28	Basic Service Delivery	Management of Parks, Cemeteries and Sports & Recreation facilities	Objective: Generation of income from leasing of halls	Target: Enforcement of approved tariffs for hall hire by showing income statements	D	CM	M	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month		
29	Basic Service Delivery	Management of Parks, Cemeteries and Sports & Recreation facilities	Objective: Maintenance of sport fields	Target: Monthly inspections with reports on records	D	CM	M	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month		
30	Basic Service Delivery	Management of Parks, Cemeteries and Sports & Recreation facilities	Objective: To ensure the availability of basic park facilities for all residents and maintenance thereof	Target: No. of Municipal parks developed	D	CM	A										X					
31	Basic Service Delivery	Management of Parks, Cemeteries and Sports & Recreation facilities	Objective: To ensure the availability of basic park facilities for all residents and maintenance thereof	Target: No. of routine maintenance visits of parks done	D	CM	Q			X			X			X		X	6 per quarter	6 per quarter		
32	Basic Service Delivery	Management of Parks, Cemeteries and Sports & Recreation facilities	Objective: To ensure the availability of basic recreational and sports facilities for all residents	Target: No. of business plans submitted to different institutions to secure funding to develop a Municipal Sport Integrated Management Plan	D	CM	A										X	0	1 per annum			
33	Basic Service Delivery	Management of Parks, Cemeteries and Sports & Recreation facilities	Objective: To ensure the availability of basic recreational and sports facilities for all residents	Target: Routine maintenance of sports facilities	D	CM	Q			X			X			X		X	3 per quarter	3 per quarter		
34	Basic Service Delivery	Public safety	Objective: Income generated (Traffic fines)	Target: Ensure income to exceed expenditure at all times	D	CM	Q			X			X			X		X	Yes	Yes		
35	Basic Service Delivery	Public safety	Objective: Structured action plan for law enforcement	Target: Ensure that plan is implemented by receiving reports from traffic officials	D	CM	Q			X			X			X		X	1 per quarter	1 per quarter		





**DIRECTORATE SCORECARD: COMMUNITY SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting
								J	A	S	O	N	D	J	F	M	A	M	J			
46	Basic Service Delivery	Refuse Removal and Waste Management	Objective: To render a basic solid waste removal system	Target: No. of fines Issued for illegal dumping	D	CM	M	X	X	X	X	X	X	X	X	X	X	X				
47	Basic Service Delivery	Refuse Removal and Waste Management	Objective: To provide and ensure a safe and healthy environment	Target: To develop and review a Waste management Plan in line with the relevant legislation	D	CM	A											X	1 per annum	1 per annum		
48	Basic Service Delivery	Registration and licensing of motor vehicles	Objective: To ensure revenue in terms of registration and licensing of motor vehicles	Target: Actual income vs. budgeted income	D	CM	Q			X			X			X			X		Budget amount	
49	Basic Service Delivery	Scholar patrols	Objective: To ensure the safety of learners when crossing roads to school	Target: % of schools with scholar patrols projects implemented	D	CM	A											X				
50	Basic Service Delivery	Security	Objective: Access control to municipal buildings	Target: Review of the Security Management Plan	D	CM	A											X	0	1 per annum		
51	Basic Service Delivery	Swimming Pools	Objective: To ensure that existing swimming pools are well maintained and at a good standard	Target: No. of routine maintenance done per month	D	CM	M	X	X	X	X	X	X	X	X	X	X	X	X	4 per month	4 per month	
52	Basic Service Delivery	Testing & licensing centres	Objective: Ensure high performance of staff by setting challenges for performance	Target: Monthly Reports on viability of facility	D	CM	M	X	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month	
53	Basic Service Delivery	Testing & licensing centres	Objective: Control measures to prevent any form of corruption	Target: Enforce Ethical Code and report on contravention	D	CM	M	X	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month	
54	Basic Service Delivery	Testing & licensing centres	Objective: To ensure an effective and efficient Testing Centre	Target: Compliance with National requirements for testing centres	D	CM	Q			X			X			X			X	1 per quarter	1 per quarter	
55	Basic Service Delivery	Traffic Law enforcement	Objective: To ensure safety for all road users within AbaQulusi	Target: No. of roadblocks done	D	CM	Q			X			X			X			X	0	1 per quarter	
56	Basic Service Delivery	Traffic Law enforcement	Objective: To ensure safety for all road users within	Target: No. of Special operations done	D	CM	Q			X			X			X			X	0	1 per quarter	



**DIRECTORATE SCORECARD: COMMUNITY SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Fre q	Measuring and reporting time frames												Base line (30/06/10)	Target	Weight ing	
								J	A	S	O	N	D	J	F	M	A	M	J				
66	Municipal Financial Viability & Management	Administration	Objective: Management of the budget	Target: % of budgeted amount spent to date on capital projects	D	CM	Q			X				X			X			X	100%	100%	
67	Municipal Institutional Development & Transformation	Administration	Objective: Ensure proper supervision of all staff	Target: No. of quarterly reports on the performance of the different units	D	CM	Q			X				X			X			X	1 per quarter	1 per quarter	
68	Municipal Institutional Development & Transformation	Administration	Objective: Strategic planning session for department	Target: Arrange strategic workshop	D	CM	A													X	1 per annum	1 per annum	
69	Municipal Institutional Development & Transformation	Administration	Objective: Develop a social development master plan	Target: Obtain funding to develop the plan	D	CM	A													X	1 per annum	1 per annum	
70	Municipal Institutional Development & Transformation	Administration	Objective: To ensure effective delegations are done in writing	Target: All delegations to be done in writing	D	CM	Q			X				X			X			X	100%	100%	
71	Municipal Institutional Development & Transformation	Administration	Objective: To ensure that Systems, Procedures and Control measures are updated regularly	Target: To review all policies and procedures on a annual basis	D	CM	A													X	100%	100%	
72	Municipal Institutional Development & Transformation	Administration	Objective: To ensure that Systems, Procedures and Control measures are updated regularly	Target: Update systems / procedures / control measures to minimize opportunities for negligence fraud and corruption.	D	CM	A													X	100%	100%	

**DIRECTORATE SCORECARD: COMMUNITY SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting		
								J	A	S	O	N	D	J	F	M	A	M	J					
73	Municipal Institutional Development & Transformation	Administration	Objective: To perform the administrative functions of the directorate	Target: % of written correspondence responded to within 14 days	D	CM	Q			X				X			X			X	100%	100%		
74	Municipal Institutional Development & Transformation	Administration	Objective: To perform the administrative functions of the directorate	Target: % of council resolution implemented within the relevant timeframe after minutes are available.	D	CM	Q			X				X			X			X	100%	100%		
75	Municipal Institutional Development & Transformation	Administration	Objective: Review staff establishment	Target: Complete staff establishment review form and submit to HR	D	CM	Q			X				X			X			X				
76	Municipal Institutional Development & Transformation	Administration	Objective: Review staff training requirements	Target: Complete staff training requirements review form and submit to HR	D	CM	Q			X				X			X			X				
77	Municipal Institutional Development & Transformation	Administration (CTLO)	Objective: Management of the vehicles	Target: % of vehicles serviced as required	D	CM	Q			X				X			X			X		100%		
78	Municipal Institutional Development & Transformation	External Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures	Target: Respond to all external audit queries within 1 week of receiving query	D	CM	A													X	1 per annum	1 per annum		
79	Municipal Institutional Development & Transformation	Internal Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures	Target: Respond to all internal audit queries within 1 week of receiving query	D	CM	BI-A							X							X		2 per annum	

**DIRECTORATE SCORECARD: COMMUNITY SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir.	Fre q	Measuring and reporting time frames												Base line (30/06/10)	Target	Weight ing			
								J	A	S	O	N	D	J	F	M	A	M	J						
80	Municipal Institutional Development & Transformation	Municipal buildings	Objective: To ensure proper maintenance of Municipal buildings	Target: % of money spent for the maintenance of Municipal buildings according to the Maintenance Plan.	D	CM	A													X	100%	100%	10/11	10/11	
81	Municipal Institutional Development & Transformation	Planning and development	Objective: Annual revision of IDP	Target: Submission of Departmental inputs to IDP Planning section by 28 February 2010	D	CM	A														X	1 per annum	1 per annum		

**DIRECTORATE SCORECARD: TECHNICAL SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting
							J	A	S	O	N	D	J	F	M	A	M	J			
																		10/11	10/11		
1	Basic Service Delivery and Infrastructure	Electricity and other forms of energy.	Objective: To improve access to electricity and other forms of energy where applicable.	Target: No. of performance reports on the support of the Eskom & Municipal Electrification Program.	T	Q			X				X			X			3 per quarter	3 per quarter	
2	Basic Service Delivery and Infrastructure	Electricity and other forms of energy.	Objective: To improve access to electricity and other forms of energy where applicable.	Target: No. of proposals on an alternative energy supply program investigated and submitted to the Municipality	T	A										X			1 per annum	1 per annum	
3	Basic Service Delivery and Infrastructure	Electricity and other forms of energy.	Objective: To provide electricity within the AbaQulusi licence areas	Target: To develop and implement an Electrification Master Plan	T	A										X			1 per annum	1 per annum	
4	Basic Service Delivery and Infrastructure	Electricity and other forms of energy.	Objective: To provide electricity within the AbaQulusi licence areas	Target: To ensure the Electrification Master Plan takes into account Eskom priorities	T	A										X			1 per annum	1 per annum	
5	Basic Service Delivery and Infrastructure	Electricity and other forms of energy.	Objective: To facilitate supply of electricity outside the licensed areas	Target: No. of educational programmes done by Eskom to promote efficient use of electricity.	T	BI-A					X					X			2 per annum	2 per annum	
6	Basic Service Delivery and Infrastructure	Electricity and other forms of energy.	Objective: To improve awareness of electricity issues and other forms of energy.	Target: No. of energy efficiency meetings (ECS) held with Eskom	T	Q			X				X			X			1 per quarter	1 per quarter	
7	Basic Service Delivery and Infrastructure	Electricity and other forms of energy.	Objective: To improve the electricity network in the Eskom licensed area	Target: No. of Customer Care meetings attended with Eskom to speed-up service delivery on Eskom licensed areas.	T	Q			X				X			X			1 per quarter	1 per quarter	
8	Basic Service Delivery and Infrastructure	Electricity and other forms of energy.	Objective: To improve the electricity network in the Eskom license area	Target: To obtain Eskom Service Delivery Plan	T	A										X			1 per annum	1 per annum	
9	Basic Service Delivery and Infrastructure	External Capital Projects	Objective: Three-year plan for infrastructure provision through MIG funding	Target: Finalisation and submission of plan to Council	T	A										X			1 per annum	1 per annum	
10	Basic Service Delivery and Infrastructure	External Capital Projects	Objective: Submissions to obtain MIG funding	Target: No. of business plans submitted to obtain funds	T	A										X			1 per annum	1 per annum	
11	Basic Service Delivery and Infrastructure	External Capital Projects	Objective: Road and storm water plan	Target: Submit and finalise plan	T	A										X			1 per annum	1 per annum	

**DIRECTORATE SCORECARD: TECHNICAL SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting
							J	A	S	O	N	D	J	F	M	A	M	J			
																	10/11	10/11			
12	Basic Service Delivery and Infrastructure	External Capital Projects	Objective: Bhekumthetho Phase 2	Target: % of budgeted amount spent in the electrification of Bhekumthetho Phase 2	T	Q			X				X			X			100%	100%	
13	Basic Service Delivery and Infrastructure	External Capital Projects	Objective: Eskom Areas	Target: % of budgeted amount spent in the Eskom areas	T	Q			X				X			X			100%	100%	
14	Basic Service Delivery and Infrastructure	External Capital Projects	Objective: Electrification Clinics and Schools	Target: % of budgeted amount spent in the electrification of Clinics & Schools backlog Eskom	T	Q			X				X			X			100%	100%	
15	Basic Service Delivery and Infrastructure	External Capital Projects	Objective: Rural Roads	Target: % of budgeted amount spent on the maintenance and upgrading of Rural Roads AbaQulusi	T	Q			X				X			X			100%	100%	
16	Basic Service Delivery and Infrastructure	External Capital Projects	Objective: Emondlo Roads & Storm water	Target: % of budgeted amount spent on the maintenance and upgrading of Emondlo Roads & Storm Water	T	Q			X				X			X			100%	100%	
17	Basic Service Delivery and Infrastructure	Indigent Support Systems	Objective: Installation of meters	Target: % meters installed as per instruction received from Finance Department	T	M	X	X	X	X	X	X	X	X	X	X	X	X	100%	100%	
18	Basic Service Delivery and Infrastructure	Internal Capital Projects: General	Objective: To ensure safe communications	Target: % of budgeted amount spent on purchase and maintenance of two way radio's	T	Q			X				X			X			100%	100%	
19	Basic Service Delivery and Infrastructure	Internal Capital Projects: General	Objective: To ensure smooth functioning of the department	Target: % of budgeted amount spent on purchase and maintenance of tools of the trade	T	Q			X				X			X			100%	100%	
20	Basic Service Delivery and Infrastructure	Internal Capital Projects: Roads & Storm water	Objective: Repair roads	Target: % of budgeted amount spent on maintenance and repair of existing roads	T	Q			X				X			X			100%	100%	
21	Basic Service Delivery and Infrastructure	Management	Objective: Maintenance plan for existing roads network	Target: Appoint service provider to prepare a plan	T	A										X		1 per annum	1 per annum		
22	Basic Service Delivery and Infrastructure	O&M	Objective: New electrical connections	Target: No. of new electrical connections installed	T	M	X	X	X	X	X	X	X	X	X	X	X				

**DIRECTORATE SCORECARD: TECHNICAL SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting
							J	A	S	O	N	D	J	F	M	A	M	J			
																	10/11	10/11			
23	Basic Service Delivery and Infrastructure	Roads and storm water	Objective: To keep the municipal roads in good condition.	Target: Report back on participation in the Rural Road Transportation Forum.	T	BI-A						X					X	2 per annum	2 per annum		
24	Basic Service Delivery and Infrastructure	Roads and storm water	Objective: To ensure proper maintenance of all Roads and Storm water Systems in AbaQulusi	Target: km of roads maintained under the routine maintenance programme- gravel	T	A											X				
25	Basic Service Delivery and Infrastructure	Roads and storm water	Objective: To ensure proper maintenance of all Roads and Storm water Systems in AbaQulusi	Target: m² of pothole patching done under the routine maintenance programme	T	A											X				
26	Basic Service Delivery and Infrastructure	Roads and storm water	Objective: To ensure proper maintenance of all Roads and Storm water Systems in AbaQulusi	Target: km of roads maintained under the routine maintenance programme- blading	T	A											X				
27	Basic Service Delivery and Infrastructure	Roads and storm water	Objective: To ensure proper maintenance of all Roads and Storm water Systems in AbaQulusi	Target: meters of pipes installed	T	A											X				
28	Basic Service Delivery and Infrastructure	Roads and storm water	Objective: To ensure proper maintenance of all Roads and Storm water Systems in AbaQulusi	Target: Implementation and review of a Pavement Management Plan (PMP)	T	A											X	1 per annum	1 per annum		
29	Basic Service Delivery and Infrastructure	Roads and storm water	Objective: To ensure that all roads constructed by Provincial departments, Municipality and private developers meet the specified standards	Target: No. of ad hoc site inspections done	T	Q			X			X			X		X	1 per quarter	1 per quarter		
30	Basic Service Delivery and Infrastructure	Roads and storm water	Objective: To ensure timeous response to customer complaints about roads	Target: No. of complaints responded to and attended to regarding roads and storm water maintenance (tarred roads - potholes) - within one week of receiving of complaint	T	Q			X			X			X		X	1 per quarter	1 per quarter		
31	Municipal Financial Viability & Management	Administration	Objective: Management of the budget	Target: Actual income vs. budgeted income	T	M	X	X	X	X	X	X	X	X	X	X	X	budget amount	budget amount		
32	Municipal Financial Viability & Management	Administration	Objective: Management of the budget	Target: Actual expenditure vs. budgeted expenditure	T	M	X	X	X	X	X	X	X	X	X	X	X	budget amount	budget amount		



**DIRECTORATE SCORECARD: TECHNICAL SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting
							J	A	S	O	N	D	J	F	M	A	M	J			
																		10/11	10/11		
33	Municipal Financial Viability & Management	Administration	Objective: Service delivery and Budget Implementation Plan for Finance	Target: Implementation of SDBIP	T	A											X	1 per annum	1 per annum		
34	Municipal Institutional Development & Transformation	Administration	Objective: To promote job creation for Local Economic Development	Target: No. of quarterly reports submitted on jobs created	T	Q			X			X			X		X	1 per quarter	1 per quarter		
35	Municipal Institutional Development & Transformation	Administration	Objective: Ensure proper supervision of all staff	Target: No. of quarterly reports on the performance of the different units	T	Q			X			X			X		X	1 per quarter	1 per quarter		
36	Municipal Institutional Development & Transformation	Administration	Objective: To ensure effective delegations are done in writing	Target: All delegations to be done in writing	T	M	X	X	X	X	X	X	X	X	X	X	X	100%	100%		
37	Municipal Institutional Development & Transformation	Administration	Objective: To ensure that Systems, Procedures and Control measures are updated regularly	Target: No. of reviews on systems, policies and procedures on a yearly basis	T	A											X	1 per annum	1 per annum		
38	Municipal Institutional Development & Transformation	Administration	Objective: To ensure that Systems, Procedures and Control measures are updated regularly	Target: Report on any updates in terms of systems / procedures / control measures to minimize opportunities negligence fraud and corruption.	T	A											X	1 per annum	1 per annum		
39	Municipal Institutional Development & Transformation	Administration	Objective: To perform the administrative functions of the directorate	Target: % of written correspondence responded to within 14 days	T	Q			X			X			X		X	100%	100%		
40	Municipal Institutional Development & Transformation	Administration	Objective: To perform the administrative functions of the directorate	Target: % of Council resolutions implemented within the relevant timeframe after minutes are available	T	Q			X			X			X		X	100%	100%		
41	Municipal Institutional Development & Transformation	Administration	Objective: Occupational health and safety	Target: No. of training sessions held on the constitution of Safety Committees	T	BI-A						X					X	2 per annum	2 per annum		
42	Municipal Institutional Development & Transformation	Administration	Objective: To develop skills within the Department	Target: No. of staff training sessions held.	T	Q			X			X			X		X	1 per quarter	1 per quarter		

**DIRECTORATE SCORECARD: TECHNICAL SERVICES (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting
							J	A	S	O	N	D	J	F	M	A	M	J			
																	10/11	10/11			
43	Municipal Institutional Development & Transformation	Administration	Objective: Review staff establishment	Target: Complete staff establishment review form and submit to HR	T	Q			X				X			X		X	1 per quarter	1 per quarter	
44	Municipal Institutional Development & Transformation	Administration	Objective: Review staff training requirements	Target: Complete staff training requirements review form and submit to HR	T	Q			X				X			X		X	1 per quarter	1 per quarter	
45	Municipal Institutional Development & Transformation	External Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures	Target: Respond to all external audit queries within 1 week of receiving query	T	A											X	1 per annum	1 per annum		
46	Municipal Institutional Development & Transformation	Internal Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures	Target: Respond to all internal audit queries within 1 week of receiving query	T	BI-A						X					X	2 per annum	2 per annum		
47	Municipal Institutional Development & Transformation	Municipal buildings	Objective: To ensure proper maintenance of Municipal buildings	Target: % of money spent for the maintenance of Municipal buildings according to the Maintenance Plan.	T	A											X	100%	100%		

**DIRECTORATE SCORECARD: TECHNICAL SERVICES - PLANNING (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	Manager Responsible
							J	A	S	O	N	D	J	F	M	A	M	J				
1	Basic Service Delivery and Infrastructure	Environmental Management	Objective: To ensure the compilation of an Environmental Management Plan	Target: To develop and implement an Environmental Management Plan	SP	A												X	1 per annum	1 per annum		Christo Swanepoel
2	Basic Service Delivery and Infrastructure	Geographic Information System	Objective: To develop an integrated land and development geographical information management system.	Target: % of budgeted amount spent on GIS equipment	SP	Q			X				X					X	100%	100%		Christo Swanepoel
3	Basic Service Delivery and Infrastructure	Geographic Information System	Objective: To develop an integrated land and development geographical information management system.	Target: No. of proposals obtained for an integrated GIS unit for the municipality	SP	Q			X				X					X	1 per quarter	1 per quarter		Christo Swanepoel
29	Basic Service Delivery	Housing	Objective: To identify strategic areas for land reform	Target: Develop and review of the housing plan	SP	A												X	0	1 per annum		Christo Swanepoel
30	Basic Service Delivery	Housing	Objective: To reduce housing backlog in line with the national and provincial norms and standards	Target: Develop and implement a 5 year strategic plan for housing development	SP	A												X	0	1 per annum		Christo Swanepoel
31	Basic Service Delivery	Housing	Objective: To ensure the alienation of available proclaimed erven in AbaQulusi according to the waiting list	Target: No. of beneficiaries for subsidy housing on the waiting list	SP	Q			X				X					X				Christo Swanepoel
32	Basic Service Delivery	Housing	Objective: To ensure the alienation of available proclaimed erven in AbaQulusi according to the waiting list	Target: No. of proclaimed erven available for subsidy housing	SP	Q			X				X					X				Christo Swanepoel
33	Basic Service Delivery	Housing	Objective: To ensure transparent land transactions	Target: Development and implementation of Policy on Alienation of Land & Immovable Property	SP	A												X	0	1 per annum		Christo Swanepoel
34	Basic Service Delivery	Housing	Objective: Development of new residential stands	Target: To identify appropriate land for housing development and land reform	SP	A												X	No	Yes		Christo Swanepoel

**DIRECTORATE SCORECARD: TECHNICAL SERVICES - PLANNING (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	Manager Responsible		
							J	A	S	O	N	D	J	F	M	A	M	J						
5	Municipal Institutional Development & Transformation	Integrated Development Planning	<i>Objective: To develop and maintain a credible IDP</i>	Target: Prepare and submit sector plans	SP	A													X	1 per annum	1 per annum		Christo Swanepoel	
12	Basic Service Delivery and Infrastructure	Integrated Development Planning	<i>Objective: Annual revision of IDP</i>	Target: Submission of Departmental inputs on IDP to IDP Manager by 28 February	SP	A													X	1 per annum	1 per annum		Christo Swanepoel	
4	Basic Service Delivery and Infrastructure	Planning and Development	<i>Objective: Approval of building plans and inspection</i>	Target: No. of monthly reports submitted	SP	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month		Christo Swanepoel
6	Basic Service Delivery and Infrastructure	Planning and Development	<i>Objective: Local Economic Development Plan</i>	Target: Appoint service provider	SP	A													X	1 per annum	1 per annum		Christo Swanepoel	
7	Basic Service Delivery and Infrastructure	Planning and Development	<i>Objective: Land Use Management scheme</i>	Target: Report on the finalisation and implementation of the approved LUMS	SP	A													X	1 per annum	1 per annum		Christo Swanepoel	
8	Basic Service Delivery and Infrastructure	Planning and Development	<i>Objective: Develop a Strategic Environment Assessment of the municipal area</i>	Target: Appoint service provider to do the assessment	SP	A													X	1 per annum	1 per annum		Christo Swanepoel	
9	Basic Service Delivery and Infrastructure	Planning and Development	<i>Objective: Actions to promote environmental awareness</i>	Target: No. of technical staff trained per quarter	SP	Q			X			X			X				X	1 per quarter	1 per quarter		Christo Swanepoel	
10	Basic Service Delivery and Infrastructure	Planning and Development	<i>Objective: Ensure the environmental sustainability within the context of all spatial development in the municipal area</i>	Target: Include objective in job description of planner	SP	A													X	1 per annum	1 per annum		Christo Swanepoel	
11	Basic Service Delivery and Infrastructure	Planning and Development	<i>Objective: Alignment of department planning with IDP priorities</i>	Target: % budget spent on addressing needs identified in the IDP	SP	Q			X			X			X				X	100%	100%		Christo Swanepoel	
12	Basic Service Delivery and Infrastructure	Planning and Development	<i>Objective: Local Economic Development Plan</i>	Target: Implementation and annual review of Tourism strategy	SP	A													X	1 per annum	1 per annum		Christo Swanepoel	
13	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	<i>Objective: To promote harmonious and coordinated land use.</i>	Target: Report on the review of all Town Planning Schemes within AbaQulusi.	SP	A													X	1 per annum	1 per annum		Christo Swanepoel	

**DIRECTORATE SCORECARD: TECHNICAL SERVICES - PLANNING (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	Manager Responsible
							J	A	S	O	N	D	J	F	M	A	M	J				
14	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: Report on the implementation of a Spatial Development Framework.	SP	A												X	1 per annum	1 per annum		Christo Swanepoel
15	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: Establish hierarchy of nodes	SP	A												X	1 per annum	1 per annum		Christo Swanepoel
16	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: To produce policies and plans which guide and manage development	SP	A												X	1 per annum	1 per annum		Christo Swanepoel
17	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: Development of corridors and precinct plans	SP	A												X	1 per annum	1 per annum		Christo Swanepoel
18	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: Report back on the implementation of approved Precinct plans	SP	BI-A						X						X	0 per annum	2 per annum		Christo Swanepoel
19	Basic Service Delivery and Infrastructure	Town Planning and Building Control	Objective: The provision of adequate space for formal cemeteries	Target: No. of sites made available for formal cemeteries	SP	A												X				Christo Swanepoel
20	Basic Service Delivery and Infrastructure	Town Planning and Building Control	Objective: To ensure that all uncompleted RDP and PHP houses are provided with Occupation Certificate	Target: No. of Occupation Certificates issued	SP	A												X				Christo Swanepoel
21	Basic Service Delivery and Infrastructure	Town Planning and Building Control	Objective: To ensure that town planning applications are efficiently processed	Target: % of town planning applications or instructions received and processed within two weeks - start town planning process	SP	Q			X			X			X			X	100%	100%		Christo Swanepoel
22	Basic Service Delivery and Infrastructure	Town Planning and Building Control	Objective: To ensure that town planning applications are efficiently processed	Target: % of town planning applications or instructions completed within 4 months of submission	SP	Q			X			X			X			X	90%	90%		Christo Swanepoel



**DIRECTORATE SCORECARD: TECHNICAL SERVICES - PLANNING (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Manager Responsible
							J	A	S	O	N	D	J	F	M	A	M	J			
																		10/11			
1	Basic Service Delivery and Infrastructure	Environmental Management	Objective: To ensure the compilation of an Environmental Management Plan	Target: To develop and implement an Environmental Management Plan	T	A											X	1 per annum	1 per annum	James Sithole	
2	Basic Service Delivery and Infrastructure	Geographic Information System	Objective: To develop an integrated land and development geographical information management system.	Target: % of budgeted amount spent on GIS equipment	T	Q			X			X			X		X	100%	100%	James Sithole	
3	Basic Service Delivery and Infrastructure	Geographic Information System	Objective: To develop an integrated land and development geographical information management system.	Target: No. of proposals obtained for an integrated GIS unit for the municipality	T	Q			X			X			X		X	1 per quarter	1 per quarter	James Sithole	
4	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Approval of building plans and inspection	Target: No. of monthly reports submitted	T	M	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month	James Sithole	
5	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Annual revision of IDP	Target: Submission of IDP to Council by 31 May 2010	T	A											X	1 per annum	1 per annum	James Sithole	
6	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Implementation of IDP	Target: No. of reports on progress to EXCO	T	A											X	1 per annum	1 per annum	James Sithole	
7	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Local Economic Development Plan	Target: Appoint service provider	T	A											X	1 per annum	1 per annum	James Sithole	
8	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Land Use Management scheme	Target: Report on the finalisation and implementation of the approved LUMS	T	A											X	1 per annum	1 per annum	James Sithole	
9	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Develop a Strategic Environment Assessment of the municipal area	Target: Appoint service provider to do the assessment	T	A											X	1 per annum	1 per annum	James Sithole	
10	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Actions to promote environmental awareness	Target: No. of technical staff trained per quarter	T	Q			X			X			X		X	1 per quarter	1 per quarter	James Sithole	
11	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Ensure the environmental sustainability within the context of all spatial development in the municipal area	Target: Include objective in job description of planner	T	A											X	1 per annum	1 per annum	James Sithole	
12	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Alignment of department planning with IDP priorities	Target: % budget spent on addressing needs identified in the IDP	T	Q			X			X			X		X	100%	100%	James Sithole	

**DIRECTORATE SCORECARD: TECHNICAL SERVICES - PLANNING (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Manager Responsible
							J	A	S	O	N	D	J	F	M	A	M	J			
																		10/11			
13	Basic Service Delivery and Infrastructure	Planning and Development	Objective: Annual revision of IDP	Target: Submission of Departmental inputs on IDP to Planning section by 28 February 2010	T	A											X	1 per annum	1 per annum	James Sithole	
14	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: To promote harmonious and coordinated land use.	Target: Report on the review of all Town Planning Schemes within Abaqulusi.	T	A											X	1 per annum	1 per annum	James Sithole	
15	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: Report on the implementation of a Spatial Development Framework.	T	A											X	1 per annum	1 per annum	James Sithole	
16	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: Establish hierarchy of nodes	T	A											X	1 per annum	1 per annum	James Sithole	
17	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: To produce policies and plans which guide and manage development	T	A											X	1 per annum	1 per annum	James Sithole	
18	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: Development of corridors and precinct plans	T	A											X	1 per annum	1 per annum	James Sithole	
19	Basic Service Delivery and Infrastructure	Spatial Planning and restructuring	Objective: Spatial restructuring and integration	Target: Report back on the implementation of approved Precinct plans	T	BI-A						X					X	0 per annum	2 per annum	James Sithole	
20	Basic Service Delivery and Infrastructure	Town Planning and Building Control	Objective: The provision of adequate space for formal cemeteries	Target: No. of sites made available for formal cemeteries	T	A											X			James Sithole	
21	Basic Service Delivery and Infrastructure	Town Planning and Building Control	Objective: To ensure that all uncompleted RDP and PHP houses are provided with Occupation Certificate	Target: No. of Occupation Certificates issued	T	A											X			James Sithole	
22	Basic Service Delivery and Infrastructure	Town Planning and Building Control	Objective: To ensure that town planning applications are efficiently processed	Target: % of town planning applications or instructions received and processed within two weeks - start town planning process	T	Q			X			X			X		X	100%	100%	James Sithole	
23	Basic Service Delivery and Infrastructure	Town Planning and Building Control	Objective: To ensure that town planning applications are efficiently processed	Target: % of town planning applications or instructions completed within 4 months of submission	T	Q			X			X			X		X	90%	90%	James Sithole	





**DIRECTORATE SCORECARD: TECHNICAL SERVICES (WATER & SANITATION) (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Additional comments
							J	A	S	O	N	D	J	F	M	A	M	J			
1	Basic Service Delivery	Free Basic Water	<i>Objective: To ensure that all households in AbaQulusi have access to basic water at specified standards</i>	Target: % of households supplied with water	T	A											X	100%	100%	National KPI	
2	Basic Service Delivery	External Capital Projects	<i>Objective: Vryheid WWTW Phase 3</i>	Target: % of budgeted amount spent on Vryheid WWTW Phase 3	T	Q					X						X	100%	100%		
3	Basic Service Delivery	Indigent Support Systems	<i>Objective: To improve access to basic services.</i>	Target: % of registered indigents receiving free basic services.	T	Q			X		X		X				X	100%	100%		
4	Basic Service Delivery	Internal Capital Projects	<i>Objective: Ensure day to day running of department</i>	Target: % of budgeted amount spent on sewer equipment for Vryheid, Hloboane, eMondlo and Coronation to be purchased	T	Q			X		X		X				X	100%	100%		
5	Basic Service Delivery	Internal Capital Projects	<i>Objective: Progress on the spending of internal funds for capital projects</i>	Target: Submit quarterly reports to Portfolio	T	Q			X		X		X				X	1 per quarter	1 per quarter		
6	Basic Service Delivery	Internal Capital Projects	<i>Objective: Ensure safe communications</i>	Target: % of budgeted amount spent on purchase and maintenance of two way radio's	T	Q			X		X		X				X	100%	100%		
7	Basic Service Delivery	Internal Capital Projects	<i>Objective: Ensure tidy site</i>	Target: % of budgeted amount spent on purchase and maintenance of brush cutter & lawnmower at Vryheid	T	Q			X		X		X				X	100%	100%		
8	Basic Service Delivery	Internal Capital Projects	<i>Objective: To ensure smooth functioning of the department</i>	Target: % of budgeted amount spent on purchase and maintenance tools of the trade	T	Q			X		X		X				X	100%	100%		
9	Basic Service Delivery	Internal Capital Projects	<i>Objective: To improve standards &amp; services to areas</i>	Target: % of budgeted amount spent on water rehabilitation Vryheid	T	Q			X		X		X				X	100%	100%		
10	Basic Service Delivery	Management	<i>Objective: Interaction with ZDM service provider function on water &amp;</i>	Target: Submit minutes of meetings to MM	T	Q			X		X		X				X	1 per quarter	1 per quarter		

**DIRECTORATE SCORECARD: TECHNICAL SERVICES (WATER & SANITATION) (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Additional comments
							J	A	S	O	N	D	J	F	M	A	M	J			
			<i>sanitation matters</i>																		
11	Basic Service Delivery	Management	Objective: Disconnection of illegal connections	Target: Submit monthly reports to Portfolio Committee on progress made	T	M	X	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month	
12	Basic Service Delivery	Management	Objective: Maintenance plan for water and sanitation works	Target: Submit report to Portfolio Committee on compliance with plan	T	Q			X			X			X			X	1 per quarter	1 per quarter	
13	Basic Service Delivery	Management	Objective: Management of service provider on outsourced services	Target: Submit monthly report to Portfolio Committee on the performance of outsourced services	T	Q			X			X			X			X	1 per quarter	1 per quarter	
14	Basic Service Delivery	Management	Objective: Strategic planning session for the department	Target: Arrange workshop	T	A											X	1 per annum	1 per annum		
15	Basic Service Delivery	O&M	Objective: New water connections	Target: No. of water connection installations	T	Q			X			X			X			X			
16	Basic Service Delivery	Planning and development	Objective: Annual revision of IDP	Target: Submission of Departmental inputs on IDP to Planning section by 28 February 2010	T	A											X	1 per annum	1 per annum		
17	Basic Service Delivery	Planning and development	Objective: Implementation of IDP	Target: Submit report on progress to Portfolio Committee	T	Q			X			X			X			X	1 per quarter	1 per quarter	
18	Basic Service Delivery	Sewerage	Objective: To ensure that all standards with regard to the purification of sewerage (DWAF) be met	Target: % of urban households with access to basic sanitation	T	Q			X			X			X			X	100%	100%	National KPI
19	Basic Service Delivery	Sewerage	Objective: To ensure that all standards with regard to the purification of sewerage (DWAF) be met	Target: % of tests / results that meet DWAF standards	T	Q			X			X			X			X	100%	100%	
20	Basic Service Delivery	Sewerage	Objective: To ensure that all standards with regard to the purification of sewerage (DWAF) be met	Target: % of complaints on blockages responded to and completed within 24 hrs of reporting thereof	T	Q			X			X			X			X	100%	100%	

**DIRECTORATE SCORECARD: TECHNICAL SERVICES (WATER & SANITATION) (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Additional comments
							J	A	S	O	N	D	J	F	M	A	M	J			
21	Basic Service Delivery	Water and sanitation	Objective: To supply appropriate sanitation and potable water to all households in AbaQulusi.	Target: Report back on the coordination with Zululand District Municipality on the WSDP.	T	Q			X			X			X			X	1 per quarter	1 per quarter	
22	Basic Service Delivery	Water and sanitation	Objective: To ensure that Water and Sanitation Service is rendered in an efficient and affordable manner	Target: Report on water and sanitation backlog if applicable	T	Q			X			X			X			X	1 per quarter	1 per quarter	
23	Basic Service Delivery	Water and sanitation	Objective: To ensure that all households in AbaQulusi have access to basic water at specified standards	Target: No. of households in informal settlements with access to basic water (Jo-Jo tank)	T	A												X			
24	Basic Service Delivery	Water and sanitation	Objective: To ensure that all households in AbaQulusi have access to basic water at specified standards	Target: No. of households with unmetered access to potable water (urban communities)	T	A												X			
25	Basic Service Delivery	Water and sanitation	Objective: To inform the public of the water quality in AbaQulusi	Target: No. of quarterly reports published in the local newspaper	T	Q			X			X			X			X	1 per quarter	1 per quarter	
26	Basic Service Delivery	Water and sanitation	Objective: To ensure the backup of water provision in any given emergency situation	Target: Develop a Water Provision Emergency Plan	T	A												X	1 per annum	1 per annum	
27	Basic Service Delivery	Water Network	Objective: To ensure a well functioning water network system	Target: % of complaints of water responded to within 24 hrs	T	M	X	X	X	X	X	X	X	X	X	X	X	X	100%	100%	
28	Basic Service Delivery	Water Network	Objective: To ensure a well functioning water network system	Target: No. water meters replaced	T	M	X	X	X	X	X	X	X	X	X	X	X	X			
29	Basic Service Delivery	Water Network	Objective: To ensure a well functioning water network system through the implementation of Water Loss Management for Vryheid town	Target: % completion of the division of the water network into a minimum of 5 water zones	T	A												X	100%	100%	
30	Basic Service Delivery	Water purification	Objective: To ensure that all standards with regard to the purification of water (DWAF) be met	Target: No. of water chemical samples tested per quarter (5 year plan)	T	Q			X			X			X			X	3 per quarter	3 per quarter	

**DIRECTORATE SCORECARD: TECHNICAL SERVICES (WATER & SANITATION) (2010-2011)**

No.	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	Dir.	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Additional comments
							J	A	S	O	N	D	J	F	M	A	M	J			
31	Basic Service Delivery	Water purification	<i>Objective: To ensure that all standards with regard to the purification of water (DWAF) be met</i>	Target: No. of water samples bacteriologically tested per month	T	M	X	X	X	X	X	X	X	X	X	X	X	5 per month	5 per month		
32	Municipal Financial Viability & Management	Administration	<i>Objective: Management of the budget</i>	Target: Actual income vs. budgeted income	T	M	X	X	X	X	X	X	X	X	X	X	X	budget amount	budget amount		
33	Municipal Financial Viability & Management	Administration	<i>Objective: Management of the budget</i>	Target: Actual expenditure vs. budgeted expenditure	T	M	X	X	X	X	X	X	X	X	X	X	X	budget amount	budget amount		
34	Municipal Financial Viability & Management	Administration	<i>Objective: Service delivery and Budget Implementation Plan for Finance</i>	Target: Implementation of SDBIP	T	A										X	1 per annum	1 per annum			
35	Municipal Institutional Development & Transformation	Administration	<i>Objective: To promote job creation for Local Economic Development</i>	Target: No. of quarterly reports submitted on jobs created	T	Q			X			X			X		X	1 per quarter	1 per quarter		
36	Municipal Institutional Development & Transformation	Municipal buildings	<i>Objective: To ensure proper maintenance of Municipal buildings</i>	Target: % of money spent for the maintenance of Municipal buildings, water and sanitation according to the Maintenance Plan.	T	A										X	100%	100%			





DIRECTORATE SCORECARD: FINANCIAL SERVICES (2010-2011)

	Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir	Freq	Measuring and reporting time frames												Base line (30/06 /10)	Target	Weighting	1 <sup>st</sup> Qtr		2 <sup>nd</sup> Qtr		3 <sup>rd</sup> Qtr		4 <sup>th</sup> Qtr		Additional comments					
								J	A	S	O	N	D	J	F	M	A	M	J				10/11	10/11	Proj	Act	Proj	Act	Proj	Act		Proj	Act			
21	Municipal Financial Viability & Management	Debt collection/ management	Objective: Revenue collection	Target: 80% collection	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	80%	80%		20%	25%	40%	54%							
22	Municipal Financial Viability & Management	Debt collection/ management	Objective: To ensure the collection of monies billed and to specify procedures in respect of non-payment	Target: Develop procedures and strategy to improve billing and revenue collection	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month		3	3	3	3							
23	Municipal Financial Viability & Management	Debt collection/ management	Objective: To establish and efficient treasury department	Target: Develop a Debt Recovery Plan (Request from ZDM)	D	F	A															X	1 per annum	1 per annum												
24	Municipal Financial Viability & Management	Financial Planning	Objective: Compliance with the reporting system required in terms of Section 74 of the MFMA	Target: Reports being submitted	D	F	A															X	1 per annum	1 per annum												
25	Municipal Financial Viability & Management	Financial Planning	Objective: To ensure timeous submission of in-year Financial Reports in accordance with the MFMA	Target: Financial statements	D	F	A															X	1 per annum	1 per annum		1	1								KPI completed and achieved	
26	Municipal Financial Viability & Management	Financial Planning	Objective: To ensure timeous submission of Financial Statements (MFMA)	Target: Compile Financial Statements	D	F	A															X	1 per annum	1 per annum		1	1								KPI completed and achieved	
27	Municipal Financial Viability & Management	Financial planning	Objective: Preparation of a financial plan for the Municipality	Target: To be completed in time	D	F	A															X	1 per annum	1 per annum												
28	Municipal Financial Viability & Management	Financial planning	Objective: Strategic planning session for the department	Target: Arrange strategic planning session	D	F	A															X	1 per annum	1 per annum												
29	Municipal Financial Viability & Management	Financial policies	Objective: Implementation of tariff policy	Target: Implementation of approved tariff policy	D	F	A															X	1 per annum	1 per annum		1	1									
30	Municipal Financial Viability & Management	Income and Poverty tariff:	Objective: To Ensure actual income versus budgeted income will realise	Target: % of credible accounts delivered timeously	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	75%	75%		75%	75%	75%	75%							



DIRECTORATE SCORECARD: FINANCIAL SERVICES (2010-2011)

Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	1 <sup>st</sup> Qtr		2 <sup>nd</sup> Qtr		3 <sup>rd</sup> Qtr		4 <sup>th</sup> Qtr		Additional comments						
							J	A	S	O	N	D	J	F	M	A	M	J				10/11	10/11	Proj	Act	Proj	Act	Proj	Act		Proj	Act				
31	Municipal Financial Viability & Management	Meter reading	Objective: Meter reading is done timeously and accurately Target: % of meters read	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	100%	100%		100%	95%	100%	95%							
32	Municipal Financial Viability & Management	Municipal Property Rates	Objective: To broaden the income base of Council Target: Report on the maintenance of a market related valuation roll	D	F	A																X	1 per annum	1 per annum		1	1									
33	Municipal Financial Viability & Management	Municipal Property Rates	Objective: To implement the Municipal Property Rates Act Target: Review rates policy	D	F	A																	X	1 per annum	1 per annum											
34	Municipal Financial Viability & Management	Over-all Finance of the Municipality	Objective: Management of the budget Target: % of budgeted amount spent to date on capital projects	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	100%	100%		25%	13%	50%	53.5%							
35	Municipal Financial Viability & Management	Over-all Finance of the Municipality	Objective: Management of the budget and compliance with the MFMA Target: Actual income vs. budgeted income	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	100%	100%		25%	25%	50%	54%							
36	Municipal Financial Viability & Management	Over-all Finance of the Municipality	Objective: Management of the budget and compliance with the MFMA Target: Actual expenditure vs. budgeted expenditure	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	100%	100%		25%	22%	50%	45%							
37	Municipal Financial Viability & Management	Salaries	Objective: To ensure the timeous and accurate payment of salaries and benefits Target: All personnel to be paid on the 25th of each month	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1 per monthy	1 per monthy		3	3	3	3							
38	Municipal Financial Viability & Management	Supply Chain Management	Objective: To develop and maintain a credible Procurement database Target: Manage an electronically secured database	D	F	A																	X	1 per annum	1 per annum		3	3	3	3						
39	Municipal Financial Viability & Management	Supply Chain Management	Objective: To monitor adherence to the SCM regulations and policies by all Departments Target: Verify all compliance requirements are met according to the SCM Regulations	D	F	A																	X	1 per annum	1 per annum											
40	Municipal Financial Viability & Management	Supply Chain Management	Objective: To be 100% compliant with the SCM regulations Target: Complete and review a compliant SCM policy	D	F	A																	X	1 per annum	1 per annum											



DIRECTORATE SCORECARD: FINANCIAL SERVICES (2010-2011)

Key Performance Area (KPA)	Performance Area (PA)	Objective	Key Performance Indicator (KPI)	KPI Type	Dir	Freq	Measuring and reporting time frames												Base line (30/06/10)	Target	Weighting	1 <sup>st</sup> Qtr		2 <sup>nd</sup> Qtr		3 <sup>rd</sup> Qtr		4 <sup>th</sup> Qtr		Additional comments							
							J	A	S	O	N	D	J	F	M	A	M	J				10/11	10/11	Proj	Act	Proj	Act	Proj	Act		Proj	Act					
51	Municipal Institutional Development & Transformation	Administration	Objective: To reduce outstanding debtors Target: % reduction of outstanding debt	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	30%	30%		30%	0%	30%	0%								
52	Municipal Institutional Development & Transformation	Bank	Objective: To reconcile bank account Target: Monthly bank statements with cash book	D	F	M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1 per month	1 per month		3	3	3	3								
53	Municipal Institutional Development & Transformation	External Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures Target: Respond to all external audit queries within 1 week of receiving query	D	F	A															X	1 per annum	1 per annum		1	1	1	1									
54	Municipal Institutional Development & Transformation	Internal Audit	Objective: To monitor compliance with all relevant legislation, Council Resolutions and systems and procedures Target: Respond to all internal audit queries within 1 week of receiving query	D	F	B-I-A							X									X	2 per annum	2 per annum		1	1	1	1								
55	Municipal Institutional Development & Transformation	Investment	Objective: To ensure that all surplus funds of council is invested Target: Value of investments done in terms of the investment policy of Council	D	F	A																X	1 per annum	1 per annum													
56	Municipal Institutional Development & Transformation	Planning and development	Objective: Annual revision of IDP Target: Submission of Departmental inputs on IDP to Planning section by 28 February 2010	D	F	A																X	1 per annum	1 per annum													

Our Ref.: 9/1/17  
Your Ref.

Enquiries: M J Pearson  
Dept.: Finance



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## QUALITY CERTIFICATE

I, **B E NTANZI**, Municipal Manager of **ABAQULUSI MUNICIPALITY**, hereby certify that: (mark as appropriate)

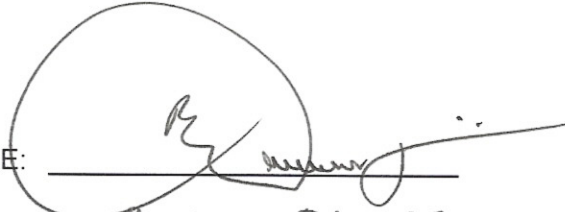
- The monthly budget statement
- Quarterly report on the implementation of the budget and financial state of affairs to the municipality
- Mid-year budget and performance assessment

For the half year ending December of 2010 has been prepared in accordance with the Municipal Finance Management Act and regulations made under the Act.

  
**B E NTANZI**  
**MUNICIPAL MANAGER**  
**ABAQULUSI MUNICIPALITY**  
**KZN263**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

  
2011-01-27