

MANTSOPA LOCAL MUNICIPALITY

SECOND QUARTER PERFORMANCE REPORT [2011 AND 2012 FINANCIAL YEAR]

MUNICIPAL MANAGER

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
Good Governance IDP	Ensure the developments of a credible Integrated Development Plan in terms of the MSA.	Approval of an MSA compliant IDP by council in June 2012.	Number MSA compliant IDP approved.	1	Started the process of community consultation meetings in all wards of the municipality as per approved process plan.	None
			Number of Identified IDP projects completed to business plan.	Planned	<p>There are 6 projects which completed to business plans and are being implemented:</p> <ol style="list-style-type: none"> 1. Hobhouse bucket eradication 2. Tweespruit bucket eradication 3. Excelsior upgrading of streets and storm water at Koma Village 4. Rehabilitation of Itumeleng 5. Upgrading of street and storm water in Tlali Street 6. Upgrading of street and storm water in Vyfde Street. <p>The following project its business plan is complete and approved. It is just waiting the release of funds from MIG:</p> <ol style="list-style-type: none"> 1. Excelsior Bulk supply and upgrading of water treatment works 	PMU to seek for alternative funding models to finance IDP related projects.

Planned Performance 2011/2012

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			Number of identified sector plans reviewed.	6	There are sector plans which are identified for the financial year to be reviewed. 1. LED Strategy 2. Housing Sector Plan 3. SDF 4. Integrated waste management plan 5. WSDP	To budget accordingly for other sector that requires to be reviewed.
PMS	To ensure that the municipality is performance driven through effective and efficient implementation of the municipality performance management system.	Streamlined and reviewed service delivery and budget implementation plan (SDBIP) including performance measures.	Number of service delivery and budget implementation plan (SDBIP) reviewed.	1	2011/2012 SDBIP approved by council and submitted to Provincial Treasury.	To advertise the SDBIP within ten days after approval.
		Performance management based on SDBIP (Municipal score card).	Number of municipal score card developed.	1	2011/2012 municipal score card approved by council as part of the IDP.	None
			Number of performance agreements aligned to the SDBIP.	4	2011/2012 performance agreements for Municipal Manager and Managers accountable to the Municipal Manager were developed and concluded with respective managers.	None
		Establishment of electronic performance management system.	Number of electronic performance management developed.	1	Work in progress.	The electronic PMS system was not budgeted adequately. The municipality is in consultation with SEBATA with a view of using their software for implementation of electronic

Planned Performance 2011/2012

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						PMS system.
	To ensure constant reporting as required in terms of the MSAM and MFMA.	PMS Reporting	Number of monthly performance and budget assessment submitted to the accounting officer	12	No monthly performance assessments reports were submitted.	The Municipal Manager has issued a warning to all departments that are failing to report.
			Number of quarterly performance and budget assessment reports submitted to council	4	Four quarterly performance reports per directorate submitted.	None
			Number of mid-year performance and budget assessment submitted to council and relevant stakeholders	1	Work in progress.	None
			Number of annual performance reports submitted to council and relevant stakeholders	1	The 2010/2011 annual performance report was tabled in council on the 28 August 2011 for approval and submitted to the Auditor General for auditing.	None
			Number of annual reports submitted to council and relevant stakeholders	1	Annual performance report and annual financial statements submitted to AG on the 30 August 2011 for audit purpose. The draft annual report to be table in council in December 2011. (Work in progress).	None
Internal Audit and Risk Management	Provide quality and professional internal audit service to	Conduct audit evaluations according to IIA	Number of audit evaluations conducted according to IAA.	4	1	Fourth quarter report was tabled to the audit committee and management on the 19 th

Planned Performance 2011/2012

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	Mantsopa Local Municipality.	standards, evaluate systems of internal control, report to management and the Audit Committee about the adequacy, efficiency, and effectiveness of such controls and make recommendations for improvement on internal controls.				of August 2011. The 1 st quarter report to be tabled on the 4 th of November 2011.
		Conduct audits on performance information according to Municipal Systems Act.	Number on performance information conducted.	4	1	The performance management audit to be tabled to the audit committee and management on the 4 th of November 2011.
		Provide administrative support to the Audit Committee to ensure that it is functional and perform according to MFMA and MSA	Number of internal audit committee meetings held.	4	1	Administrative support regularly provided.
	Advise the Accounting Officer (The Municipal Manager) on matters related to risk management and fraud prevention.	Review of risk management policy	Number of risk management policies reviewed.	1	Not Achieved:	To be reviewed in the last quarter of the financial year.
		Facilitation of risk management process that will result into the development of an effective and functional risk management strategy	Number of risk management strategy developed.	1	Not achieved.	The strategy was approved for 2011/12 and will be reviewed before the end of the financial year.

Planned Performance 2011/2012

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		Coordinate the risk management and report to the Audit Committee and the Accounting Officer.	Number of risk management report submitted to the internal audit committee.	4	1.	The report has being prepared, to be tabled to the audit committee on 4 th of November 2011.
Spatial Planning	To manage the spatial land use planning in an effective and efficient manner.	Identify strategic portions of land for development of sustainable human settlement.	Number of strategic locations identified for development of sustainable settlement.	4	Achieved: The SDF was reviewed as part of the IDP and approved in June 2011.	None
		Follow up with province regarding the land use management system of the municipality.	Number of LUMS developed.	1	Not achieved: LUMS was developed and still awaiting province to approve it.	Consult province to fastrack the process of approving LUMS.
Building Control	To ensure effective and efficient management of building plans and construction.	Building Inspectorate	Number of building plans approved per month.	16	Partially achieved: The plans which were submitted were approved.	To encourage communities in the townships to submit building plans before building houses.
			Number of the municipality building conforming to required standard.	59	Achieved all building conform to required standard.	None

LED AND TOURISIM OFFICE

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
LED Agriculture	To promote job retention and creation of sustainable jobs focused investment in the agricultural sector and promote tourism.	Compile draft agriculture strategy	Number of draft agriculture strategy compiled.	1	Started with commonage plan will advise the agriculture strategy	The commonage plan to be completed by January 2012
		Ha of commonage land identified for agricultural production.	Number of ha identified for agricultural production.	Identified Ha	Municipality availed land of 4ha to Mother's trust Union. 4ha made available for food gardening	Land being used for agriculture production Presently Indalo Yethu is fencing the area allocated by the municipality. Fencing to be completed by December 2011
		Compile draft tourism turn-around strategy.	Number of draft tourism turn-around strategy compiled.	1	Tourism Officer busy with the draft tourism strategy	To be completed by January 2012
LED	To strengthen the capacity of the LED unit with the intention of moving away from being programme co-ordinators to	LED Division	Number of positions restructured.	2	Positions to be implemented for the financial year 2012/2012	Budget availability
			Number of additional positions filled.	1	2012/2013 budget allocation	None

Planned Performance 2011/2012

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	implementers.		Amount allocated to LED initiatives in rands.	R0. 00	No budget allocation for the division	None
	Creation of sustainable job opportunities filled with appropriately skilled staff/workforce.	SMME support	Number of co-operatives established.	5	Milk Project in Marseilles, Mother's trust union, Tshepanang Milling, Thusanang Welding and Lesedi Woodwork	Busy with the implementation of projects with the assistance from MTN Foundation
Number of jobs created. (Temporary)			588	288 Indalo Yethu, 225 Hentique (upgrading of parks) and 75 Upgrading of Lekhalong la Mantsopa	Projects still continue and Indalo Yethu contract to expire by April 2012	
Number of SMME's supported.			17	Charcoal Project Lesedi Woodwork Women's Cooperative Tshepanang Milling Thusanang Welding Milk Project Mother's Trust Union Molemo Bidding Alida's Kitchen Kgatelopele bricks Ipopeng sewing Bataung Upholstery Ikaheng Social	Tshepanang Milling still straggling to receive funding for maize (Engaged COGTA to assist) Thusanang Welding has not started with operations due to lack of funding for the payment of electricity (Engaging with Eskom for possible decrease of account as the project has never used electricity)	
Number of LED initiatives co-funded.			3	Tshepanang Milling Charcoal Project Lesedi Woodwork	Tshepanang needs extra funding to purchase maize	
Number of Local Economic Development Establishment.			1	MTN Foundation		

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
	To create an enabling environment for local SMME's and co-operative to access the market.		Number of external stakeholders participating in the Local Economic Development Forum.	10	COGTA Agriculture DBSA MTN Foundation Social Development Thabo Mofutsanyana District Municipality Ladybrand Chamber of Commerce Dept of Environmental Affairs Dept of Land Affairs MIG	All the sectors are assisting to seek funding for LED projects and the MIG is funding infrastructure projects of which also forms part of the LED
		Compile the reviewed LED strategy that includes the marketing plan.	Number of reviewed LED strategy which includes marketing plan compiled.	1	Busy with the review of the strategy	Strategy to be completed by January 2012
Rural Dev.	To promote rural development.	Compile draft integrated rural development strategy.	Number of draft integrated rural development strategy compiled.	1	Busy with Mantsopa commonage plan that will inform the rural development	To be completed by March 2012 as we have to seek assistance from the department of Agriculture and benchmark with other municipalities

FINANCE DEPARTMENT

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
Financial Viability and Management	To ensure effective and efficient management of the directorate financial services.	Number of finance directorate management meetings held according to schedule.	Number of management meetings held.	12	Achieved: Three directorate management meetings were held during the second quarter of the financial year.	None
		Signed performance contracts.	Number of performance contracts signed.	4	Not achieved:	No performance agreements were entered into with managers in the directorate. The matter has been differed to the next financial year.
		Concluded performance assessment meetings.	Number of performance assessment meeting held.	4	Not achieved:	No performance agreements were entered into with managers in the directorate. The matter has been differed to the next financial year.
	To ensure compilation of the annual financial statements in line with generally recognised accounting principle (GRAP) and	Annual financial statements signed the accounting officer on the specified date.	Number of annual financial statements signed off by the accounting officer.	1	Achieved: The annual financial statements were compiled and tabled before the internal audit committee for review and council for approval on the 31 August 2011.	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
	compilation of GRAP compliant asset register to improve audit outcomes.	Directorates receiving accurate trail balance on due dates.	Number of directorates receiving accurate trail balance.	4	Achieved: All directorates received accurate trial balance for the second quarter.	None.
		% of queries attended to satisfactorily by directorates	% queries attended to by directorates.	>80	Achieved: The finance directorate attended to all queries satisfactorily.	None.
		Appoint service provider to perform the unbundling of all municipal assets.	Number of service providers appointed to unbundle municipal assets.	1	Achieved: Durtchame was appointed to perform the unbundling of municipal asset. A new asset register was compiled.	None
		Asset physically identified and reconciled on an asset register.	Number of asset physically identified.	All	Achieved: During the unbundling of asset process all asset of the municipality physically identified and reconciled on the new asset register.	None
		Budget process approved by council.	Number of budget process approved by council.	1	Achieved: The budget process plan was compiled and tabled in council for approval on the 31 August 2011.	None
		2012/2013 budget approved by council.	Number of 2012/2013 budget approved by council.	1	Achieved: The need analysis to be submitted to Budget and treasury division of the municipality. The draft 2012/2013 budget to be approved in March 2012	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
					during the third quarter of the financial year.	
		Submission of needs analysis to budget and treasury office.	Number of department submitted needs analysis to budget and treasury office.	4	Not achieved: Needs analysis to be submitted only during the third quarter of the financial year.	None
		Adjustment budget approved by council.	Number of adjustment budget approved by council.	1	Not achieved: The adjustment budget to be tabled during the third quarter of the financial year.	None
	To ensure effective and efficient management of council supply chain management process.	Annual policy amendments proposals.	Number of SCM policy reviewed annually.	1	Not Achieved: The reviewed supply chain management policy to be approved together with the budget in June 2012.	None
	To ensure effective and efficient management of the municipality financial system.	Operate for the duration of the year without interruptions in service.	Number of reports received from IT technician.	4	Achieved: The IT technician continues to provide reports on all IT related information.	None
		Formal disaster recovery plan.	Number of disaster recovery plan developed.	1	Achieved: The IT related disaster recovery plan was developed.	None
	To ensure effective and efficient management of consumer accounts.	Consumer accounts posted by the end month billed.	Number of accounts posted.	12 927	Achieved: 15 000 accounts are posted to relevant account holders per month before due date.	None
		Monitor number of deviations.	Number of deviations monitored.	Per case	Achieved: Any deviations are strictly monitored by the Accountant Expenditure.	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
		% of customers satisfied with quality and performance of counter service.	% of customers satisfied at counter service.	>95%	Achieved: All complains received from customers are attended to.	None
		Fully compliant indigent register developed and implemented.	Number of indigent register developed.	1	Achieved: The indigent register was developed and is being updated on a continuous basis.	None
		Money banked daily and cashiers balance at end of day.	Money banked daily.	Daily	Achieved: The money at Ladybrand office is banked daily the only challenge is at other towns of the municipality.	The municipality is in the process of entering into a service level agreement with a service provider to assist with collection of money from other towns.
		Meters read on a monthly basis.	Number of meters read monthly.	12 927	Achieved: All meter are read monthly.	None
	To ensure effective, accurate and timeously reporting as required in terms of relevant legislation.	Number of reports submitted.	Number of reports submitted.	12	Achieved: All section 71 reports for the second quarter were prepared and submitted to Provincial Treasury.	None
		Appoint stores clerk.	Number of stores clerk appointed.	1	Achieved: The stores clerk was appointed.	None
		% of the general ledger accounting system maintained.	% general ledger accounting system maintained.	100%	Achieved: The general Ledger account was 100% maintained.	None
		Review and implement applicable expenditure policies.	Number of applicable expenditure policies reviewed and implemented.	1	Not achieved: The expenditure related policies to be approved with budget in June 2012.	None
		% of asset and risk management system implemented as required by the	% of asset and risk management systems implemented.	100%	Achieved: The risk management register is evaluated and updated quarterly.	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
		MFMA.				
		IT policy submitted council.	Number of IT policy submitted to council.	1	Not achieved: The IT policy to be approved in June 2012.	None

CORPORATE SERVICES DEPARTMENT

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
Institutional Transformation and Organisational Development.	To ensure effective and efficient management of the directorate corporate services.	Number of corporate services directorate management meetings held according to schedule.	Number of management meetings held.	12	Achieved: Three directorate management meetings were held during the first quarter of the financial year.	None
		Signed performance contracts.	Number of performance contracts signed.	3	Not achieved:	No performance agreements were entered into with managers in the directorate. The matter has been differed to the next financial year.
		Concluded performance assessment meetings.	Number of performance assessment meeting held.	4	Not achieved:	No performance agreements were entered into with managers in the directorate. The matter has been differed to the next financial year.
	To effectively and efficiently manage the corporate administrative	Completed audit of records management systems and practices within the	Number of records management systems audited.	1	Not achieved:	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
	support through auxiliary service.	Mantsopa Local Municipality.				
		Number of call, faxes and e-mail received per day recorded.	Number of call, faxes and e-mail received per day recorded.	Daily	Achieved: all call, faxes and e-mails were recorded.	There is a need to improve the capturing of mails by developing register.
		Number of incoming and outgoing mail recorded.	Number of incoming and outgoing mail recorded.	Daily	Achieved: all incoming mails and outgoing mails are recorded.	There is a need to improve the capturing of mails by developing register.
		Maintenance of cellular phone record system.	Number of cell phone record system maintained.	Monthly	Not achieved	The cellular phones are managed by the SCM of the municipality.
		Submission of 100% of telephone accounts to the directorate before the 15 th of every month.	% of telephone accounts submitted to directorate before 15 th every month.	Monthly	Achieved: all telephone accounts are received monthly and submitted to finance for payment.	Introduce a system to deduct from all employees of the municipality unofficial calls.
To ensure effective and efficient human resource development.		Conduct an annual skills audit.	Number of annual skills audit conducted.	1	Achieved: the annual skills audit was conducted.	None
		Compiling a work skills plan by July annually.	Number of annual work skill plan conducted.	1	Achieved: the annual work skills plan was developed and approved by the LLF and submitted to LGSETA.	None
		Compiling an annual implementation report by January annually.	Number of annual implementation report compiled.	1	Not achieved: work in progress	The annual implementation report to be submitted during the third quarter of the financial year.
		Development and adoption of the skill development strategy by skills development committee.	Number of skills development strategy adopted by skills development committee.	1	Not achieved:	A service provider to be sourced to develop the strategy.
		Provide accredited training course in	Number of accredited training course in line	1	Achieved: all trainings to be undertaken will only	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
		line with skills needs identified within WSP.	with skills needs.		be conducted by LGSETA accredit service providers.	
		Provide learnership approved by the LGSETA.	Number of learnership approved by LGSETA implemented	5	Achieved: the Learnership for block paving and IT was implemented.	Additional funding to implement more Learnership.
		Co-ordinate training interventions by external training providers.	Number of co-ordinated interventions.	6	Achieved: All identified training programmes are conducted by competent external service providers.	None
		Presenting induction programmes to newly appointed employees of the municipality.	Number of induction programmes conducted to newly appointed employees.	Per appointments.	Achieved: Induction of new staff was conducted	None
		Administration of employee and learner data base.	Number employee and learner data base administered.	1	Not achieved	The data base to be developed.
	To ensure that the municipality's organogram is reviewed and address the implementation of the IDP and fill all identified vacant posts.	Increase the number of people from designated groups appointed.	% of people appointed from designated groups.	2%	Not achieved	None
		Conducting employment equity awareness programmes.	Number of employment equity awareness programmes conducted.	12	Not achieved	None
		Compiling and distributing vacancy adverts every month.	Number vacancy adverts distributed.	12	Achieved: all vacancies are advertised depending on the need and availability of vacant posts.	None
		Completing the sorting and categorisation of application	Number of days taken to sort and categorise application document.	10 days	Achieved	None

Planned Performance 2011/2012

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		document within 10 working days after the closing of the advertisements.				
		Completing the selection and appointment of the advertised pots within one month after closing of the advertisement.	Number of days taken to select and appoint on advertised posts.	1 month	Achieved	None
		Processing of all relevant employment documentation.	Number of days taken to process relevant employment documentation.	1 month	Achieved	None
		Issuing of all appointments, promotion and transfer letters within one week of approval thereof.	Number of appointments, promotions and transfer letters issued within one week.	1 week	Achieved	None
		Capturing all appointments, promotions, transfer and terminations of service data on staff establishment.	Number of appointments, promotions, transfer and termination captured on the staff establishment.	1 week	Achieved	None
	To ensure the effective and efficient administration of employees.	Quarterly reports submitted on employee's absenteeism.	Number of quarterly reports submitted on employee absenteeism.	4	Not achieved: no reports were submitted.	Train staff in the personnel division to be able to submit reports.
		100% capturing of approved leave of all employees within one week of receipt of leave applications.	% of approved leave applications approved within one week.	<90%	Achieved: All approved leave is captured on the system	Leave to be capture on the SEBATA Financial Management System.

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
		Submit employee pension and provident claims to the administrators of the funds within four weeks after notification by employee or relatives.	Number of pension and provident claims submitted to administrators of the fund.	Four weeks.	Achieved	None
		Addressing the backlog on closing the files of employees who terminated services by June annually.	Number of employee files who terminated services closed.	June annually.	Achieved	None
	To ensure improved and better managed labour relations with all unions of the employees.	Reducing the number of procedural dispute at the CCMA and SALGBC.	Number of procedural disputes resolved at the CCMA and SALGBC.	<10 cases	Achieved	Training of HR staff of disciplinary cases.
		Conducting one meeting per month of LLF.	Number of LLF meetings conducted.	12	Not achieved only one meeting was held during the quarter.	Adherence to the approved schedule.
	To ensure effective and efficient employees wellness in accordance with the occupational health and safety act.	Develop and implement employee wellness policy	Number of employee wellness policy developed and implemented.	1	Not achieved	The draft policy to be submitted to the relevant section 79 committee for consideration and inputting.
		Planning and co-ordinating four wellness events per annum.	Number of wellness events conducted.	4	Not achieved	Budget for the awareness campaigns
		Develop and implement four proactive programmes per	Number of proactive programmes conducted.	4	Not achieve	Budget for wellness office

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
		annum.				
		Conduct one HIV/AIDS road shows and presentation per quarter.	Number of HIV/AIDS road shows conducted.	4	Not achieved	Budget for wellness office
		Distribute HIV/AIDS related material to all municipal offices.	Number of HIV/AIDS related material distributed.	4	Achieved	None
	To ensure effective and efficient management of individual performance management.	Concluded performance contracts with level 1 and 3 managers.	Number of performance agreements concluded with level 1 and 3 managers.	19	Not achieved conclusion of performance agreements for managers at level 1 and three has been postponed to the next financial year 2012/2013.	None
		Policy document signed with LLF.	Number of policy document signed with LLF.	1	Achieved	None
		Approval of the individual performance management policy by council.	Number of individual performance management policy approved by council.	1	Not achieved	Develop draft policy for approval by council.
		Reporting	Number of monthly progress reports submitted on implementation of the individual performance management system.	12	Not achieved	None
	To ensure establishment and management of a	Municipal website	Number of items captured on the website per month.	6	Achieved all matters of compliance we captured on the municipal	More still to be done

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
	stable IT environment for the municipality.				website	
		Continuous maintenance of the network.	Number of maintenance conducted on the network.	On-going.	Achieved	None
		Monitor the implementation of the IT policy.	Number of progress report submitted.	4	Not achieved	None
	To ensure the effective and efficient management of the legal service of the municipality.	By-laws revised or new sets drafted to the impact on sustainable development of the municipality.	Number of by-laws drafted.	6	Not achieved	Approve the set of bylaws developed by CoGTA.
		Civil and criminal claims cases attended to and ensuring the proper protection of the municipality interest.	Number of civil and criminal cases attended to.	<6	Achieved	None

COMMUNITY SERVICES DEPARTMENT

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
Community Services	To act proactively and ensure that land is available for development requirement and the management thereof in accordance with approved SDF.	Land	Number of Ha identified at Tweespruit.	2ha	A piece of land next Unicom Primary School has been identified for human settlement in Tweespruit. A business plan has submitted to CoGTA requesting funding for purchasing of land.	CoGTA to fast track the approval of the business plan.
			Number of Ha identified at Ladybrand.	4ha	Land has been identified at Muershoek for development of 562 sites.	Awaiting approval

Planned Performance 2011/2012

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			Number of ervens planned:		383 Manyatseng 417 Mahlatswetsa 200 Dipelaneng 306 Manyatseng	None
			Tweespruit Ladybrand	380 800		
			Number of cemeteries planned.	2	1 Mahlatswetsa	None
	To ensure safe environment and effective response to unforeseen events.	Traffic	Number of traffic fines issued.	120	Licensing 39 Speed 57 Stop signs 7 Road marks 36 Other 62	None
	To ensure regulated traffic in terms of N.R.T.A.		Number of spot checks conducted.	24	14 spot check conducted	None
	To put in place conflict resolution mechanism.		Number of transport forum established.	1	Not achieved	Reluctance by taxi organisations.
	Compliance with the provision of N.R.T.A.		Number of streets done in all towns.	30	10 streets were painted in line with NRTA	None
	To ensure safe living environment.	Disaster Management	Number of ha of fire breaks conducted.	8ha	3 ha	Lack of adequate equipment and personnel
	To capacitate communities regarding mitigation of disasters.		Number of campaigns held.	4	1 Mantsopa Hospital 1 Ladybrand Clinic 1 Ikaheng Clinic	None
	To ensure communities live in safe environments.		Number of families relocated.	25	None	None
	To ensure safe, secure trading environment.		Number of inspections conducted.	32	1 Spar 1 Miladys	None
	To plan ahead and ensure quick response to disaster.		Number of disaster plan reviewed.	1	None	To be reviewed during the third quarter of the financial year.

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
	To ensure efficient and effective management of environmental health services of the municipality.	Environmental Health.	Number of samples taken per month.	12	3 monthly samples were taken during the quarter	None
			% that complies with standards determined by foodstuffs, cosmetics and disinfectants act no 54 of 1972.	100%	80 per cent of samples taken complied	None
			No of samples taken per month.	12	3 monthly samples were taken during the quarter	None
			% complying with SABS standards.	100%	80 per cent of samples taken complied	None
			% of complains received and attended to within 24 hours.	100%	65% of the complains received were attended	Lack of adequate staff.
			% of total number of high risk premises monitored.	100%	80% of high risk premises were monitored.	None
			% of noise related nuisance abated within the given time limit.	100%	None	Lack of noise monitoring equipment
			% of applicable businesses in the municipality that have valid trading license.	100%	80% of business have valid trading licences	None
			Total number of schools reached with relevant education.	12	None	Lack of adequate staff
			Total number of the municipality employees reached.	278	None	Lack of adequate staff
			Total number of farms reached.	30	None	Lack of adequate staff
			% of the municipality workplaces that comply with occupational health	100%	80% of the municipality workplace comply with OHS	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
			standards.			
			% of burials performed within one week of request received.	100%	100% all burial request were approved on time pending availability of relevant documentation.	None
			Time taken to respond to request.	48%	All requested received have been attended to.	None

TECHNICAL SERVICES DEPARTMENT

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
Basic Service Delivery.	To ensure effective and efficient management of the directorate technical services.	Number of Technical directorate management meetings held according to schedule	Number of management meetings held.	12	Achieved: Three directorate management meetings were held during the second quarter of the financial year.	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
		Signed performance contracts	Number of performance contracts signed.	3	Not achieved:	No performance agreements were entered into with managers in the directorate. The matter has been differed to the next financial year.
		Concluded performance assessment meetings	Number of performance assessment meeting held.	4	Not achieved:	No performance agreements were entered into with managers in the directorate. The matter has been differed to the next financial year.
Water	To ensure that, by 2014 all households on formal ervens have access to clean water connections.	Number of reservoirs upgraded to increase its capacity.	Number of upgraded reservoirs.	1	Not achieved: During second quarter of the financial year no reservoirs were upgraded to increase the capacity.	Provide for adequate budgeting to increase the capacity of identified reservoirs in the IDP.
		Number of Water Treat Plant Upgraded.	Number of upgraded Treatment Plants.	1	Not achieved: During the second quarter no Water Treatment Plant was upgraded.	Provide for adequate budgeting to upgrade Water Treatment Plants identified in the IDP.
		Number of bore holes commissioned.	Number of boreholes commissioned.	6	Partially achieved: 4 Boreholes in Ladybrand tested- yield (capacity) positive results, save one (mechanical, electrical and civil work) outstanding	Equip the drilled bore and connect them to existing water network to increase bulk water supply.
		Number of households of formalised ervens with access to basic water supply.	Number of households supplied with water.	11 927	Achieved: 11505 Additional 14 Households at Platberg provided with stand pipes and 123 Households at Dipelaneng provided with communal taps	Fetch water from neighbors whilst awaiting for delivery of material for connections.

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
	To ensure that all households earning less than R1 800 per month receive free basic water and sanitation services.	Number of households earning less than R1 800 per month receiving free basic water and sanitation services	Number of indigent households provided with free water.	5000	Partially achieved: Council approved 2436 applicants. Households qualifying as indigents are reluctant to register.	Finance department and Speaker's office have embarked on registration campaign Updated list approved by council in November 2011.
Sanitation	To eradicate sewer backlogs in the municipality with the purpose of eradicating the remaining buckets toilets.	Number of households of formalised ervens with access to basic sanitation supply.	Number of households with access to sanitation.	900	Partially achieved: 2885 households still using buckets. 900 households to be connected during the third quarter of the financial year.	Contractors to be appointed for phase 4 of bucket eradication projects by February 2012.
		Develop and Implement the bucket eradication programme	Number of programmes developed.	900	Not achieved: The programme for bucket eradication not yet in place.	To be developed in the third quarter of the financial year.
		Draft bucket eradication strategy developed and implemented	Number of bucket eradication strategy developed.	1	Not achieved: The bucket eradication not yet in place.	Appoint a service provider to develop the bucket eradication strategy.
Electricity	To eradicate the electricity backlogs in the municipality.	Number of formalised ervens with access to basic electricity service.	Number of households with access to electricity.	11 927	Achieved: 11 505 households provided with electricity supply. Department of Energy allocated funds for electrification of Platberg.	CENTLEC to be on site for electrification of Platberg by February 2012.
	To ensure that all households earning less than R1 800 per month receive free basic electricity services.	Number of households earning less than R1 800 per month receiving free basic electricity services.	Number of indigent households provided with free electricity.	5000	Council approved 2436 applicants. Community reluctance to register.	Councillors' support for Indigents Clerk **Eskom to provide information for verification.

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
	To provide the reliable, and sufficient electricity supply.	Reviewed SDA document with both CENTLEC and ESKOM.	Number of SDA reviewed.	2	Not achieved: Difficulty to honour appointments of the meetings.	Dates for meetings with CENTLEC and Eskom secured.
		Number of transformers upgraded for improved electricity supply.	Number of transformers upgraded.	4	Achieved: 3 at Cathcart dam replaced, WWTW in Ladybrand repaired and Princess street replaced. Vandalism and stealing of transformer oil and cables.	Appointment of security personnel to safe guards the transformers against vandalism.
	To ensure provision of sufficient area lighting to the community of Mantsopa.	Number of streets lights and high mast lights repaired	Number of streets lights and high masts lights repaired.	17	Not achieved: 1 Truck used for repair and maintenance of streets in MLM.	CENTLEC approached for assistance and weekly program reviewed.
		Number of streets lights and high mast installed.	Number of streets lights and high mast lights installed.	20	Achieved: 10 Medium mast lights installed in 2010/2011 not yet operational.	CENTLEC approached for assistance and weekly program reviewed.
	Roads and Storm water	To improve the standard of roads and storm water drainages in the municipality.	Roads and storm water	Kilometres of streets paved	4km	Partially achieved: Slow progress due to sewer spillages at Koma village, slow progress at Tlali and no work at Fifth street.
			Kilometres of storm water channels upgraded.	4km	Partially achieved: sewer spillages at Koma village Tlali and 5 th streets slow progress.	Problem addressed by both the municipality and contractor. Subcontractor appointed for support.
	To maintain the existing roads infrastructure.		Kilometres of tarred roads maintained.	3km	Not achieved: Delayed delivery of tar.	Compacted gravel used for frequent perching of potholes Service provider identified for supply of quality material.

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
			Kilometres of gravel roads maintained.	6km	Not achieved. Shortage of equipment and gravel at Tweespruit	Temporary license acquired for mining of gravel at Ladybrand quarry. Renting of equipment (agreement signed with F.S. Provincial Government garage), mining and transporting gravel from Hobhouse to Tweespruit – engage DoE for temporary permit.
Cemeteries	Communities in Mantsopa have access to properly managed cemeteries with enough capacity to cater for the next 20 years.	Cemeteries	Number of cemeteries with sufficient burial space to cater for the next 20 years.	7	3	Process for identification including public comments to unfold
			Number of cemeteries properly managed.	11	Achieved	Formalization of extensions at Boroa and Identification of Land for new cemetery at Mahlatswetsa Provide head-stones for numbering of graves to all cemeteries
			Number of cemeteries well maintained.	11	Achieved	None
Properties	To ensure that all properties of council such as municipal offices, flats and stores are properly maintained.	Properties	Number of municipal offices maintained.	10	Achieved	Maintenance should be done in accordance with the signed lease agreements
			Number of community halls maintained.	13	Achieved	Maintenance should be done in accordance with the signed lease agreements
			Number of municipal flats maintained.	47	7	Identify and train staff
			Number of municipal stores maintained.	6	Achieved	None

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance	
Solid Waste Management	Ensure refuse removal services to all households and business.	Refuse	Number of households in formal ervens that have access to a weekly door-to-door refuse collection.	12 927	>100% Removal as per program	Community awareness campaigns and assistance from Indalo Yethu project	
			Number of appropriate container for refuse storage.	5	>100% for daily distribution and collection	Budget for purchasing additional vehicles for skips	
			Number of illegal dumps eradicated.	39	>100%	Community awareness campaigns and assistance from Indalo Yethu project	
	Educate public on health and hygiene issues that relates to waste management.	Awareness Campaigns	Number of people that are trained in relation to waste management issues.	2	Not achieved	Fill the vacant post for Waste Management Foreman and arrange trainings	
	To manage municipal waste disposal sites.	Planted vegetation.	Number of vegetation's eradicated.	1	Not achieved	None	
			Training of peace officers.	Number of peace officers trained.	1	Not achieved	None
			Access controlled landfill sites.	Number of landfill sites with access controlled.	4	1	Access controlled improved at Ladybrand landfill sites Study conducted for registration of landfill sites and management thereof
			Weighbridges that are fully operational at Ladybrand land fill site.	Number of weighbridges operational at Ladybrand fill site.	1	0	To be discussed as part of IWMP (Integrated Waste Management Plan)
	Parks, Recreation and Community Facility	To ensure that all parks, recreational and community facilities of council such as community halls, sports grounds and parks are	Parks, Recreation and Community Facility	Number of municipal sports grounds maintained.	4	Done as per program	None
Number of community halls maintained.				13	Done as per program	Municipality to decide on the old Dipelaneng community hall -2 Community halls are	

Planned Performance 2011/2012

Key Performance Area (KPA)	IDP strategic objective	Key Performance Indicator (KPI)	Performance Measure	Target Date	Actual performance from 01 October 2011 to 31 December 2011	Comments/Corrective measures to be or implemented to correct performance
	properly maintained.					managed by Sports Clubs
			Number of municipal parks maintained.		Caravan Park at Hobhouse need to be renovated and management of the property should be improved The process of developing a new Park in Manyatseng in progress	Yet to be considered as only the camps are leased out to farmers for grazing

Submitted by:

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SM Selepe
(Acting) Municipal Manager

Date:.....

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SD Ntsepe
Mayor

Date:.....