

2006/07 MID YEAR BUDGET AND PERFORMANCE ASSESSMENT REPORT

FOR



WATERBERG DISTRICT MUNICIPALITY

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SECTION A: BACKGROUND AND OVERVIEW

1. PURPOSE

This Guideline Document provides municipalities with instructions and guidelines on how to compile and submit their Half Year Performance Assessment Report in compliance with the legal requirements of Section 72 of the Municipal Finance Management Act (2003)

2. BACKGROUND

2.1 Overview

The MEC for Local Government has a mandate to monitor the performance of municipalities in general and in particular monitoring compliance with the local government legislative framework. As a result the Department of Local Government and Housing is tasked with the responsibility of monitoring the performance municipalities. Linked to this, is that the Provincial Government is expected to support municipalities by enhancing their capacity to fulfill their constitutional mandate. This creates a two-pronged mandate that requires that the Provincial Government play both a supportive role, through various capacity building mechanism, as well as monitoring and evaluation role through ongoing periodic performance measurement mechanism.

The Provincial Government can not provide relevant support to municipalities without an effective performance monitoring mechanism that would identify areas whereby the municipalities need support. The support would have to be informed by substantial evidence of the institutional and service delivery deficiencies that may be prevalent at the local government level. In order to ensure that this critical balance of the mandate is maintained, there are various legislative obligations that have been placed on the MEC's responsible for Local Government in the province. Chief amongst those, are the obligations set in the Municipal Finance Management Act 2003 and the Municipal Systems Act 2001, with regard to the monitoring and evaluation of the local government sphere by the MEC.

The monitoring role of the provincial government is part of a Government-Wide monitoring and evaluation value-chain that should indicate progress made towards achieving the national strategic objectives and targets set by national government.

As municipalities are at forefront of the service delivery, logic dictates that the monitoring of progress made by national government should be anchored by monitoring progress made by the local sphere of local government.

2.2 Legislative Obligations

Municipal Finance Management Act (MFMA), 2003

Section 72, of the MFMA (2003), says the following regarding the 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
 - ii. Municipality's service delivery performance during the first half of the financial year- 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;
 - iv. Performance of every municipal entity
 - b. Submit a report on such assessment to the
 - i. The Mayor of the municipality
 - ii. The National Treasury
 - iii. The relevant Provincial Treasury
- 2) The financial statement of the sixth month of the financial year
Note that section **72 (1)** requires that the monthly financial statement should include the following:
 - a. Actual revenue per revenue source
 - b. Actual borrowings
 - c. Actual expenditure per vote
 - d. Amount of any allocations received
 - e. Actual expenditure on those allocations, excluding the share of the local government equitable share,
 - f. Material variance **were** necessary on the SDBIP, projected revenue by source, expenditure projections
- 3) Recommendation on the Adjustment Budget and revised projections for revenue and expenditure.

Hence this document presents an authoritative guideline on how to conduct the mid year budget and performance assessment in compliance with the Section 72 of the MFMA as outlined above.

3. KEY CONSIDERATIONS

3.1 5 Year Local Government Strategic Agenda

The assessment process should take into consideration the commitments and progress made towards achieving the targets set in the 5 Year Local Government Strategic Agenda Implementation Plan. The District Municipality will report on overall progress made by the district based on assessment of the District Implementation Plan approved by the District Intergovernmental Forum while the local municipality will report on their contribution towards achieving the targets set in the District Implementation Plan. This component of the report will enable the Department to consolidate its a half year status report on progress made with regard to the Five Year Local Government Agenda Implementation Plan to the Provincial Government Lekgotla.

3.2 Service Delivery and Budget Implementation Targets

As the MFMA emphasized the need to assess progress made against the targets and performance indicators set in the Service Delivery and Budget Implementation Plan, the assessment process have to include an assessment of progress made in this regard. Ideally this should constitute a major component of the individual performance review of the Section 57 Managers and as well as the organisational performance review at the end of the financial year.

3.3 Budget Adjustment

The Budget Adjustment provides the municipality with an opportunity to revise its revenue projections and expenditure projections based on the practical experience of progress made during the half of the financial year. Therefore the assessment should include the adjusted budget.

4. CORE COMPONENT OF THE HALF YEAR REPORT

The report will cover the following key elements as outlined above:

- **Five Year Local Government Agenda Progress Review:** a review of the targets set in the 5 year Local Government Agenda Implementation Plan;
- **Service Delivery and Budget Implementation Plan Review:** a review of the progress made against the service delivery targets and performance measures set in the SDBIP;
- **Financial Statement :** the sixth month financial statements that shows revenue generation trends and as well as expenditure pattern; and
- **Budget Adjustment:** the actual budget adjustment to be table at the municipal council.

5. GUIDING PRINCIPLES

The following principles should serve as a beacon as municipalities prepare their submission:

- **Transparency and Accountability:** The central objectives of the municipal half year report is to provide the local communities, municipal council, provincial and national government with an indication of progress made towards achieving the targets set for the municipalities. Therefore it is imperative that the municipal administration is transparent and accountable in order to present an accurate status qou;
- **Relevance:** The municipal half year report should be relevant to decision-makers at the municipal level and as well to the provincial government. For the municipal administration the report should enable the political leadership and as well as the administration management to identify areas whereby the municipalities need to improve the implementation strategies in order to improve service delivery. This report should not be compiled purely for the sake of meaningless compliance with the legislative obligations, but it should be a meaningful effort to find evidence for decision-making at the municipal level.

- **Comprehensiveness:** the report **need** to be a comprehensive review of progress made so that by end of the financial year all potential hindrance to service delivery would have been addressed in advance;
- **Remedial Focus:** the report should be focused **on identify** remedial measures **rather than a punitive tool** that is aimed at penalizing failure to achieve set targets. For the provincial government, the report will help show areas for municipal capacity building and support.
- **Simplicity:** the report should be as simple and as informative as possible. It would not help to compile a complicated report that would not be **use** to identify remedial interventions.

6. Way Forward

- I. As the MFMA requires that the report should be ready the 25 January each year, the report should be submitted no later than the 24 January 2007; Note that the report should be submitted urgently as the Department has to be present the consolidated provincial status quo report to the Provincial Government Lekgotla;
- II. An Executive Summary of the Consolidated Municipal Performance Half Year Report to be presented to the Provincial Government Lekgotla;
- III. Final Consolidated Municipal Performance Half Year Report submitted to the MEC by the 15 February 2007;
- IV. The MEC to discuss the half year performance report during the District Intergovernmental Forum Workshop;
- V. The following documents should be submitted together with the Municipal Half Year Reports:
 - Service Delivery and Budget Implementation Plan 2006/07
 - Performance Agreements of the Section 57 Managers (those that are still outstanding)
 - Adjusted Budget as approved by the municipal council
 - Council resolution on the approval of the Adjusted BudgetNote that this supportive document should be packaged professional in arch lever files for easy reference because they provide a portfolio of evidence that will be utilized when assessing the submission;

SECTION B: MUNICIPAL HALF YEAR PERFORMANCE REPORTING FORMAT

SECTION B.1: FIVE YEAR LOCAL GOVERNMENT STRATEGIC AGENDA

Purpose:

The purpose of this section is to assess progress made towards achieving the set of targets that have been developed for the Five Year Local Government Strategic Agenda. Local Municipalities will report on the state of affairs with regard with the targets set for themselves only, while the District Municipality will have to ensure that the report highlight progress made against the targets set in the District Five Year Local Government Strategic Agenda.

Measurement Process:

The assessment process will be guided by the five Key Performance Areas as outlined in the Five Year Local Government Strategic Agenda:

- KPA 1: Municipal Transformation and Organisational Development
- KPA2: Basic Service Delivery and Infrastructure Development
- KPA 3: Local Economic Development
- KPA 4: Financial Viability and Management
- KPA 5: Good Governance and Public Participation

Measurement Unit:

The assessment of progress made in the Key Performance Area will be based on the Key Performance Indicators set for the 5 Year Local Government Agenda.

KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
ORGANISATIONAL CAPACITY: HUMAN RESOURCES MANAGEMENT			
Skills Development Plan and implementation thereof, especially for the sec. 57 managers	The WSDP is in place and being implemented	Lack of relevant tertiary qualifications by Municipal Manager	MM engaged in studies to acquire certificates (ELP & Financial Training @JU provided by NT)
Amount which the municipality was paid in skills levy for the financial year 2005/06	R 15 064.45	Insufficient to run more skills development projects	Provide additional own funding for skills development
Is the municipality having an approved organizational structure?	Yes	The organogram is not supportive to or aligned to the IDP	The Strategic Planning Workshop is planned to re-position the municipality and review its systems and processes, including the organogram
Is the placement process complete?	Yes	None	None
Number of posts in the organogram?	82	Not all of them are filled	Advertise and fill vacant posts
Number of posts in the organogram which are filled?	66	Filling of vacancies is always delayed without	None

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
		good reasons	
Total number of staff employed in the municipality?	66	Existence of vacancies in critical posts	Advertise and fill vacant posts
Total number of Section 57 Staff employed.	7	The contract of Manager: Technical Services is ending 28 th February 2007, and there has not been any discussion on the renewal or extension. The department does not have staff at all, except the clerk and a temporary technician. The CFO has given notice of resignation.	Efforts to fill the positions of Manager: Technical Services and the CFO, as well as other vacant positions in the Technical Services department
Number of posts unfilled for more than the last three months?	15	Shortage of staff	Filling of the vacant posts
Number of Section 57 posts unfilled for more than the last three months?	None	None	None
No. of personnel with signed performance contracts.	None	No implementable Performance Management System	Develop an implementable Performance Management System
Number of Section 57 Staff that are classified	7	None	None

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
as black?			
Number of Section 57 staff that are women?	2	To increase the number of women at management level to at least 40%	Target women in recruitment of managers
Number of staff (out of the total number of staff) in the municipality that are women?	47	None	None
Number of staff (out of the total number of staff) in the municipality that are disabled?	None	Representation of the disabled in terms of the EE Act	Target the disabled in recruitment processes
Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
INTEGRATED DEVELOPMENT PLANNING			
Does the municipality have an up to date reviewed IDP aligned with the budget and PMS according to legislations?	Yes: 06/07 IDP Review and Budget were adopted by council on 28 th May 2006. W.r.t. PMS, the municipality has the SDBIP for 06/07 financial year.		
How far are is the municipality regarding the process plan for the review of the IDP and Budget for preparation for 07/08? (copy of process plan)	07/08 IDP Process Plan and Budget were adopted by council on the 28 th August 2006. The municipality is still at an Analysis Phase, with Rep. Forum Scheduled for February 2007.		

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
Does the municipality have an approved Spatial Development Framework?	Yes. Spatial Development Framework of Waterberg was adopted by council during 05/06 financial year and it is awaiting the review.	Some of the Local municipalities did not have Spatial Development Frameworks.	The district to assist local municipalities with funding of Spatial Development Frameworks
Does the municipality have an applicable Disaster Management Plan?	In process. To be completed by the end of the current financial year.		
Does the municipality have an approved Environmental Management Plan?	Yes. Awaiting approval.		
Does your municipality have an approved Medium Term Income and Expenditure Framework?	Yes.		

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
Performance Management System			
Does your municipality have an approved Performance Management Framework and Performance Management Policy	Yes, though the PMS policy is not approved yet.	Not every Manager is attuned with PMS processes	Managers and other staff members to be trained on PMS
Does your municipality implement an	Partially.	Not yet cascaded to the	To tie every staff

organizational performance system?		lower level of staff	employee with performance contracts
Does your municipality conduct periodic organisational performance reviews, monthly, quarterly etc	Quarterly Reviews.	Timeous submission of reports by managers	submission of Quarterly reports in time for assessment purposes.
Does your mayor submit quarterly reports to council	Yes.	none	
Number of section 57 staff employed on the performance contract and signed performance agreement?	Six (6)	Losing some Managers prior to completion of their contracts	No retention strategy at place

Table 1.1 SUMMARY OF THE EXPERTISE AND QUALIFICATIONS OF SECTION 57 MANAGERS

Position	Requisite Skills (as outlined in the Section 57 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures
Municipal Manager	Strategic Capability, Performance Management, Programme & Project Management,	Strategic Capability, Programme & Project Management, and	▪ Matric ▪ Teacher's Diploma ▪ Short Term	▪ Performance Management System ▪ Mediation &	High Level training Training through

Position	Requisite Skills (as outlined in the Section 5 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures
	People and Diversity Management, Financial Management, Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Mediation & Conflict Management, Partnership and Stakeholder management, Accountability and ethical conduct, Communication, Client Management, Supply Chain Management, Service Delivery Innovation, Knowledge and Change Management.	Diversity Management, Financial Management, Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Partnership and Stakeholder management, Accountability and ethical conduct, Communication, Client Management, Service Delivery Innovation,	Municipal Training Courses	Conflict Management ▪ Supply Chain Management,	intensive workshops High level training course
Chief Financial Officer	Strategic Capability, Performance management,	Programme & Project management, Financial Management,	Bachelor of Accounting Science Degree	Cascading PMS to the subordinates	Training On Performance Management System

Position	Requisite Skills (as outlined in the Section 5 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures
	Programme & Project management, Financial Management, Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Supply Chain Management, Accountability and ethical conduct, Communication,	Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Supply Chain Management, Accountability and ethical conduct, Communication,			& Strategic Capacity
Corporate Services Manager	Strategic Capability, Performance management, Programme & Project management, People and Diversity Management, Financial Management, Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Mediation & Conflict	Strategic capability Performance Management Programme and Project Management People and Diversity management Problem solving and	Diploma in Public Administration B.Admin Honours Msc. In Management Project Management Chief Executive Certificate	Communication Financial Management Partnership and Stakeholder management Service Delivery Innovation	Strategic capability Performance Management Programme and Project Management People and Diversity management

Position	Requisite Skills (as outlined in the Section 5 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures
	Management, Partnership and Stakeholder management, Accountability and ethical conduct, Communication, Client Management, Supply Chain Management, Service Delivery Innovation, Knowledge and Change Management.	Analytical Thinking Policy Conceptualization and implementation Mediation and Conflict management Accountability and ethical conduct Client management Supply Chain management Knowledge and Change management	Labour Relations Diploma		Problem solving and Analytical Thinking Policy Conceptualization and implementation Mediation and Conflict management Accountability and ethical conduct Client management Supply Chain management Knowledge and Change management
Technical Services	Strategic Capability, Performance	Strategic Capability	Masters Degree in water &	Financial Management	Training through intensive workshops

Position	Requisite Skills (as outlined in the Section 5 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures
MANAGER	management, Programme & Project management, People and Diversity Management, Financial Management, Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Mediation & Conflict Management, Partnership and Stakeholder management, Accountability and ethical conduct, Communication, Client Management, Supply Chain Management, Service Delivery Innovation, Knowledge and Change Management.	Programme & Project management Problem Solving & Analytic Thinking, Problem Solving & Analytic Thinking, Policy conceptualization and implementation Accountability and ethical conduct, Communication Client Management Supply Chain Management Service Delivery Innovation	Sanitation	Mediation & Conflict Management, Partnership and Stakeholder management, Knowledge and Change Management	Training through intensive workshops Training through intensive workshops Training through intensive workshops
Social	Strategic Capability,	Strategic Capability, ,		Performance	

Position	Requisite Skills (as outlined in the Section 5 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures
Services Manager	Performance management, Programme & Project management, People and Diversity Management, Financial Management, Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Mediation & Conflict Management, Partnership and Stakeholder management, Accountability and ethical conduct, Communication, Client Management, Supply Chain Management, Service Delivery Innovation, Knowledge and Change Management.	Programme & Project management, People and Financial Management, Problem Solving & Analytic Thinking, Partnership and Stakeholder management, Communication, Client Management, Supply Chain Management, Service Delivery Innovation, Knowledge and Change Management	Certificate in Public Admin Certificate in Mining Minerals Diploma in General Nursing PHC Public Health Trauma Management.	management People and Diversity Management Problem Solving & Analytic Thinking Policy conceptualization and implementation Mediation & Conflict Management Partnership and Stakeholder management Accountability and ethical conduct	

Position	Requisite Skills (as outlined in the Section 5 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures
MANAGER: Executive Mayor's Office	Strategic Capability, Performance management, Programme & Project management, People and Diversity Management, Financial Management, Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Mediation & Conflict Management, Partnership and Stakeholder management, Accountability and ethical conduct, Communication, Client Management, Supply Chain Management, Service Delivery Innovation, Knowledge and Change Management.	Managerial, Dispute resolution Financial Management, Facilitation, Negotiations, Computer, Communication	PTD(SP)Further Diploma – Education Management Current study- B.ed-Education Laws & System	-Advanced financial management -Project management	Performance Management. Skills to advance Team building

Position	Requisite Skills (as outlined in the Section 5 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures
MANAGER: Planning & Economic Development	Strategic Capability, Performance management, Programme & Project management, People and Diversity Management, Financial Management, Problem Solving & Analytic Thinking, Policy conceptualization and implementation, Mediation & Conflict Management, Partnership and Stakeholder management, Accountability and ethical conduct, Communication, Client Management, Supply Chain Management, Service Delivery Innovation, Knowledge and Change Management.	Strategic Capability, Performance management, Programme & Project management Financial Management, Problem Solving & Analytic Thinking, Accountability and ethical conduct, Communication,	B.Comm Masters of Public and development management(Pending results)	Supply chain management Knowledge and change management Diversity management People management Mediation & Conflict Management,	Supply chain management Knowledge and change management Diversity management People management Mediation & Conflict Management,

Position	Requisite Skills (as outlined in the Section 5 Regulations)	Incumbent Skills	Incumbent's Qualifications	Gaps Identified	Proposed training and support measures

KPA 2: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
Water Services			
Are you the Water Services authority? If not indicate your role in this function.	NO. Role: Coordination of the provision of water services	Lack of proper planning Poor/Non existence of ground water management. Shortage of bulk water supply for economic development	Development of bulk water supply resource strategy Development of ground water resource management strategy.
New water connections\number of household in the water service authority area that was a part of the backlog but was provided for the first time in the first half of the 2006\07 FY with at least a portable water supply within 200m of the dwelling.	N/A Waterberg District Municipality is not a water services authority.		
New water and sanitation services connected to schools during the first of the financial year and how many schools are still outstanding	N/A Waterberg District Municipality is not a water services authority.		

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
New water and sanitation services connected to clinics during the first of the financial year and how many schools are still outstanding	N/A Waterberg District Municipality is not a water services authority.		
New sanitation connections\number of household in the water service authority area that were a part of the backlog in but were provided for the first time in the first half of the 2006\07 with at least a ventilated improved pit-latrine.	N/A Waterberg District Municipality is not a water services authority.		
National Targets: What is the progress made in addressing service delivery in terms of the national government targets in respect of: • Water and sanitation at schools 2005 • Water and sanitation at clinics 2007 • Water supply • Bucket Eradication 2007 Please indicate the number of planned targets and progress made thereof, and what percentage of that would be achieved by end of the national deadlines	N/A Waterberg District Municipality is not a water services authority.		

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
Total amount of water abstracted and or purchased by the municipality (in kilolitres) in 2005\06	N/A		
What is the bulk water purchasing tariff for the 2006/07 FY	N/A		
The total water which is supplied and metered (in kilolitres) during the first half of the 2006/07 FY	N/A		
What is the percentage of unaccounted for water and rand value thereof	N/A		
What is the approved water services tariff for the 2006/07 financial	N/A		

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
Electricity			
Are you the service authority for electricity?	NO. Role: Coordination of the provision electricity industry	Transformation of the electricity industry. Meeting National targets on electricity provision.	Facilitate the section 78 processes in local municipalities. Co-ordinate and strengthen the District Energy Forum.
National Targets What is the progress made in addressing service delivery in terms of the national government targets in respect of electricity? Please indicate the number of planned targets and progress made thereof, and what percentage of that would be achieved by end of the national deadlines	N/A N/A		
Total electricity generated and or purchased (in KWH) in the first half of the 2006/07 FY	N/A		
What is bulk purchase price of the electricity during the 2006/07 FY	N/A		

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
What is the approved electricity tariff for the 2006/07 FY	N/A		
The total electricity which is supplied and metered (in KWH)in 2005\06	N/A		
Solid waste management			
Are you a service authority for this service?	No		
New solid waste service points-number of urban household in the service authority area that were a part of backlog but were provided for the first time in the first half of the 2006/07 with a weekly refuse collection service.	N/A		
What is the approved sold waste tariff?	N/A		
Landfill volume license according to the terms of the Environmental Conservation Act in 2005\06	N/A		

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
Does your municipality have an environmental management plan?	Yes. Awaiting approval		
Roads and storm water services			
Are you responsible for roads?	YES		
Which roads are you responsible for? Indicate if you are responsible for municipal roads or district roads or both.	DISTRICT ROADS Shortage of appropriately trained executional persons. Need for real-time database	No assistance from the provincial authority. The roads are generally in distressful and downward spiraling conditions. Extensive Unnumbered Road Network{11 404 KM}	Scientific evaluation of the road network condition. Implementation of a sound organizational structure.
How many kilometers of roads are you responsible for in total.	4353km {numbered}	Surfaced roads 265km. Gravel roads 4088km. Unnumbered roads 11404km.	Development of a comprehensive Road Network management system.
How many kilometers of roads were built in the first half of the 2006/07 FY	None	Not enough funds to built new roads	Access additional funding, Employ more staff.
How many kilometers of roads for which your municipality is responsible for, were maintained and rehabilitated in the first half of	None	Lack of Human Resource	Filling of five vacant posts

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
the 2006/07 FY			
Total amount of capital budget allocated to roads in 2006/07 and amount spent during the first half of the 2006/07 FY	<u>CAPITAL BUDGET</u> R 10 985 000-00 <u>EXPENDITURE</u> R410 946.00	Lack of Human Resource	Filling of five vacant posts: 2* Assistant Managers posts, 2 *Technicians and 1*Secretary
Total amount of operating budget allocated to roads maintenance in 2006/07 and amount spent in the first half of the 2006/07 FY	<u>OPERATING BUDGET</u> R 1 762 677.00 <u>EXPENDITURE</u> R 389 606.00	Lack of Human Resource Only two posts have been filled out of a total establishment of seven.	Filling of five vacant posts: 2* Assistant Managers posts, 2 *Technicians and 1*Secretary

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
Housing			
How many PHP housing were allocated in 2006/07 and how many were completed during the first half of the 2006/07 FY	N/A		
New houses\ number of houses handed over to targeted recipients in 2006/07 during the first half of the 2006/07 FY	N/A		
Percentage of rental units where ownership has been transferred to tenants in the first half of the 2006/07 FY	N/A		
Does the municipality have a Housing Beneficiary List?	N/A		

Table 2.1 Upgrading of informal settlements

Projects	Measurable objectives	Planned Half year Targets	Actual achieved	Variances/ challenges	Strategic Mitigating Interventions

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
Municipal infrastructure			
Does your municipality receive MSIG?	Yes		
What is the allocation for 2006/07	R1 000 000	Allocation insufficient to cover annual operational costs for the PIMSS Centre.	DLG&H to top up funding
What amount of this allocations has been spent in the first half of the 2006/07 FY	R667 408		
Does your municipality receive the municipal infrastructure grant	NO		
What was the allocation 20006 /07	N/A		
List the outputs achieved through MIG	N/A		

Table 2.2 MIG EXPENDITURE AND DELIVERABLES

2005/06 MIG PROJECT	2005/06 BUDGET ALLOCATION	EXPENDITURE TRENDS				KEY PROJECT MILESTONES / OUTPUTS ACHIEVED
		ACTUAL SPENT	% OF TOTAL ALLOCATION	REMAINING BUDGET ALLOCATION	PROJECTED EXPENDITURE BY JUNE 2007	
Project 1						
Project 2						
2006/07 MIG PROJECT	N/A					

Table 2.3 EXPANDED PUBLIC WORKS PROJECTS

EPWP PROJECTS	2006/07 BUDGET ALLOCATION	EXPENDITURE TRENDS				NUMBER OF JOB CREATED AGAINST PLANNED TARGETS
		ACTUAL SPENT	% OF TOTAL ALLOCATION	REMAINING BUDGET ALLOCATION	PROJECTED EXPENDITURE BY JUNE 2007	
Project 1	R 2000 000-00	R173 156.00	8.7%	R1 826 843.	30%	Project is at planning stage
Project 2						

KPA 3: LOCAL ECONOMIC DEVELOPMENT

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
Do you have a LED Strategy?	YES	Limited capacity to implement the strategy	Appointment of more staff
Have you established an LED stakeholders Forum?	YES	The LED forum is not very functional	The district is currently establishing specific sector working groups in mining, tourism and in agriculture to ensure that they are functional and they respond to the comparative advantages of the district.
Do you have an LED Unit? How many staff members are manning the unit?	3	There is limited capacity to facilitate and implement the district LED plan as well as the different sector plans.	Appoint individual to spearhead the implementation of tourism. Mining and agricultural strategies as being the main sectors of growth in the district.
Do you have a Preferential Procurement Policy favouring SMME and BEE?	YES	There is no fully functional supply chain management unit to capture all the procurement statistics.	The establishment of the fully functional supply chain management unit.
Total rand value of contracts awarded during 2005/06?	R 3 170 000.00	None	
Total rand value of contracts awarded to SMME during 2005/06?	All contracts were awarded to SMME to the value of R 3 170 000.00	None	
Total rand value of contracts awarded to women in 2005/06?	N/A	NO women companies tendered but some women owned shares	

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
		in companies awarded contracts	
Total rand value of contracts awarded to youth in 2005/06?	N/A	NO youth companies tendered but some youth owned shares in companies awarded contracts	
Total rand value of contracts awarded to people with disabilities in 2005/06.	N/A	No disabled companies tendered.	
Total number of jobs created through LED projects during the first half of the 2006/07 FY	NOT KNOWN		

Measurement	Status Quo	Key Challenges	Future Mitigating Intervention
Poverty Alleviation	N/A		
Did the municipality have an indigent policy and register in 2006/07 FY	N/A		
Total number of household earning less than R1 100 per month who received free basic water.	N/A		
Total number of household earning less than R1 100 per	N/A		

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
month who received free basic sanitation.			
Total number of household earning less than R1 100 per month who received free basic electricity.	N/A		
% of the Equitable Share used for free basic services.	N/A		
Have you established the PMU through the MIG?	NO		

KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
Submission of monthly and quarterly performance reports	SUBMITTED ON TIME		
Submission of Annual Financial Statements	SUBMITTED ON TIME		
Do you have a Credit control Policy?	YES		
Billing System give type and functionality (level of satisfaction).	RSC LEVIES WERE ABOLISHED ON 30/06/06		
Indicate your Revenue collection mechanisms.	N/A		
Breakdown the revenue streams.	EQUITABLE SHARES,MSIG GRANT, INTEREST		
Cash collected from customers in the first half of the 2006/07 FY	R4 087 000. RSC levies were abolished on 30/06/06. No levies were budgeted in current financial year. Levies received are additional income for current year.		
Do you have an Audit Committee?	YES		
Do you have an Internal Audit	YES		

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
Unit? If not how do you ensure that the function is done?			
Total operating expenditure 2006/07	R14 869 278		
Capital budget spend in 2006/07	R3 028 855		
Council approved capital budget in 2005\06.	R36 145 000		
Total outstanding customer debt as at January 2007	R247 633		
Billed revenue for the first half of the 2006/07 FY	N/A		
Do you have an asset register? (copy).	YES		
Current assets as at January 2007	R13 488 812		
Current liabilities as at January 2007	R498 310		
Total Revenue January, 2006/07	R37 412 467		
Revenue from grants January 2007	R28 964 061		
Debt service payments January 2007	R5 115 207		
What is the amount that is owed by government departments to the municipality and how much has been paid during the first half of the financial year? Please indicate the departments	N/A		

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
and for how long is the debt outstanding.	N/A		
Salaries budget against the total budget. (including benefits). As January 2007	58%		
Total operational budget 2006\07	R45 082 530		
Do you have a Supply Chain Management policy?	YES		

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
Running of council			
What is the number of municipal council meetings that took place during the first half of the financial year 2006/07?	2	Meetings held as scheduled	
What is the number of special council meeting that took place during the first half of the financial year?	2	Meetings held as scheduled	
Have you the public being notified of the sitting of the council meetings?	All meetings were published on local newspaper	Only few members of the community attended the council meetings.	Develop strategy on how to engage members of the community in the municipal activity.
What are the By-laws and Policies that have been approved by municipal council during the first half of the financial year?	Bursary policy amended: Other policies were referred to the strategic planning sessions to be held in mid February 2007 prior adoption by council	Policies submitted to council for adoption without councilors being workshopped.	
Have your council lost a councilor during the first half of the financial year? Have you conducted the by-elections ? Where the by-elections conducted in line with the relevant	NO NO		

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
legislation			
How many mayoral committee and portfolio meetings were held during the first half of the financial year?	6* Mayoral Committee meetings held	Meetings held as scheduled.	
What processes are undertaken to enforce the Municipal Code of Conduct for councilors?	Workshop on the code of conduct was conducted by the Provincial Legislature. Rules and ethics has been established A form/template has been designed for councilors to declare their business interests.		
Have your municipal council dismiss a councilor, if yes, please indicate the reason.	NO		
Ward Committees			
How many wards are established in the municipality?	74		

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
Number of wards that have established ward committee structures?	74	Co-Ordination Lack of resources	Appointment of ward committee coordinators. Provision of resources. Unreasonable remunerations to ward committee members.
Aggregate number of ward committee meetings held across all wards during 2005\06.	Average of 4-6 meetings per ward.	Committee members battling to understand their roles. Poor attendance of meetings	Define roles{training workshop} Adjust the remunerations
No. of CDWs and use thereof.	56 CDW's: monitoring service delivery and assist in event coordination	Report writing Roles not clear	Provide report writing skills Redefine roles
Corporate Governance			
Is the communication strategy in place?	YES	It is implemented on an adhoc basis	Re-align programs
Do you have a communication unit in place	N/A	Current structure does not make room to have a unit.	
Did your municipality conduct a citizen satisfaction survey for 05/06?	N/A		
Does your municipality have a functional complaint management system?	NO	The Municipality does not Deal directly with the public in most cases	NONE

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
Is the financial audit committee functional?	YES		
Is the performance audit functional?	YES		
Does the municipality have and implement anti corruption policy?	Yes		
Were the financial statement for FY 2005\06 submitted to the auditor general by 31 August 2006?	YES		
Has the Auditor General audited your financial statement for 2005\06	YES		
What has been the outcome of the audit	QUALIFIED AUDIT REPORT		
If the auditor general's opinion was qualified or no opinion what were the reasons?	All assets previously linked and included in the registers of the local municipalities were not transferred to the District municipality in terms of the service delivery agreement.		

Measurement	Status Qou	Key Challenges	Future Mitigating Intervention
What endeavors have been done to address the recommendations of the AG's reports	Assets registers collated from local municipalities. Awaiting Council resolutions from the affected locals to transfer assets to the district municipality.		
Do you have an approved Fraud & Corruption Prevention Strategy	YES		
Do you have an enterprise Risk Management Strategy in place?	NO		
Have suspended or dismiss any official due to corruption or fraudulent activities?	NO		
Information Technology Management	NO		
Do you have an approved Information Masters Systems Plan	NO	The Municipality does not have a full time IT Personnel	Appointment of IT Personnel during 2007
What is the content of the municipal website	NONE		Appointment of IT Personnel
Do you provide an municipal services by utilizing IT systems	NO	NO	NO

IMPLEMENTATION OF NON CORE FUNCTIONS

The purpose of this section is to identify the problems experienced during the implementation of the non core functions, the impact is that those functions has on the resources of the municipality, the extent at which those functions are budgeted for, and to identify capacity requirements in order to reduce the burden on the municipality: Note that “Non core functions refers to functions that are not in the Schedule of functions that are constitutionally allocated to municipalities, this could be functions that have been formally devolved to municipalities through gazettes and other legal mechanism and as well as those that have not been formally devolved.

NON CORE FUNCTIONS

- **Briefly outline the extent at which the municipality is performing functions on behalf of the other spheres of government, i.e. library functions, sports and recreation, health services, Are the service level agreements with the responsible sector departments that have been signed? Is the budget for those functions allocated by the responsible department?**

CHALLENGES ON THE IMPLEMENTATION OF NON CORE FUNCTIONS

- **What are the key challenges experienced by the municipality in the implementation of non core functions**

KEY MITIGATING RESPONSES

- **What are the initiatives or activities that have been undertaken by the municipality to address some of the challenges mentioned above;**

SECTION B.2: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN PROGRESS REPORT

Purpose:

The purpose of this section is account on progress made towards achieving the performance targets set in the Service Delivery and Budget Implementation Plan as approved by the Mayor of the municipality. This section will highlight areas whereby the provincial sector departments need to provide additional support or some remedial measures to municipalities on specific sector challenges encountered.

Measurement Process:

All departments has to report their own progress based on their targets set for the half year (first two quarters of the financial Year. This has to be presented per department just as the SDBIP shows a performance scorecard by functional department. Following is table format that has to be used to present this section. This format is easy and self-explanatory; it is likely that most of the SDBIP are drafted in this format or to a similar format.

PROJECTS /KEY ACTIVITIES	OBJECTIVES	HALF YEAR SERVICE DELIVERY TARGETS	PROGRESS MADE	APPROVED BUDGET	ACTUAL EXPENDITURE
	<i>Nb: SEE ATTACHED</i>				

IDP PROJECT PROGRESS REPORT TEMPLATE

NAME OF MUNICIPALITY: WATERBERG DISTRICT MUNICIPALITY

NAME OF DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT

DATE OF REPORTING: 05/01/2007

FINANCIAL YEAR REPORTING ON: 2006/2007

PRIORITY NO 03: ECONOMIC DEVELOPMENT

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation / Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DUE 16	Poverty reduction programme and community	R 300 000	HIV orphans & youth in	Financial support Monitor the construction of the youth and orphan centre	The district entered into a memorandum of understanding with the Waterberg Welfare Society, in Vaalwater were the district pledged to	R200 000	R 300 000	None	None	15/08/2006

	development in Vaalwater		Vaalwater	• Providing operational support to the organisation	support the centre. • The MOU was signed in 2005. • In 2006/2007 financial year the district budgeted R 300 000 for the construction of the youth & orphanage centre. • Youth & orphanage centre is completed. Financial support of R300 000 was provided to the Waterberg Welfare for the centre. • Official opening of the centre was held on the 18 of October 2006 in Mabatlane (Vaalwater).					
DUE 17	Skills Development Plan	R170 000	Officials from municipalities and SMMEs	• Develop Skills development strategy • Facilitate training for SMME & municipalities • Improve skills capacity	• Proposals have been received and the evaluation team is schedule to evaluate before the end of January 2007. • A preferred Service provider will be recommended to adjudication committee which should appoint by mid February 2007.	R75 000	R 10919.07	Allowing the consultation process and the inputs from department of labour.	None	30/ 04/ 2007

DUE 18	Promotion of Waterberg Icons (Makapas Valley, Biosphre & Nylsvly)	R400 000	Tourists and local communities	• Development of signage • Website, brochure and regular news letters	• Consultation with relevant stakeholders has taken place to finalise the identification and profiling of the Icons. • Profile of Waterberg Icons have been compiled and submitted to a reputable yearly publication, which should be out by January 2007 • A meeting has been held with the CTA's and representatives of the municipalities to discuss the process for development of Waterberg as a brand. Valuable information was shared and submitted for use.	R200 000	R 55 417	Long consultation process with different stakeholders.	Finalising the consultation process	30/ 06/ 2007
DUE 19	Branding of Waterberg	R200 000	Waterberg district	• Promotional materials • Extend partnership • Market the district to investors • Packaging of projects • with SATOUR • Establish strategic partnership with TIL through MOU	• The tourism working committee has initiated the process of developing the brand for Waterberg. This information is supported by the recommendation in the Waterberg Tourism Strategy • The consultation process related to branding of Waterberg has been completed and Service Provider will be recommended for appointment by January 2007 to start in earnest with the work. • The promotional Material will be printed after the brand development process is complete. • Information relation to marketing and profiling of the Economic strength of the District has been compiled and submitted for publication in one of the monthly Magazine that would be published in January.	R150 000	R 16 694	Await development of the brand	Speed up the process by appointing service provider	30/06/2007

DUE 28	Waterberg Economic Developme nt Agency	R340 000	Business, communit ies, district & investors	• Setting the scene Operational (staff & maintenance)	• Shift impact study is completed and has been presented to the mayor and portfolio committee. • It has been approved by the mayoral committee and by Council on the 8 of December 2006. • Currently in the process of informing the major stakeholders such as local government and housing, national & provincial treasury, etc. • A newspaper advert was issued in October 2006. • An application to fund the agency has been made to EU LED.	R170 000	R 9610.12	Council approval and section 78 process.	To be tabled for approval in the next council meeting	30/06/2007
				• Identify capital projects Investment attraction						
DUE 29	Constructio n and managemen t of the Waterberg Regional Abattoir	R1500 000	Local people, Local businesse s and internatio nal markets	• Appoint Service provider • Conduct feasibility study	• A service provider has been appointed to conduct a feasibility study as well as to manage the upgrading of the existing abattoir. • The project steering committee is formed comprising of the Department of Agriculture, a nominee from the portfolio committee, department of planning & economic development & finance department. • The project execution plan was presented to the steering committee on the 12 of October and was adopted. • The service provider is currently compiling a bill of quantity in line with meat & safety act for compliance purposes. • Draft status quo report was presented to the steering committee on the 7th December 2006.	R400 000	R174 383.58	Delay in the tendering process	Addresse d by speeding up the appointm ent process.	30/06/2007
				• Upgrade facilities						
				• Facilitate private partnership and implement model • Construct a new abattoir						

DUE 31	Co- ordination of District Wide LED	R200 000	Local municipal ities	• Refine and adopt LED Strategy and implementation plan • Establish functional working sector and forums	• All the sectoral plans of mining, tourism and agriculture have been completed. • Sectoral working groups in mining and tourism have been established and met during the month of June & July 2006.	R110 000	R 9376.28	Procurem ent process	Speed up appointm ent by addressin g outstandi ng issues	30/06/2007
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				• Identify joint initiatives with existing industries • Lobby for funding through EU LED & DBSA, Invested & Commercial Banks • Build strategic relationships with strategic partners • Promote investment (Material, video, etc)	• The main reason behind the establishment of sector groups is to co-ordinate effort of stake holders in the promotion and implementation of LED. • The economic cluster also met to discuss integrated planning and the implementation of projects during the financial year. • First draft of the consolidated LED strategy has been submitted by the Service Provider and discussed with all the stakeholders. Inputs and suggestions were made to the draft • The broader stakeholder meeting has been organized for 18th January 2007 • After the development of the brand, we will go on the printing of the promotional material. • The department is busy with the preparation for the coming economic growth and development summit. • Meeting with LED managers from Local Municipality and Economic cluster representative has been organized in preparation for the summit. List of participants has been compiled. A draft program has as well been prepared. Invitations to facilitator, sector departments and participants have been issued during the month of December 2006. Packaging of the Project is folding in preparation of the Growth Summit						
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DUE 32	Wildlife EXPO	R 400 000	Local communit y	• Co-ordinate and fund the EXPO Identify targeted support programmes for EXPO	• The district has successfully hosted the wildlife expo from the 10th to the 13th of August 2006. • A total amount of R533 068 was spent by the district to date, • The event was moderately successful. There are lessons learnt and can only inform and improve the future. • The debriefing session was held on the 4th October 2006 and the report is available, • The district has applied for funding from the province and the neighbourhood support grand to assist in building the permanent area. • The tender for the design of the expo has been advertised & the site briefing was held on the 7th of December 2006.	R300 000	R 533 068	None	None	30/12/2006
				• Develop a strategy and implementation plan for Wildlife Expo			R 235 000 was from DLA 03 used as part of the hosting of the wildlife expo			
				Identify and lobby funding, organisations interested in wildlife						

DUE 33	District Econometri cs Model	R200 000	District	• Develop the district economic model • Lobby for funding through EU LED, DBSA, etc. • Update the model	• The specification (TOR) has been formulated and in discussions with sector departments (DEDET) it was found that they are embarking on the same exercise for the province. • The department agreed to relocate funds to other needy priorities as the projects shall receive funding from the province • The inaugural steering committee (DBSA,DPLG,SARB,NT,DEDET and WDM) was held on the 12th September 2006 in Polokwane to look at the project plan . • Waterberg DM was identified as the pilot project. Hence the model was also conceived by the district. • Questionnaires have been designed for the collection of data. e.g labour employment, household income, government income. • The second steering committee shall be held on the 8th November 2006. • A three day workshop shall be held from the 21st -23rd November 2006 at DBSA to train people on how to conduct surveys.	R 200 000	-	The project is being implemen ted by the province	None	30/06/2007
DTR 02	Develop Public Transport Multi- Modal Facility in Mogalakwe na	R1000 000	Mogalak wena Municipa lity	• Call for tenders • Appoint Service Providers • Implementation process	• Mogalakwena Municipality is identified as the municipality where the multi-modal facility will be developed, • A letter was written to the municipality of the intention for the infrastructure and to get a	R 310 000	-	Problem of land availabilit y	Look for other alternativ e location	30/06/2007

				Monitoring and evaluation	- confirmation for the availability of the land. - No land was provided for the project, therefore Funds has to be redirected to other areas such as UE030.					
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DTR 03	Review Of Integrated Transport Plans	R850 000	District	Call for tenders	- Service provider has been appointed and started work in September 2006, - Consultative workshops were held in all the six municipalities from 5-7 September 2006, - The process culminated into a Joint workshop by all district at the provincial workshop from 14-15 September 2006, (alignment workshop) where a steering committee was established. - A Meeting was held with the service provider on the 6TH October 2006 to discuss related matters including the implementation of the plans. - A steering committee met on the 17th of October 2006 in Polokwane to receive progress report. - Draft report was presented to the Planning & Economic Development Portfolio Committee in November.	R 450 000	R416 242.51	Service provider has not yet forwarded the invoice.	None	30/12/2006
				appoint Service Providers						
				implementation process						
				Monitoring and evaluation						
DTR 04	Upgrade Existing Public	R500 000	District	- Call for tenders - appoint Service Providers	Bela-Bela municipality is identified as the municipality that will get its	R 110 000	-	Land availabilit	Look for other alternative	30/06/2007

	Transport Facility in Bela-Bela			implementation process	public transport facility upgraded, • A letter was written to the municipality of the intention for the infrastructure and to get a confirmation for the availability of the land. • No land was provided for the project, therefore Funds has to be redirected to other areas such as UE030.			y	location	
				Monitoring and evaluation						

PRIORITY NO 05: LAND

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation / Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DLA 03	Coordination of	R250 000	Local Municipal	Assist in terms of funding	- Coordination is ongoing. - Lephalale Municipality has finalised their		R 235 000			30/06/2007

	Spatial Framework and Land Use Management with Local Municipalities		ities	• Coordination • Technical & institutional support • Monitoring & administration of SDF & LUMS	SDF and an electronic copy has been submitted to the district, only await hard copies of the plan. • Thabazimbi has also finalised their SDF, a hard draft copy has been submitted to the district for comments. • Both Thabazimbi and Lephalale have held a successful stakeholder consultation process in popularising their SDFs. • The first final draft of the Bela-Bela SDF has been submitted for comment, a broader stakeholder consultation process was held on the 12 of October 2006. • The district is also assisting Bela-Bela with the relocation of the Vingerkraal community.	R125 00	(Money used as part of the hosting of the wildlife expo)	None	None	
DLA 04	Policies in the subdivision of agricultural land (the whole district)	R250 000	Farming Communities	Develop policies	• Development of policies was delayed to allow municipalities to finalise their SDF's to ensure coordination and alignment. • The tender document has been finalised and ready for the tender specification committee. The appointment will be made before the end of February 2007.	R55 000	-	Delay in the finalisation of SDF's by locals municipalities	Assistance & monitoring of the compilation of SDF's by local municipalities.	30/06/2007
				Workshop stakeholders						
				• Adoption of policy by Council						
				• Publish, monitor and administer policy						

NAME OF MUNICIPALITY: WATERBERG DISTRICT MUNICIPALITY
NAME OF DEPARTMENT: SOCIAL SERVICES
DATE OF REPORTING: JANUARY 2007 to DECEMBER 2006
FINANCIAL YEAR REPORTING ON: 2006/2007 QOURTERLY REPORT

PRIORITY NO13: SPORTS ARTS AND CULTURE

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DSC 02	ANNUAL O.R.TAMBO Games	R250,000.00	All residents of Waterberg District	• Draw –up programmes for events and sports activities • Consultation process through meetings • Implementation of activites • Monitoring and evaluation	Done Done Done	R10 000	R205.308,00			Project complete
DSC -06	District Multi Purpose facility	R1m	Mookgophong	• Call for tenders/proposals • Adjudication process and appoint Contractors/Service Providers • Site hand-over and implementation process • Official hand-over to client/end-user • Monitoring and evaluation	Not done Not done Not done Not done Not done	R300 000	nil	R1m will only cover part of the structure,the department has intended to seek ext.funding of R3m to complete the project	A letter has been written to Mookgophong mun. An initiative by the appointed consultant has been disapproved by the E.M	Mookgophon g Mun. has responded. There are no sufficient funds and they relied on WDM.

DSC -07	Annual Arts, and Culture	R300 000	All residents within the District	• Call for tenders/proposals • Adjudication process and appoint Contractors/Service Providers • Site hand-over and implementation process • Official hand-over to client/end-user • Monitoring and evaluation		R10 000	R61,210	The district festival was planned by the department with the district sports arts and culture and it was disapproved by the E.M	The portfolio comm. must intervene on the matter. The matter served before the comm. still awaiting response	
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Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DSC 08	District Athletic event	R50,000	All residents of Waterberg District	• Draw –up programmes for events and sports activities • Consultation process through meetings • Implementation of activities • Monitoring and evaluation		R50 000	nil	Nil the athletics programme starts in Jan 2007	nil	Feb 2007

PRIORITY NO 06: ENVIRONMENTAL MANAGEMENT

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DSE-06	IDENTIFICATION, AUDITING AND MAINTANANCE OF LANDFILL SITES	R4 000 000	All residents within the District	- Develop the T.O.R's/specifications - Call for tenders - Adjudication process and appointment of service providers - Implementation/d development process - Monitoring and evaluation phase	Done in 2005 Done in 2005 Done in 2005 On going	R100 000	R160 900	The dept. was awaiting response from Provincial dept. to serve in the specification comm.for maintenance of land fill sites.	Prov. Dept. availed officials to serve on the specification comm.and the comm.. met on 06/11/2006.bid for rehabilitation will be advertised by early January 2007	June 2007
DSE-07	DEVELOP AND REVIEW AIR QUALITY PLAN	R300 000	All residents within the District	- Develop the T.O.R's/specifications - Call for tenders - Adjudication process and appointment of service providers - Implementation/d development process - Monitoring and evaluation phase	Done Done In progress			Bids were advertised on 80/20 points system.5 bids were received.3 out 5 were on 80/20 and their input was minimal. The other 2 was at 90/10 with adequate info.	Item submitted to council for virement of votes and to re-advertise in order to get more participation.item disapproved	Follow up in January 2007-

PRIORITY NO 07: HEALTH AND SOCIAL DEVELOPMENT

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DHW 01	Equipment – Orphanage Drop-In Centre	R100 000	All residents within the District	• Develop the T.O.R's /specifications • Call for tenders • Adjudication process and appointment of service providers • Implementation/development process • Monitoring and evaluation phase	Done Done	R10 000	Nil	Data-base of the municipality was utilised. Bids received, evaluation done. Comments of CFO dealt with, and appointment to be finalised	Bid to be awarded by 15/12/06	

PRIORITY NO 08: DISASTER MANAGEMENT

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DDM – 04	PURCHASE FIRE FIGHTING VEHICLES/EQUIPMENT	R2 100 000	All residents within the District	- Develop the T.O.R's - Call for tenders/proposals - Adjudication process and appoint Contractors/Service Providers - Implementation process - Official hand-over	Done Done	R10 000	4,326.94	Bids were invited and closed on 30/10/2006. evaluation of bids done on 08/12/06	Adjudication to take place in January 2007.	April 2007.
DDM - 05	DISTRICT DISASTER MANAGEMENT PLAN	R350 000	All residents within the District	- Revisit the T.O.R's - Call for tenders/proposals - Adjudication process and appoint Contractors/Service Providers - Implementation process - Monitoring and evaluation	Done Done Done In progress	R150 000	Nil	No deviation		End March 2007

DDM 06	MOVABLE ASSETS – MODIMOLLE DISASTER CENTRE	R1 000 000	All residents within the District	• Develop T.O.R • Call for tender • Adjudication • Appointment • Monitoring & Evaluation	Done Done In progress	R100 000	4,326.93		Adjudication to take place by January 2007.	End March 2007.
DDM 07	Upgrading of existing District Disaster Management Center	R1 000 000	All residents within the District	• Develop the T.O.R's • Transfer assets • Call for tenders/proposals • Adjudication process and appoint Contractors/Service Providers • Implementation process • Official hand-over	TOR's done Call for bids done	R100 000	4,326.93	Transfere of immovable assets by LM's to the District	Letters of confirmation received from LM's upgrading of the facilities has been commenced.	End of January 2007.

NAME OF MUNICIPALITY: WATERBERG DISTRICT MUNICIPALITY
NAME OF DEPARTMENT: FINANCIAL SERVICES
DATE OF REPORTING: 2nd Quarter
FINANCIAL YEAR REPORTING ON: 2006/2007
PRIORITY NO 10: INSTITUTIONAL DEVELOPMENT

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DIN-12	NEW FINANCIAL SYSTEM	R750 000 Reallocated R137 000 to DIN 005 {R613 000 BALANCE}	All Service Business Units	• Prepare terms of reference for bid • Award bid • Install new system • Training of officials	Project suspended as Premier/Mayor's Forum has requested SITA to assess financial systems. Discussions were held with SITA and Provincial Treasury and they advised that we should upgrade the existing system. Discussions were held with the programmer and a quotation was received which was referred to SITA. Final quote received - awaiting SITA comments	R7 500	nil	Scope of project amended Upgrade existing system		June 2007

NAME OF MUNICIPALITY: WATERBERG DISTRICT MUNICIPALITY

NAME OF DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

DATE OF REPORTING: 2nd quarter

FINANCIAL YEAR REPORTING ON: 2006/2007

PRIORITY NO 09: COMMUNITY PARTICIPATION & COMMUNICATION

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DCO - 04	Implement medium through which the District interacts with the community	R 500 000	Waterberg District communities	- Develop T.O.R - Call for proposals - Production of bi-monthly external newsletter - Distribution of external newsletters - Ongoing review	Done Done Outstanding Outstanding Outstanding	R50 000	NIL	NONE	NONE	30/06/2007

DCO - 05	Implementat ion of Action Plan – Road Shows (Community Participation)	R 300 000	Staff members and communities within WDM	• Development of programme of action • Promotion of road show through preparatory meetings • Implementation (Design, printing & distribution of posters & leaflets) • Community meetings • Assessment and review of the communication strategy • Feed back consolidation	Done{Await ing the EM's approval Outstandin g Outstandin g Outstandin g Outstandin g Outstandin g	R 10 000- 00	NIL	NONE	NONE	30/06/2 007
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NAME OF MUNICIPALITY: WATERBERG DISTRICT MUNICIPALITY

NAME OF DEPARTMENT: TECHNICAL SERVICES

DATE OF REPORTING: 2nd quarter

FINANCIAL YEAR REPORTING ON: 2006/2007

PRIORITY NO. 01: WATER, SANITATION AND DROUGHT RELIEF

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Date	Status Quo					
DWS - 02	Drought Relief Plan	R250 000	Local Municipalities, Water and Sanitation Stakeholders, Communities.	• Advertise a request for proposals	Not done	R3500	Nil	Lack of HR capacity.	Filling of vacant posts.	N/A
				• Evaluate the proposals through the bid processes	Not done					
				• Award the tender	Not done					
				• Convene a stakeholder project steering committee	Not done					
				• Roll out the project						

PRIORITY NO. 02: ROADS AND STORMWATER

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Date	Status Quo					
DRS - 01	Development of the Roads Management Plan	R1 500 000	Local Municipalities and the Public.	• Appoint Service Provider. • Convene Stakeholder Project Steering Committee. • Rollout the Project.	Not done Not done Not done	R200 000	R 0.00	Motivation for appointing a service provider was disapproved.	ToR to be developed for the appointment of a service provider through an open tender process.	June 2007
DRS - 021	Upgrading/ Regravelling of Modimolle Access Road	R1 030 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Not done Not done Not done Not done	R100 000	R 0.00	Lack of HR capacity.	Filling of vacant posts.	N/A

DRS 022	Upgrading/Regravelling of Bela Bela Access Road	R735 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R100 000	R 0.00	Same as DRS 021	Same as DRS 021	N/A
DRS - 023	Upgrading/Regravelling of Mookgopong Access Road	R450 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement	Same as DRS 021	R100 00	R 28 500	Same as DRS 021	Same as DRS 021	N/A

DRS - 024	Upgrading/Regravelling of Lephalale Access Road	R1 325 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R100 000	R 63 000	Same as DRS 021	Same as DRS 021	N/A
DRS - 025	Thabazimbi Mojuteng Street Paving	R460 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R100 000	R 0.00	Same as DRS 021	Same as DRS 021	N/A

DSR - 026	Thabazimbi Northam Street Paving	R905 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R100 000	R 0.00	Same as DRS 021	Same as DRS 021	N/A
DRS - 027	Mogalakwe na Mathekga Moshuka Access Road	R1 000 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R100 000	R 925.84 69	Same as DRS 021	Same as DRS 021	N/A

DRS - 028	Mogalakwe na Bridge via Uitsight Access Road	R300 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R50 000	R 0.00	Same as DRS 021	Same as DRS 021	N/A
DRS - 029	Mogalakwe na Mamala Main Street	R300 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R50 000	R 37 620	Same as DRS 021	Same as DRS 021	N/A

DRS - 030	Mogalakwe na Lesodi Motlana Access Road	R730 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R100 000	R 0.00	Same as DRS 021	Same as DRS 021	N/A
DRS - 031	Mogalakwe na EPWP Mahwelere ng Paving	R2 000 000	All road users	• Advertise Tenders. • Convene Evaluation Committee. • Convene Adjudication Committee. • Award Tender. • Implement Project.	Same as DRS 021	R200 000	R 134 325.49	Same as DRS 021	Same as DRS 021	N/A

32	Road Numbering of the Unnumbered Roads	R 250 000	Local Municipalities and the Public.	• Convene a stakeholder project steering committee. • Identify and prioritize unnumbered roads for classification into the numbered district road network. • Develop the Terms of Reference • Advertise a request for proposals. • Evaluate the proposals through the bid processes and award the tender. • Roll out the project.	Not Done Not Done Not Done Not Done Not Done	R26 000	R 0.00	Challenges : ➤ Identify unnumbered roads. ➤ Classify i.t.o authority. ➤ Possibility of budget being insufficient.	Engage with Roads & Transport to acquire their experience and practice.	June 2007
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Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DEL - 05	Restructuring of the Electricity Industry – Support to Local Municipalities	R 150 000	Local Municipalities. Electricity Stakeholders.	• Convene a stakeholder project steering committee. • Identify and prioritize the support role and areas. • Develop the Terms of Reference. • Advertise a request for proposals. • Evaluate the proposals through the bid processes and award the tender. • Roll out the project.	Not Done Not Done Not Done Not Done Not Done	R15 600	R 750.00	Challenges: ➤ Support to LMs not clearly spelt out. ➤ Transformation of the electricity industry is going at a snail's pace. ➤ None of the LMs have started with their Section 78 process.	The District IGR Forum should be used to clearly indicate the support and role of the Waterberg DM in the restructuring of the electricity business.	June 2007

NAME OF MUNICIPALITY: WATERBERG DISTRICT
NAME OF DEPARTMENT: CORPORATE SERVICES
DATE OF REPORTING: 2nd quarter
FINANCIAL YEAR REPORTING ON: 2006/2007

10. PRIORITY: INSTITUTIONAL

Project No.	Project Name	Total Budget	Project Beneficiaries/ Target Group	Progress to Date		Quarterly Projected Expenditure	Quarterly Total Expenditure	Reasons for Deviation/ Problems Encountered	Suggested Solutions	Anticipated Completion Date
				Major Activities	Status Quo					
DIN – 16	Provide additional Office Space (DIN 16)	R2000 000	Municipal staff	- Acquisition of land - Appoint architect - Approve plans and designs - Appoint contractor <u>2007/2008</u> - Site hand over - Construction of building - Complete construction	Land has been approved by Modimolle. Call for proposals for appointment of design architect underway.	50 000	0			30/06/2009
DIN -05	Integrated Human Resources Management Strategy (DIN 05)	R300 000	Officials	- Develop specifications - Call for proposals - Evaluate proposals - Award tender - Develop Strategy - Submit HRM Strategy to council	Tenders received. Ready for Bid Committee	R300 000	R7 389.20			30/06/2007

Review of Performance Management System (DIN 06)	R400 000	Municipal employees	• Develop T.O.R • Advertise for tenders/Set schedule of stakeholder meetings • Appoint service provider/Submit consultation report to council • Install electronic system • Submit for council approval	Terms Reference developed	Of 0	0			30/6/2007
Revision and development of By-laws (DIN 19)	R100 000	Municipality	• Develop T.O.R • Advertise for tenders • Evaluate tenders • Appoint service provider • Revise and develop by-laws • Submit for council approval	Call for proposals advertised	0	0			30/06/2007
Provision of Mayoral Accommodation (DIN 20)	R1 400 000		• Acquisition of site • Complete transfers • Appoint Architect. • Develop and approve designs • Construct the house • Take occupation	Letter of request for site written to Modimolle	0	0	No response has been received from Modimolle	Follow up letter to be written	31/07/2007
Compile IT Master System Plan (DIN 21)	R 400 000		• Develop Terms of reference • Advertise for tenders • Evaluate tenders • Appoint service provider • Develop system • Project hand-over	Awaiting SITA assistance with Terms of Reference. Meeting scheduled for 4/8/2006 @ SITA offices	0	0	Delayed response from SITA for assistance	Discussions with SITA will be fast- tracked.	30/04/2007
PROCUREMENT OF MOVABLE ASSETS	R600 000	All SBUs	• Identify needs with managers • Advertise bids or procure assets	R 13 325-00	R104 000				

SECTION B. 3: HALF YEAR FINANCIAL ASSESSMENT REPORT

PURPOSE

This section provides an assessment of the budget and expenditure status quo.

MEASUREMENT PROCESS

The financial statement of the sixth month of the financial year

Note that section 72 (1) requires that the monthly financial statement should include the following:

- a. Actual revenue per revenue source
- b. Actual borrowings
- c. Actual expenditure per vote
- d. Amount of any allocations received
- e. Actual expenditure on those allocations, excluding the share of the local government equitable share,
- f. Material variance were necessary on the SDBIP, projected revenue by source, expenditure projections

SECTION B.4: ADJUSTED BUDGET

Purpose

This section indicates the changes from the originally approved budget to the adjusted budget which has to be tabled to the municipal council. This section should include the Adjusted Budget as it has been approved by the Municipal Council.

GENERAL NOTES:

RECOMMENDED LAYOUT OF THE REPORT:

1. Background Overview
2. Mayor's Foreword
3. Municipal Manager's Report (Executive Summary of the Report)
4. Section A: Five Year Local Government Agenda Progress Review
5. Section B: Service Delivery Budget Implementation Plan Assessment
6. Section C: Financial Assessment
7. Section D: Budget Adjustment

SUPPORTING DOCUMENTS

The following documents should be submitted together with the Municipal Half Year Reports on the deadline:

- 2006/07 IDP document
- 2006/07 Approved Budget
- Service Delivery and Budget Implementation Plan 2006/07
- Performance Agreements of the Section 57 Managers
- Adjusted Budget as approved by the municipal council
- Council resolution on the approval of the Adjusted Budget