



**MATATIELE**  
LOCAL MUNICIPALITY

## **FINAL 2017/18 QUARTER ONE AUTOMATED PERFORMANCE REPORT**

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## INTRODUCTION

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Good performance information helps identify what policies and processes work and why they work. Annual Performance information indicates how the Municipality is performing against its aims and pre-determined objectives. Performance information is essential for effective management including business planning monitoring and evaluation.

Externally performance information allows effective accountability with appropriate information; members of the public and other stakeholders are able to exert pressure for improvements and can better understand the issues involved.

For each quarter ending The Municipality aligns its performance against the set targets on the Municipal SDBIP. This performance seeks to attain the following:

- indicating progress against objectives;
- prompting an external focus by public institutions on transparency accountability and progress on service delivery;
- ensuring the best results for citizens;
- identifying gaps between policy formulation and policy implementation; enhancing strategic planning processes; and
- reflecting the level of institutional capacity to actually deliver services to citizens

This report will also entail the corrective measures to variations on planned targets and the challenges thereof. Moreover the financial reports as per departmental spending (expenditure report).

This performance report is per internal department and indicates the performance of each department against the departmental planned Annual targets and Objectives. A number of targets were set on the 2017/18 SDBIP; hitherto the Municipality performed the targets with purposes for service delivery to the community of Matatiele Local Municipality area.

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## BACKGROUND

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Matatiele Local Municipality adopted a Performance Management Framework and Performance Management System Policy and as tools to monitor and evaluate performance for 2017/18 financial year. The Performance Management Policy and Framework serve as guiding tools for the Organizational Performance Management System (OPMS).

The Municipality recognizes the significance of having a Performance Management System not only as a legal requirement in terms of the applicable laws but as an important instrument of corporate governance which aims at ensuring that a process of goal setting in the work place is followed by a systematic success measuring process.

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## LEGISLATIVE REQUIREMENT AND MANDATE

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Section 46 of the Municipal Systems Act states that (1) A municipality must prepare for each financial year a performance report reflecting-

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

(2) An Annual Performance Report must form part of the municipality's Annual Report in terms of Chapter 12 of the Municipal Finance management Act

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## MEASURES TO BE TAKEN TO IMPROVE MUNICIPAL PERFORMANCE

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The following are recommendations for the improvement of Organizational Performance Management System for the 2017/2018 financial year:

- To Involve communities in setting of Performance Targets and Performance Indicators and Monitoring and Evaluation of performance has been strengthened through community outreaches in order to enhance Public Participation;
- To ensure an alignment of the IDP Budget and SDBIP and in-year reporting;
- To ensure that the municipality does not only set annual targets but also multi-year targets are set and achieved;
- To ensure that PMS trainings and workshops and ensure that proper reporting on performance is done within departments;
- To ensure that Departments monitor and evaluate the performance of External service providers on a monthly basis to ensure that all projects are completed on scheduled times;
- The municipality procured an Electronic/Automated Performance Management System and an mSCOA compliant financial system to ensure accurate reporting and performance assessment is done.

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The table below illustrates the number of targets that we set per department on the municipality and the completion of the performance targets for the Quarter under review:

DEPARTMENT	No. OF TARGETS PLANNED	TARGETS ACHIEVED	TARGETS NOT ACHIEVED	PERFOMANCE %
BUDGET AND TREASURY	40	25	15	63%
CORPORATE SERVICES	42	39	3	92%
COMMUNITY SERVICES	42	10	32	29%
ECONOMIC DEVELOPMENT	50	32	18	64%
INFRASTRUCTURE	52	35	17	67%
OFFICE OF THE MUNICIPAL MANAGER	62	55	7	89%
TOTAL	298	196	92	66%

## QUARTER-1 PERFORMANCE REPORT ON SET TARGETS FOR FINANCIAL YEAR 2017 - 2018

### 1.0 OFFICE OF THE MUNICIPAL MANAGER

#### 1.1 UNIT: M&E/Risk Services

IDP REF.	M&E01		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	M&E/Risk Services		
WARD	N/A		
PROJECT DESCRIPTION	4 Capacity Building workshops for Councillors and 1 Capacity building workshops for Staff on Performance Management System and Risk Management by 30 June 2018		
MEANS OF VERIFICATION	Attendance Registers		
BASELINE	4 workshops conducted for Councillors and staff for 2016/17 FY.		
KPI	Number of capacity building workshops conducted for councilors and staff by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
4 Capacity Building workshops for Councillors and 1 Capacity building workshops for Staff on Performance Management System and Risk Management by 30 June 2018	2 Capacity Building workshops for Councillors and 2 Capacity building workshops for Staff on Performance Management System and Risk Management by 30 June 2018		
4	2		
CORRECTIVE MEASURE			
IDP REF.	M&E02		

NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	M&E/Risk Services		
WARD	N/A		
PROJECT DESCRIPTION	Signed Agreements and Plans for the MM Section 56 managers and Middle Managers and Submit MM’s and Section 56 Agreements and Plans to CoGTA-EC by 31 August 2018		
MEANS OF VERIFICATION	Signed Plans and proof of submission to Cogta EC		
BASELINE	Performance agreements signed annually		
KPI	Signed Performance Agreements and Plans submitted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Signed Agreements and Plans for the MM Section 56 managers and Middle Managers and Submit MM’s and Section 56 Agreements and Plans to CoGTA-EC by 31 August	Signed Agreements and Plans for the MM Section 56 managers and Middle Managers and Submit MM’s and Section 56 Agreements and Plans to CoGTA-EC by 31 August 2018	2017/18 Performance Agreements and Plans for Section 56 Managers submitted to CoGTA on the 03rd October 2017	N/A
1	1	1	0
CORRECTIVE MEASURE	N/A		

<b>IDP REF.</b>	M&E06
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	M&E/Risk Services
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	Quarterly reports adopted by council by 30 June 2018
<b>MEANS OF VERIFICATION</b>	CR for Q4
<b>BASELINE</b>	4 quarterly reports adopted in 2016/17 FY

KPI	Number of quarterly reports adopted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Quarterly reports adopted by council by 30 June 2018	2016/17 Quarter 4 Performance Report adopted by Council by 31/7/2017	2016/17 Quarter 4 performance report was adopted on the 28th July 2017	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	M&E08		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	M&E/Risk Services		
WARD	N/A		
PROJECT DESCRIPTION	2016/17 Annual Performance Report submitted to AG by 31 August 2017		
MEANS OF VERIFICATION	Acknowledgement from AG		
BASELINE	2015/16 Annual Performance Report submitted to the Auditor General - SA		
KPI	Submitted Annual Performance Report to AG by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
2016/17 Annual Performance Report submitted to AG by 31 August 2017	Submission of the AR with the APR to AG by 31 August 2017	2016/17 Annual performance report submitted to the AG on the 31st August 2017	N/A

1	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	M&E10
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	M&E/Risk Services
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	12 Back to Basics reports submitted to CoGTA-EC by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Proof of submission
<b>BASELINE</b>	12 Back to Basics Reports submitted to CoGTA-EC for 2016/17 FY
<b>KPI</b>	Number of Back to Basics Reports Submitted to CoGTA-EC by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0		

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
12 Back to Basics reports submitted to CoGTA-EC by 30 June 2018	3 Back to Basics reports submitted to CoGTA-EC by 30 Sept 2017	3 Back to Basics reports submitted to CoGTA-EC on the 17/08/2017 18/09/2017 & 19/10/2017	N/A
12	3	3	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	M&E12
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	M&E/Risk Services
<b>WARD</b>	N/A

PROJECT DESCRIPTION	4 Quarterly Risk management reports approved by council by 30 June 2018		
MEANS OF VERIFICATION	CR No		
BASELINE	4 quarterly risk management reports approved by council for 2016/17 FY		
KPI	Number of risk management Reports approved by Council by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
4 Quarterly Risk management reports approved by council by 30 June 2018	1Quarterly Risk management reports approved by council by 30 Sept 2017		
4	1		
CORRECTIVE MEASURE			

IDP REF.	M&E13		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	M&E/Risk Services		
WARD	N/A		
PROJECT DESCRIPTION	Risk Management Committee reports submitted to Audit Committee by 30 June 2018		
MEANS OF VERIFICATION	1 report per		
BASELINE	Risk Management Committee in Place		
KPI	Number of Risk management Committee reports submitted to the Audit Committee by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Risk Management Committee reports submitted to Audit Committee by 30 June 2018	1 Quarterly Risk Management Committee Report by 30 Sept 2017		
4	1		
CORRECTIVE MEASURE			

IDP REF.	M&E14
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	M&E/Risk Services
WARD	N/A
PROJECT DESCRIPTION	Monitoring of Information Security Controls and 12 reports submitted to EXCO by 30 June 2018
MEANS OF VERIFICATION	3 ICT & Security Reports
BASELINE	12 reports on Monitoring of Information Security Controls in 2016/17 FY
KPI	Number of monthly report on Information on Security Controls done by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Monitoring of Information Security Controls and 12 reports submitted to EXCO by 30 June 2018	3 ICT and Security reports by 31 Sept 2017		
12	3		
CORRECTIVE MEASURE			

IDP REF.	M&E16
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NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	M&E/Risk Services		
WARD	N/A		
PROJECT DESCRIPTION	12 Spot checks on Risks		
MEANS OF VERIFICATION	3 Reports on Spot Checks		
BASELINE	None		
KPI	Number of spot checks done by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
12 Spot checks on Risks	3 Spot Check Reports quarterly	1 Spot check on BTO and Community Services (July)	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

1.2 UNIT: Internal Audit

IDP REF.	IA01		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	mSCOA internal monitoring tool by 30 June 2018		
MEANS OF VERIFICATION	Report		
BASELINE	mSCOA		
KPI	Quarterly reports monitored by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
mSCOA internal monitoring tool by 30 June 2018	Implementation and Compliance	Implementation and Compliance	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA02		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Carry out IT Audits by 30 June 2018		
MEANS OF VERIFICATION	Reports		
BASELINE	Annual Audit Plan		
KPI	Quarterly reports by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Carry out IT Audits by 30 June 2018	IT Application Controls review	IT Application Controls review	n/a
4	1	1	0

CORRECTIVE MEASURE	n/a
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IDP REF.	IA03
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Internal Audit
WARD	N/A
PROJECT DESCRIPTION	Review of 2 Charters 1 Plan 1 Strategy and 1 Standard Operating Procedure
MEANS OF VERIFICATION	1 Annual Audit Plan
BASELINE	Policies (charters plans and standard operating procedure)
KPI	charters Plan Strategy and SOP reviewed by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Review of 2 Charters 1 Plan 1 Strategy and 1 Standard Operating Procedure	1 Annual Audit Plan	1 Annual Audit Plan	n/a
5	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA04
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Internal Audit
WARD	N/A
PROJECT DESCRIPTION	Conduct internal control tool by 30 June 2018

MEANS OF VERIFICATION	Report		
BASELINE	Internal controls reports		
KPI	Quarterly reports by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct internal control tool by 30 June 2018	Conduct internal controls and submit Cooperative Government and Traditional Affairs Eastern Cape to (COGTA EC)	Conduct internal controls and submit Cooperative Government and Traditional Affairs Eastern Cape to (COGTA EC)	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA06		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Quarterly reviews on governance commitments 30 June 2018		
MEANS OF VERIFICATION	Register		
BASELINE	Commitments register		
KPI	Quarterly reports by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Quarterly reviews on governance commitments 30 June 2018	Monitoring of the commitments registers	Monitoring of the commitments registers	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA07
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Internal Audit
WARD	N/A
PROJECT DESCRIPTION	Quarterly reviews of the municipal internal control checklist and municipal dashboard by 30 June 2018
MEANS OF VERIFICATION	Report
BASELINE	Dashboard reports
KPI	Quarterly reports by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Quarterly reviews of the municipal internal control checklist and municipal dashboard by 30 June 2018	Quarterly municipal dashboard and internal control checklist	Quarterly municipal dashboard and internal control checklist	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA08
NATIONAL KPA	Good Governance & Public Participation

DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Quarterly sitting of audit committee meetings by 30 June 2018		
MEANS OF VERIFICATION	Audit Package		
BASELINE	Audit committee meetings		
KPI	Meetings held by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Quarterly sitting of audit committee meetings by 30 June 2018	1 meeting per quarter	1 meeting per quarter	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		
IDP REF.	IA09		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Conduct 15 audit cycles by 30 June 2018		
MEANS OF VERIFICATION	Report		
BASELINE	14 audit cycles		
KPI	Cycles conducted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct 15 audit cycles by 30 June 2018	2 audit cycles		
15	2	0	
CORRECTIVE MEASURE			

IDP REF.	IA10		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Conduct 5 audit cycles		
MEANS OF VERIFICATION	Report		
BASELINE	4 audit cycles on performance management		
KPI	Cycles conducted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct 5 audit cycles	1 performance management review and 1 annual performance review	1 performance management review and 1 annual performance review	n/a
5	2	2	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA11		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Review of 50 spots checks 30 June 2018		
MEANS OF VERIFICATION	IA11		
BASELINE	48 Spot checks are done annually		
KPI	Quarterly spot check reviewed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Review of 50 spots checks 30 June 2018	13 spots check conducted quarterly	13 spots check conducted quarterly	n/a
50	13	13	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA12		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	4 Reviews on records management by 30 June 2018		
MEANS OF VERIFICATION	Report		
BASELINE	Records management reviews		
KPI	Quarterly reviews by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
4 Reviews on records management by 30 June 2018	1 quarterly records management review	1 quarterly records management review	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA13		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	4 Quarterly review on supply chain management projects (SCM) by 30 June 2018		
MEANS OF VERIFICATION	Report		
BASELINE	SCM records review		
KPI	Quarterly reports reviewed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
4 Quarterly review on supply chain management projects (SCM) by 30 June 2018	Quarterly review on supply chain management projects (SCM)	Quarterly review on supply chain management projects (SCM)	n/a
4	1	1	0

<b>CORRECTIVE MEASURE</b>	n/a
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<b>IDP REF.</b>	IA14
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Internal Audit
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	4 Quarterly reviews and monitoring of internal audit reports by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Reports
<b>BASELINE</b>	Reviews on audit reports done quarterly
<b>KPI</b>	Quarterly reports reviewed by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
4 Quarterly reviews and monitoring of internal audit reports by 30 June 2018	1 Quarterly review and monitoring of internal audit reports	1 Quarterly review and monitoring of internal audit reports	n/a
4	1	1	0
<b>CORRECTIVE MEASURE</b>	n/a		

<b>IDP REF.</b>	IA16
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Internal Audit
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	Review of annual financial statements by 30 September 2017

MEANS OF VERIFICATION	Report		
BASELINE	Annual financial statements		
KPI	1 review by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Review of annual financial statements by 30 September 2017	Review annual financial statements	1	n/a
1	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA17		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Monitoring of municipal projects by 30 June 20178		
MEANS OF VERIFICATION	Reports		
BASELINE	Consequence Management report		
KPI	Quarterly reports by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Monitoring of municipal projects by 30 June 20178	Quarterly reviews (NT Circular 68) and updates	Quarterly reviews (NT Circular 68) and updates	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA18
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Internal Audit
WARD	N/A
PROJECT DESCRIPTION	Monitoring of municipal litigation cases by 30 June 2018
MEANS OF VERIFICATION	Reports
BASELINE	Consequence Management report
KPI	Quarterly reports by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Monitoring of municipal litigation cases by 30 June 2018	Monitoring progress of municipal litigation cases (value adding)	1	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA19
NATIONAL KPA	Good Governance & Public Participation

DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Monitoring of labour cases by 30 June 2018		
MEANS OF VERIFICATION	Reports		
BASELINE	Consequence Management report		
KPI	Quarterly reports by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Monitoring of labour cases by 30 June 2018	Monitoring progress of labour cases (value adding)		n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	IA20		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Internal Audit		
WARD	N/A		
PROJECT DESCRIPTION	Monitoring of fraud cases by 30 June 2018		
MEANS OF VERIFICATION	Reports		
BASELINE	Consequence Management report		
KPI	Quarterly reports by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Monitoring of fraud cases by 30 June 2018	Monitoring progress on fraud cases	Monitoring progress on fraud cases	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

### 1.3 UNIT: Communications & SPU

IDP REF.	CSPU01		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Conduct 2017 /18 communications strategy review adopted by council by 30 June 2018		
MEANS OF VERIFICATION	Draft Comms strategy STANCO Agenda		
BASELINE	2016/17 Approved Communications Strategy		
KPI	Reviewed Communication strategy by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct 2017 /18 communications strategy review adopted by council by 30 June 2018	Review Communications strategy/plan; Present Communications strategy to standing Committee	reviewed action plan	n/a
2	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU02		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	To hold 4 LCFs by June 2018		
MEANS OF VERIFICATION	Invitations Agenda Attendance register minutes		
BASELINE	4 LCF meetings held in 2016/17 FY		
KPI	Number of LCF meetings held by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To hold 4 LCFs by June 2018	1 LCF Meeting	LCF	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	CSPU03		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Host 4 IGR meetings by June 2018		
MEANS OF VERIFICATION	Invitations Agenda Attendance register minutes		
BASELINE	4 IGR Forum meetings held in 2016/17 FY		
KPI	Number of IGR forum meetings held by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Host 4 IGR meetings by June 2018	1 IGR Forum Meeting	1 IGR held	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU05		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Secure 5 Radio slots by 30 June 2018		
MEANS OF VERIFICATION	2 Media partnership agreements		
BASELINE	Media Policy		
KPI	Number of radio slots secured by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Secure 5 Radio slots by 30 June 2018	Secure 1 Radio slot	ANCR media partnership	n/a
5	1	1	0

CORRECTIVE MEASURE	n/a
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IDP REF.	CSPU05
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Communications & SPU
WARD	N/A
PROJECT DESCRIPTION	Establish 8 media partnerships by 30 June 2018
MEANS OF VERIFICATION	2 Media partnership agreements
BASELINE	Media Policy
KPI	Number of Media engagements established by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Establish 8 media partnerships by 30 June 2018	2 Media partnerships established	2 media engagements held	n/a
8	2	2	0

CORRECTIVE MEASURE	n/a
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IDP REF.	CSPU06
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Communications & SPU
WARD	N/A
PROJECT DESCRIPTION	2 Newsletter editions by June 2018
MEANS OF VERIFICATION	draft newsletter

BASELINE	Communications Strategy		
KPI	Number of newsletter editions produced by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
2 Newsletter editions by June 2018	Compile stories	1 newsletter drafted	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU08		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	To produce 48 newspaper columns by 30 June 2018		
MEANS OF VERIFICATION	11 Proof of publication in newspaper		
BASELINE	Communications Strategy		
KPI	Number of Newspaper columns produced by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON

To produce 48 newspaper columns by 30 June 2018	11 newspaper columns		
48	11		
<b>CORRECTIVE MEASURE</b>			

<b>IDP REF.</b>	CSPU09
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Communications & SPU
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	2000 Council Posters printed/distributed by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Draft poster
<b>BASELINE</b>	Communications Strategy
<b>KPI</b>	Number of Posters developed and printed by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
2000 Council Posters printed/distributed by 30 June 2018	Compilation	Compiled faces of council	N/A
2	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	CSPU10
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Communications & SPU

WARD	N/A		
PROJECT DESCRIPTION	15 New Media products by June 2018 12 service delivery write-ups written by June 2018		
MEANS OF VERIFICATION	3 write-ups; Inserts on the SALGA Comms/Masincokole and other platforms		
BASELINE	None		
KPI	Number of new media productions by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
15 New Media products by June 2018 12 service delivery write-ups written by June 2018	3 service delivery write-ups written and distributed to SALGA Comms/Masincokole and other platforms	articles written and sent to SALGA & OTP	N/A
45	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	CSPU11		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	To conduct 4 Public Participation Programmes ( PPP) by June 2018		
MEANS OF VERIFICATION	Register and pictures		
BASELINE	Marketing Strategy		
KPI	Number of Public Participation Programmes conducted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
To conduct 4 Public Participation Programmes ( PPP) by June 2018	1 mayoral road show/Imbizo	Mayoral Road Show was done	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	CSPU13a
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Communications & SPU
WARD	N/A
PROJECT DESCRIPTION	Outdoor e-billboard procured by 30 June 2018
MEANS OF VERIFICATION	tender notice appointment letter
BASELINE	Marketing Strategy
KPI	Outdoor e-billboard and Audio Visual screen procured by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Outdoor e-billboard procured by 30 June 2018 (1)	Procurement	TOR's Submitted to procurement	N/A
2	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	CSPU14		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Conduct customer satisfaction survey by 30 June 2018		
MEANS OF VERIFICATION	Appointment letter		
BASELINE	2016/17 customer satisfaction survey		
KPI	Customer satisfaction survey conducted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct customer satisfaction survey by 30 June 2018	Appointment of Service Provider	service provider appointed	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

<b>IDP REF.</b>	CSPU15		
<b>NATIONAL KPA</b>	Good Governance & Public Participation		
<b>DEPARTMENTAL PROGRAMME</b>	Communications & SPU		
<b>WARD</b>	N/A		
<b>PROJECT DESCRIPTION</b>	8 migration dialogues by June 2018		
<b>MEANS OF VERIFICATION</b>	Registers and Promotional leaflet		
<b>BASELINE</b>	Customer care policy / migration policy		
<b>KPI</b>	Number of community dialogues by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
8 migration dialogues by June 2018	2 migration dialogues	2 migration dialogues	n/a
2	2	2	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU17		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Conduct 6 school visits for integration of foreign nationals and the local communities by 30 June 2018		
MEANS OF VERIFICATION	Attendance Register & Report		
BASELINE	Customer care policy / migration policy		
KPI	Number of school visits for integration of foreign nationals and the local communities conducted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct 6 school visits for integration of foreign nationals and the local communities by 30 June 2018	2 School visits for integration of foreign nationals and the local communities	2 School visits for integration of foreign nationals and the local communities	n/a
6	2	2	0

<b>CORRECTIVE MEASURE</b>	n/a
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<b>IDP REF.</b>	CSPU19
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Communications & SPU
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	Two migration Panel meetings by June 2018
<b>MEANS OF VERIFICATION</b>	Invitations Agendas Minutes & Attendance Register
<b>BASELINE</b>	Panel Terms of references
<b>KPI</b>	Number of Panel meeting held annually

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Two migration Panel meetings by June 2018	Host 1 Panel meeting	Panel Meeting Held	n/a
2	1	1	0
<b>CORRECTIVE MEASURE</b>	n/a		

<b>IDP REF.</b>	CSPU20
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Communications & SPU
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	100% registered foreign nationals by June 2018
<b>MEANS OF VERIFICATION</b>	System Complaints Report Sheet

BASELINE	Migration policy		
KPI	Percentage of foreign nationals registered annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
100% registered foreign nationals by June 2018	100% complaints referrals	100% Foreign Nationals Registered	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU21		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	100% complaints responded to by 30 June 2018		
MEANS OF VERIFICATION	Complaints Report Sheet		
BASELINE	Complaints management system		
KPI	Percentage of complaints responded by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON

100% complaints responded to by 30 June 2018	100% complaints responded (walk-in's & suggestion boxes)	100% Complains Management	n/a
4	1	1	0
<b>CORRECTIVE MEASURE</b>	n/a		

IDP REF.	CSPU22		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	4 information sharing programmes on substance abuse teenage pregnancy and career education covering 4 Wards by June 2018		
MEANS OF VERIFICATION	Promotional leaflets Pictures Attendance register & Report		
BASELINE	Youth development strategy		
KPI	Number of information sharing sessions held by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
4 information sharing programmes on substance abuse teenage pregnancy and career education covering 4 Wards by June 2018	Advertise & host 1 info sharing session	info sharing session held	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

<b>IDP REF.</b>	CSPU24		
<b>NATIONAL KPA</b>	Good Governance & Public Participation		
<b>DEPARTMENTAL PROGRAMME</b>	Communications & SPU		

WARD	N/A		
PROJECT DESCRIPTION	1 Matric Awards ceremony by June 2018		
MEANS OF VERIFICATION	TOR Advert Appointment Letter		
BASELINE	Annual matric award		
KPI	Number of students awarded annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
1 Matric Awards ceremony by June 2018	Develop TORs advert and appointment of service provider	TORs drafted	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU25		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Host Education Summit		
MEANS OF VERIFICATION	Invitations		
BASELINE	Annual matric award ceremony held		
KPI	Annual matric award ceremony held		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Host Education Summit	Identify partners and stakeholder	stakeholders identified	n/a
2	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU26
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Communications & SPU
WARD	N/A
PROJECT DESCRIPTION	Host youth Indaba by June 2018
MEANS OF VERIFICATION	Invitations Attendance register & Concept Document
BASELINE	Youth forum and council in place
KPI	Youth indaba held by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0		

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Host youth Indaba by June 2018	Concept document and host Youth Indaba	concept doc done and indaba held	n/a
1	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU27
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NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	4 empowerment programmes for children by 30 June 2018		
MEANS OF VERIFICATION	Copy of draft concept document		
BASELINE	4 empowerment programmes for children		
KPI	Number of children Empowerment Programmes conducted annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
4 empowerment programmes for children by 30 June 2018	Draft concept doc for children’s Parliament/Fora	children's council concept drafted	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU28		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	n/a		
PROJECT DESCRIPTION	Conduct 5 information sharing programmes on women/men and elderly related issues by 30 June 2018		
MEANS OF VERIFICATION	Promotional Leaflet Program and pictures		
BASELINE	Gender/Elderly strategy		
KPI	Number of information sharing programmes on women and elderly related issues held annually		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct 5 information sharing programmes on women/men and elderly related issues by 30 June 2018	Coordinate women’s month commemoration Week of the Older Persons in SA (26 Sept to 2 Oct)	2 women info sharing sessions held	n/a
5	2	2	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU29		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Assess assist and monitor 04 women/men/elderly led projects		
MEANS OF VERIFICATION	Assesment Checklist Pictures attendance register and reports		
BASELINE	Gender/Elderly strategy		
KPI	Number of Elderly led projects assisted		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Assess assist and monitor 04 women/men/elderly led projects	projects assessed-----01 project assisted----01 project monitored	5 projects assessed 2 assisted and 2 monitotred	n/a
4	1	1	0

CORRECTIVE MEASURE	n/a		
IDP REF.	CSPU31		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Conduct 4 PWDs advocacy programmes by 30 June 2018		
MEANS OF VERIFICATION	Pictures Attendance Register & Report		
BASELINE	Designated groups strategy		
KPI	Number of advocacy programmes conducted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct 4 PWDs advocacy programmes by 30 June 2018	Deaf awareness campaign	programme organised	postponed due to strike
4	1	0	1
CORRECTIVE MEASURE	programme to be held next quarter		
IDP REF.	CSPU32		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	n/a		
PROJECT DESCRIPTION	Enrolment of 16 PWDs for skills training i.e carpentry sewing etc		

MEANS OF VERIFICATION	Proof of acceptance		
BASELINE	Designated groups strategy		
KPI	Number of PWDs enrolled for skills training		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Enrolment of 16 PWDs for skills training i.e carpentry sewing etc	8 people to be trained in different skills	8 info sharing sessions held	n/a
0	8	8	0
CORRECTIVE MEASURE	n/a		

IDP REF.	CSPU33		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	Conduct 6 HIV/AIDS response programmes by 30 June 2018		
MEANS OF VERIFICATION	Pictures Attendance Register and Report		
BASELINE	LAC PSP for HIV Designated groups strategy		
KPI	Number of HIV response programs carried out by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct 6 HIV/AIDS response programmes by 30 June 2018	Preparation and approval of MLM HIV Implementation Plan by LAC Conduct 1 HCT campaign	Provincial PIP shared with LAC but HCT campaign not carried out	Protests disturbed preparations
6	2	1	1
CORRECTIVE MEASURE	To be carried out 2nd Q		

IDP REF.	CSPU35
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Communications & SPU
WARD	N/A
PROJECT DESCRIPTION	8 HIV Support group assisted with working tools & trainings by 30 June 2018
MEANS OF VERIFICATION	Photos attendance register & report
BASELINE	PSP
KPI	Number of support groups supported by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
8 HIV Support group assisted with working tools & trainings by 30 June 2018	2 Support groups assisted with working tools.	Support groups trained and tools procured	distribution of goods not carried out
8	2	2	0
CORRECTIVE MEASURE	distribution to be done in Q2		

IDP REF.	LC07
NATIONAL KPA	Good Governance & Public Participation

DEPARTMENTAL PROGRAMME	Communications & SPU		
WARD	N/A		
PROJECT DESCRIPTION	100% Legal opinions provided by 30 June 2018		
MEANS OF VERIFICATION	Legal Opinion		
BASELINE	Defending the interests of the Municipality and compliance with Legal prescripts		
KPI	Percentage of legal opinions provided		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Legal opinions provided by 30 June 2018	100% provided legal opinions	100% provided legal opinions	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

1.4 UNIT: Legal and Compliance

IDP REF.	LC01
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Legal and Compliance
WARD	N/A
PROJECT DESCRIPTION	100% drafted and vetted contracts by 30 June 2018
MEANS OF VERIFICATION	Drafted and Vetted
BASELINE	Contracts and lease agreements and procurement plan are in place
KPI	Percentage of drafted and Vetted contracts by set date
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )	

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% drafted and vetted contracts by 30 June 2018	100% drafted and vetted contracts	100% drafted and vetted contracts	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	LC02		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Legal and Compliance		
WARD	N/A		
PROJECT DESCRIPTION	Drafted and reviewed 4 bylaws by 30 June 2018		
MEANS OF VERIFICATION	Drafted and Vetted		
BASELINE	Adopted By-laws in place		
KPI	Number oklf By-laws drafted and reviewed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Drafted and reviewed 4 bylaws by 30 June 2018	Drafted and reviewed by-laws	Drafted and reviewed by-laws	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	LC03		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Legal and Compliance		
WARD	N/A		
PROJECT DESCRIPTION	12 Monthly reports on Administration and management of litigation cases against and instituted by the municipality by 30 June 2018		
MEANS OF VERIFICATION	3 MTM progress report		
BASELINE	External referral of litigation matters		
KPI	Number of reports on cases against and instituted by the municipality by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
12 Monthly reports on Administration and management of litigation cases against and instituted by the municipality by 30 June 2018	Submit 3 legal matters progress reports to MTM	Submit 3 legal matters progress reports to MTM	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		
IDP REF.	LC04		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Legal and Compliance		
WARD	N/A		
PROJECT DESCRIPTION	Appointment of Municipal Panel of Attorneys by 30 June 2018		
MEANS OF VERIFICATION	Terms of reference and advert		
BASELINE	External referral of litigation matters		

KPI	Appointed panel of Attorneys by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Appointment of Municipal Panel of Attorneys by 30 June 2018	Prepare terms of reference advertise and appointment	Prepare terms of reference advertise and appointment	n/a
2	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	LC05		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Legal and Compliance		
WARD	N/A		
PROJECT DESCRIPTION	To obtain tittle Deeds for Municipal Properties by 30 June 2018		
MEANS OF VERIFICATION	List of tittle deeds not in possession of the municipality		
BASELINE	Tittle deeds not in place		
KPI	Number of Tittle Deeds obtained by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To obtain tittle Deeds for Municipal Properties by 30 June 2018	Conduct verification of Municipal properties tittle deeds not in possession of the Municipality	Conduct verification of Municipal properties tittle deeds not in possession of the Municipality	n/a

4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	LC06		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Legal and Compliance		
WARD	N/A		
PROJECT DESCRIPTION	Reviewed Litigation Management Strategy by 30 June 2018		
MEANS OF VERIFICATION	Reviewed litigation management strategy		
BASELINE	Review of the Litigation Management Strategy		
KPI	Adopted Litigation Management Strategy by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Reviewed Litigation Management Strategy by 30 June 2018	Review litigation management strategy	Review litigation management strategy	n/a
1	1	1	0
CORRECTIVE MEASURE	n/a		

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2.0 INFRASTRUCTURE SERVICES

2.1 UNIT: Human Settlement

IDP REF.	HS01
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NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Human Settlement		
WARD	20		
PROJECT DESCRIPTION	Stage 5: (50% complete on construction of Council Chambers) by 30 June 2018		
MEANS OF VERIFICATION	Progress report Payment Certificate		
BASELINE	Termination of contract and defaults work		
KPI	Percentage of council chambers construction completed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Stage 5: (50% complete on construction of Council Chambers) by 30 June 2018	Demolition Rectification of defaults by 30 Sept 2017	DEMOLITION AND RECTIFICATION PROCESS UNDERWAY	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HS02		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Human Settlement		
WARD	19		
PROJECT DESCRIPTION	100% Final Completion of Fresh Produce Market by 30 June 2018		
MEANS OF VERIFICATION	Progress report test results Occupation certificate		
BASELINE	Fresh Produce Market Phase 2 in Progress in 2016/2017 Financial year		
KPI	Percentage of Fresh Produce Market completed by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Final Completion of Fresh Produce Market by 30 June 2018	100% paving and Office completion by 30 Sept 2017	100% PAVING AND OFFICE COMPLETION	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HS03		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Human Settlement		
WARD	ALL		
PROJECT DESCRIPTION	Routine maintenance of five (5) Community Halls by 30 June 2018		
MEANS OF VERIFICATION	Assessment report		
BASELINE	39 Community halls		
KPI	Number of community hall buildings maintained by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Routine maintenance of five (5) Community Halls by 30 June 2018	Conduct assessment to all wards 30 Sept 2017	FACILITIES ASSESSED	N/A
7	1	1	0

CORRECTIVE MEASURE	N/A
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IDP REF.	HS04
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Human Settlement
WARD	ALL
PROJECT DESCRIPTION	Routine Maintenance of 5 Pre-schools by 30 June 2018
MEANS OF VERIFICATION	TOR
BASELINE	53 Pre-schools
KPI	Number of pre-schools building maintained by set date.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Routine Maintenance of 5 Pre-schools by 30 June 2018	Conduct assessment to all wards by 30 Sept 2017	FACILITIES ASSESSED	N/A
7	1	1	0

CORRECTIVE MEASURE	N/A
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IDP REF.	HS05
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Human Settlement
WARD	01
PROJECT DESCRIPTION	Routine Maintenance of Maluti Municipal Offices in ward 01 by 30 June 2018
MEANS OF VERIFICATION	Appointment letter

BASELINE	21 Buildings		
KPI	Number of municipal offices maintained by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Routine Maintenance of Maluti Municipal Offices in ward 01 by 30 June 2018	Appointment of service provider for Maluti office by 30 Sept 2017	TOR PREPARED	THE PROJECT HAS BEEN PUT ON HOLD DUE TO ELABORATIONS NEEDED AS TO WHY THE PARTICULAR OFFICE IS BEING RENOVATED.
2	1	1	0
CORRECTIVE MEASURE	THE PROJECT WILL BE CLARIFIED AND BROUGHT BACK TO PROGRESS AS SOON AS ALL THE INFORMATION IS GATHERED AND IN ORDER.		

IDP REF.	HS07		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Human Settlement		
WARD	011920 & 26		
PROJECT DESCRIPTION	Development and Review of 03 policies 01 Plan 04 Standard Operating Procedures by 30 June 2018		
MEANS OF VERIFICATION	Draft Backyard Policy		
BASELINE	Approved policies Plans Standard Operating Procedures are in Place		
KPI	Number of approved Policies plans and Standard Operating Procedure by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON

Development and Review of 03 policies 01 Plan 04 Standard Operating Procedures by 30 June 2018	Draft Backyards Policy by 30 Sept 2017	POLICY DRAFTED AND PRESENTED TO MTM TEAM	N/A
4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

IDP REF.	HS08		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Human Settlement		
WARD	011920 & 26		
PROJECT DESCRIPTION	100% building plan applications processed within 30 days of receipt by 30 June 2018		
MEANS OF VERIFICATION	Application & Scrutiny Form Proof of payment circulation form and Approval or Decline Letter		
BASELINE	65 Building Plans processed in 2016/2017 Financial Year		
KPI	Percentage of Building Plan applications processed within prescribed period		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% building plan applications processed within 30 days of receipt by 30 June 2018	100% building plan applications processed within 30 days of receipt	100% SUBMITTED BUILDING PLAN APPLICATIONS PROCESSED	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

<b>IDP REF.</b>	HS09		
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure		
<b>DEPARTMENTAL PROGRAMME</b>	Human Settlement		

WARD	011920 & 26		
PROJECT DESCRIPTION	100% minor works applications processed within 7 days of receipt by 30 June 2018		
MEANS OF VERIFICATION	Exemption Certificate temporary Structure application and circulation form		
BASELINE	30 Minor Works applications processed in 2016/2017 Financial Year		
KPI	Percentage of Minor Works application processed within prescribed period		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% minor works applications processed within 7 days of receipt by 30 June 2018	100% minor works applications processed within 7 days of receipt	100% SUBMITTED MINOR WORKS APPLICATIONS PROCESSED	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HS10
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Human Settlement
WARD	11920 &26
PROJECT DESCRIPTION	100% Illegal Development Notices issued within 7 days of identification by 30 June 2018 100% None compliance on illegal development Notices submitted to the Local Magistrate by 30 March 2018
MEANS OF VERIFICATION	Identification Register Signed Notices
BASELINE	87 illegal Development Notices Issued in 2016/2017 Financial Year
KPI	Percentage of illegal Development Notices Issued within prescribed period Percentage of none compliance on illegal development notices submitted to the magistrate by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )	
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ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Illegal Development Notices issued within 7 days of identification by 30 June 2018 100% None compliance on illegal development Notices submitted to the Local Magistrate by 30 March 2018	100% illegal Development Notices issued within 7 days of identification	ILLEGAL DEVELOPMENT IDENTIFIED AND NOTICES SIGNED	THE NOTICES WERE PREPARED AND KEPT IN ORDER TO DELIVER IN BULK (Q2) THIS WILL AID IN INCORPORATING THE ASSISTANCE OF THE LEGAL AND PUBLIC SAFETY DEPARTMENTS.
4	1	1	0
CORRECTIVE MEASURE	THE LEGAL AND PUBLIC SAFETY DEPARTMENTS HAVE BEEN APPROACHED FOR THEIR ASSISTANCE IN THE SERVING OF NOTICES ENFORCEMENT AND LEGAL ACTION.		

IDP REF.	HS11		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Human Settlement		
WARD	011920 &26		
PROJECT DESCRIPTION	100 % of Scheduled construction inspections conducted in Residential Development Municipal Projects & Dept. of Human Settlements Projects		
MEANS OF VERIFICATION	Inspection request Register & Signed Inspection forms		
BASELINE	255 Inspections conducted in 2016/2017 Financial Year		
KPI	Percentage of Scheduled construction inspection conducted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100 % of Scheduled construction inspections conducted in Residential Development Municipal Projects & Dept. of Human Settlements Projects	100% Scheduled construction inspection conducted by 30 Sept 2017	100% SCHEDULED INSPECTIONS CONDUCTED	N/A

4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	HS12
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Human Settlement
<b>WARD</b>	All
<b>PROJECT DESCRIPTION</b>	Roll out 8 Consumer Education programs on Human Settlements by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Attendance register
<b>BASELINE</b>	10 Programs completed in 2016/2017 Financial Year
<b>KPI</b>	Number of Consumer Education Programs on Human Settlement conducted by se date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Roll out 8 Consumer Education programs on Human Settlements by 30 June 2018	2 Consumer Education programs by 30 Sept 2017		
8	2		
<b>CORRECTIVE MEASURE</b>			

<b>IDP REF.</b>	HS13
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Human Settlement
<b>WARD</b>	01 19 20 & 26

PROJECT DESCRIPTION	Applying of funding to DoHS for Mixed development township establishment and 200 applications submitted to DoHS by 30 June 2018		
MEANS OF VERIFICATION	Meeting with DoHS for the application Confirmation of bulk services by ANDM		
BASELINE	The rise in demand of sustainable human settlements for farmworkers		
KPI	Application for funding submitted to DoHs for Mixed Dev Township and Number of beneficiary applications submitted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Applying of funding to DoHS for Mixed development township establishment and 200 applications submitted to DoHS by 30 June 2018	Meeting with DoHS for the application by 30 July 2017 Submit letter of confirmation of bulk services to ANDM by 30 Sept 2017		
2	1		
CORRECTIVE MEASURE			

IDP REF.	HS14		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Human Settlement		
WARD	All		
PROJECT DESCRIPTION	1000 Beneficiaries Captured on the National Housing Needs Register (NHNR) by 30 June 2018		
MEANS OF VERIFICATION	Captured application forms.		
BASELINE	812 captured beneficiaries in 2016/2017 Financial year		
KPI	Number of beneficiaries captured on the NHNR by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
1000 Beneficiaries Captured on the National Housing Needs Register (NHNR) by 30 June 2018	250 Beneficiaries Captured on the National Housing Needs Register (NHNR) by 30 Sept 2017		
1000	250		
CORRECTIVE MEASURE			

2.2 UNIT: Project Management& Operations & Maintenance

IDP REF.	IDP0158		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	06		
PROJECT DESCRIPTION	To construct		
MEANS OF VERIFICATION	Design report Tender document Tender advert		
BASELINE	643.7km		
KPI	Total number of kilometers of gravel roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 80% completion of a 25km access road by 30 June 2018	Stage 1 (10%) Design completed Stage 2 (15%) Tender document prepared and advertisement completed by 30 September 2017	Design report completed tender document prepared and tender was advertised on the 08th of September 2017.	N/A
0	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0159		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	05		
PROJECT DESCRIPTION	To construct 80% completion of a 4km access road by 30 June 2018		
MEANS OF VERIFICATION	Design report		
BASELINE	643.7km		
KPI	Total number of kilometers of gravel roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 80% completion of a 4km access road by 30 June 2018	Tender document prepared and advertisement completed by 30 September 2017		
0	1		
CORRECTIVE MEASURE			
IDP REF.	IDP0163		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	09		
PROJECT DESCRIPTION	To construct 80% completion of a 3.2km access road by 30 June 2018		
MEANS OF VERIFICATION	Design report		
BASELINE	643.7km		

KPI	Total number of kilometers of gravel roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 80% completion of a 3.2km access road by 30 June 2018	Stage 1 (10%) Design Stage 2 (15%) Tender and advertisement completed by 30 September 2017	Design report completed tender document prepared and tender was advertised on the 08th of September 2017.	N/A
1	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0164		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	04		
PROJECT DESCRIPTION	To construct 100% completion of a 6.5km access road by 30 June 2018		
MEANS OF VERIFICATION	Progress meetings minutes and attendance register Project photos Test results		
BASELINE	643.7km		
KPI	Total number of kilometers of gravel roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 100% completion of a 6.5km access road	Stage 6 (60% Installation of pipes Stage 7 (70%) Casting of slabs Stage 8(80%) Tipping of gravel	Pipes installed slab casted tipping and processing	N/A

by 30 June 2018	Processing of gravel by 30 September 2017	completed practically completed	
3	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	IDP0165
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Project Management& Operations & Maintenance
<b>WARD</b>	21
<b>PROJECT DESCRIPTION</b>	To construct 70% completion of a 24m bridge by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Tender document and advert
<b>BASELINE</b>	643.7km
<b>KPI</b>	Total number of kilometers of gravel roads constructed annually

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
To construct 70% completion of a 24m bridge by 30 June 2018	Stage 2 (15%) Tender and advertisement completed by 30 September 2017	Tipping of gravel and processing of gravel completed	Tender document not prepared
4	1	0	1
<b>CORRECTIVE MEASURE</b>	To be done in Q2		

<b>IDP REF.</b>	IDP0166
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Project Management& Operations & Maintenance

WARD	25		
PROJECT DESCRIPTION	To construct 100% completion of a 2.5km access road by 30 June 2018		
MEANS OF VERIFICATION	Progress meetings minutes and attendance register Project photos and Test results of wearing course		
BASELINE	643.7km		
KPI	Total number of kilometers of gravel roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 100% completion of a 2.5km access road by 30 June 2018	Stage 6 (60%) Installation of pipes Stage 7 (70%) Casting of slabs Stage 8(80%) Tipping of gravel Processing of gravel by 30 September 2017	Tipping of gravel and processing of gravel completed	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0167		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	14		
PROJECT DESCRIPTION	To construct 100% completion of a 2.7 km access road by 30 June 2018		
MEANS OF VERIFICATION	Progress meetings minutes and attendance register.project photos		
BASELINE	643.7km		
KPI	Total number of kilometers of gravel roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 100% completion of a 2.7 km access road by 30 June 2018	Stage 6 (60%) Installation of pipes Stage 7 (70%) Casting of slabs Stage 8(80%) Tipping of gravel Processing of gravel by 30 September 2017	Installation of pipes completed slabs casted tipping and processing completed and practically completed	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0168		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	07		
PROJECT DESCRIPTION	To construct 95% completion of a 30m bridge by 30 June 2018		
MEANS OF VERIFICATION	Progress meetings minutes and attendance register Project photos		
BASELINE	53.08km		
KPI	Total number of kilometers of surfaced roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 95% completion of a 30m bridge by 30 June 2018	Stage 5 (70%) Columns / pre-cast culverts Top slabs by 30 september 2017	Foundation construction not completed	Foundation design was changed from pad to pile foundation due to weak soil bearing capacity.
4	1	0	1
CORRECTIVE MEASURE	Piling subcontractor to establish on site on the 17 October 2017 extension of time will be granted after a new programme of works is submitted.		

IDP REF.	IDP0169		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	13		
PROJECT DESCRIPTION	To construct 100% of a 12m bridge by 30 June 2018		
MEANS OF VERIFICATION	Practical completion certificate		
BASELINE	53.08km		
KPI	Total number of kilometers of surfaced roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Total number of kilometers of surfaced roads constructed annually	Stage 7 (95 %) Practical Completion certificate by 30 September 2017	Practically completed	N/A
2	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	IDP0170		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	24		
PROJECT DESCRIPTION	To construct 100% completion of a 4.4km access road by 30 June 2018		
MEANS OF VERIFICATION	Practical completion certificate		
BASELINE	53.08km		

KPI	Total number of kilometers of surfaced roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 100% completion of a 4.4km access road by 30 June 2018	95% completion-practical completion by 30 September 2017	Practically completed	N/A
2	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0171		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	03		
PROJECT DESCRIPTION	To construct 100% completion a 2.4km access road by 30 June 2018		
MEANS OF VERIFICATION	Practical completion certificate		
BASELINE	53.08km		
KPI	Total number of kilometers of surfaced roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 100% completion a 2.4km access road by 30 June 2018	95% completion-practical completion by 30 September 2017	Practically completed	N/A

2	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	IDP0172
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Project Management& Operations & Maintenance
<b>WARD</b>	26
<b>PROJECT DESCRIPTION</b>	To construct 100% completion of a 5.8km access road by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Practical completion certificate
<b>BASELINE</b>	53.08km
<b>KPI</b>	Total number of kilometers of surfaced roads constructed annually

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
To construct 100% completion of a 5.8km access road by 30 June 2018	95% completion-practical completion by 30 September 2017	Practically completed	N/A
2	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	IDP0173
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Project Management& Operations & Maintenance
<b>WARD</b>	03

PROJECT DESCRIPTION	To construct 100% completion of a 3.8km access road by 30 June 2018		
MEANS OF VERIFICATION	Practical completion certificate		
BASELINE	53.08km		
KPI	Total number of kilometers of surfaced roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 100% completion of a 3.8km access road by 30 June 2018	95% completion-practical completion by 30 September 2017	Practically completed	N/A
2	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0174		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	10		
PROJECT DESCRIPTION	To construct 95% completion of a 6.5km access road by 30 June 2018		
MEANS OF VERIFICATION	Progress meetings minutes and attendance registerProject photosTest results for roadbed		
BASELINE	53.08km		
KPI	Total number of kilometers of surfaced roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 95% completion of a 6.5km access road by 30 June 2018	Stage 5 (50%) Mass earthworks Stage 6 (60%) Installation of pipes culverts by 30 September 2017	Mass earthworks completed pipes installed	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0175
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance
WARD	16
PROJECT DESCRIPTION	To construct 100% completion of a 8.6km access road by 30 June 2018
MEANS OF VERIFICATION	Progress meetings minutes and attendance register Project photos Test results for roadbed
BASELINE	53.08km
KPI	Total number of kilometers of surfaced roads constructed annually

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 100% completion of a 8.6km access road by 30 June 2018	95% practical completion by 30 September 2017	Mass earthworks completed pipes installed	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0176
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NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	07		
PROJECT DESCRIPTION	To construct 80% completion of a 25km access road by 30 June 2018		
MEANS OF VERIFICATION	Design report		
BASELINE	53.08km		
KPI	Total number of kilometers of surfaced roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0		
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
To construct 80% completion of a 25km access road by 30 June 2018	Stage 1 (10%) Design Stage 2 (15%) Tender and advertisement completed by 30 September 2017	Design report completed tender document prepared and tender was advertised on the 08th of September 2017.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	IDP0177		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	19		
PROJECT DESCRIPTION	To construct 65% completion of a sport center by 30 June 2020		
MEANS OF VERIFICATION	Appointment letter for contract		
BASELINE	6 existing fields. There is currently no existing sports centre		
KPI	Percentage of completion of a Sport facility completed annually		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 65% completion of a sport center by 30 June 2020	(20%) Contractor appointment by 30 September 2017	Design report completed	Designs were amended by management that grandstand be extended and parking cut off
4	1	0	1
CORRECTIVE MEASURE	Designs will be finalised by 30 October 2017		

IDP REF.	IDP0178		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	15		
PROJECT DESCRIPTION	To source funding for a 25m bridge by 30 June 2018		
MEANS OF VERIFICATION	Appointment letter for consultant		
BASELINE	53.08km		
KPI	Total number of kilometers of surfaced roads constructed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To source funding for a 25m bridge by 30 June 2018	10% completion-consultant appointment by 30 September 2017	Consultant appointed	N/A
4	1	1	0

CORRECTIVE MEASURE	N/A
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IDP REF.	IDP0179
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance
WARD	23
PROJECT DESCRIPTION	To source funding for a 22m bridge by 30 June 2018
MEANS OF VERIFICATION	Appointment letter for consultant
BASELINE	53.08km
KPI	Total number of kilometers of surfaced roads constructed annually

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To source funding for a 22m bridge by 30 June 2018	10% completion-consultant appointment by 30 September 2017	Consultant not appointed	To be appointed in Q2
4	1	0	1
CORRECTIVE MEASURE	To be appointed in Q2		

IDP REF.	IDP0180
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance
WARD	20
PROJECT DESCRIPTION	To construct 50% completion of a 2km surfaced road by 30 June 2018

MEANS OF VERIFICATION	Consultant appointment letter		
BASELINE	53.08km		
KPI	Total number of kilometres maintained annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 50% completion of a 2km surfaced road by 30 June 2018	Stage 1 (10%) Appointment of consultants Design Stage 2 (15%) Tender and advertisement completed by 30 September 2017	Consultant appointed	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0181		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	01		
PROJECT DESCRIPTION	To construct 100% completion of a 4km surfaced road by 30 June 2018		
MEANS OF VERIFICATION	Practical completion certificate		
BASELINE	53.08km		
KPI	Total number of kilometres maintained annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 100% completion of a 4km surfaced road by 30 June 2018	95% completion- Practical completion by 30 September 2017	Project is practically completed	N/A
2	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0182
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance
WARD	19
PROJECT DESCRIPTION	To source funding for a 5km surfaced road by 30 June 2018
MEANS OF VERIFICATION	Appointment letter for consultant
BASELINE	53.08km
KPI	Total number of kilometers maintained annually

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To source funding for a 5km surfaced road by 30 June 2018	10% completion-consultant appointment by 30 September 2017	Consultant appointed	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0183
NATIONAL KPA	Basic Service Delivery and Infrastructure

DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	N/A		
PROJECT DESCRIPTION	To construct 300m of concrete stormwater by 30 June 2018		
MEANS OF VERIFICATION	Monthly report Photos Job cards		
BASELINE	15903m		
KPI	Total number of concrete stormwater pipes installed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To construct 300m of concrete stormwater by 30 June 2018	75m of storm water pipes installed by 30 September 2017.	130 m of stormwater installed	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	IDP0184		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	N/A		
PROJECT DESCRIPTION	To provide 60 staff members with necessary protective uniform by 30 June 2018		
MEANS OF VERIFICATION	Terms of reference		
BASELINE	Protective clothing is to provided staff on annually		
KPI	Number of staff provided with protective uniform by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To provide 60 staff members with necessary protective uniform by 30 June 2018	Present Terms of Reference to BSC completed by 30 September 2017	Terms of reference prepared and tender advertised	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0186		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	N/A		
PROJECT DESCRIPTION	To patch 6000mÂ² of potholes by 30 June 2018		
MEANS OF VERIFICATION	Monthly reportPhotosJob cards		
BASELINE	32805.7mÂ²		
KPI	Total number of square meters completed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To patch 6000mÂ² of potholes by 30 June 2018	1500mÂ²by 30 September 2017	1542.1m2 of pothole patching completed	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0187		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	N/A		
PROJECT DESCRIPTION	Install 3000 m of kerbing and channeling by 30 June 2018		
MEANS OF VERIFICATION	Monthly reportphotos and job cards		
BASELINE	11450m		
KPI	Total number of meters of kerbing and chanelling completed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Install 3000 m of kerbing and channeling by 30 June 2018	1000m of kerbing and channeling installed by 30 September 2017.		
4	1		
CORRECTIVE MEASURE			
IDP REF.	IDP0188		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	N/A		
PROJECT DESCRIPTION	6000m of drains excavations by 30 June 2018		
MEANS OF VERIFICATION	Monthly report photos job cards		
BASELINE	27863.7m		

KPI	Total number of meters of drains excavated annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
6000m of drains excavations by 30 June 2018	1500m of drains excavated by 30 September 2017	308.4m of drains excavated	Shortage of staff
4	1	0	1
CORRECTIVE MEASURE	To be done in Q2		

IDP REF.	IDP0188		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Project Management& Operations & Maintenance		
WARD	N/A		
PROJECT DESCRIPTION	To patch 2000mÂ² of verge tarring by 30 June 2018		
MEANS OF VERIFICATION	Monthly report photos job cards		
BASELINE	32805.7mÂ²		
KPI	Total number of square meters completed annually		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
To patch 2000mÂ² of verge tarring by 30 June 2018	500mÂ² by 30 September 2017	No verge tarring done	Shortage of staff

4	1	0	1
<b>CORRECTIVE MEASURE</b>	To be done in Q2		

<b>IDP REF.</b>	IDP0189
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Project Management& Operations & Maintenance
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	To procure materials for maintenance activities by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Delivery note
<b>BASELINE</b>	Materials procured annually for maintenance activities
<b>KPI</b>	Total number of cubic meters of G5crushed stonecrusher dustsand   number of bags of cement number of bags of tar fix mmeters of kerbsnumber of tar drums procured annually

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
To procure materials for maintenance activities by 30 June 2018	Procure materials by 30 September 2018	200 bags of Cement were delivered on the 26th of September 2017	N/A
4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	IDP0190
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Project Management& Operations & Maintenance
<b>WARD</b>	N/A

PROJECT DESCRIPTION	40 Km of roads to be maintained and rehabilitated by 30 June 2017.		
MEANS OF VERIFICATION	Monthly reports Completion certificates		
BASELINE	927.53km		
KPI	No of km rehabilitated and maintained by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
40 Km of roads to be maintained and rehabilitated by 30 June 2017.	10km of road maintained and rehabilitated by 30 September 2017.	0km completed	Plant still busy with construction of MIG projects
4	1	0	1
CORRECTIVE MEASURE	To be done in Q2		

2.3 UNIT: Electricity Unit

IDP REF.	IDP0191		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Electricity Unit		
WARD	09		
PROJECT DESCRIPTION	Connection of 207 households in Chibini A – E Phase 2 by 30 June 2018		
MEANS OF VERIFICATION	Progress Reports (minutes of progress Meetings)		
BASELINE	33980 Households electrified		
KPI	No of households with access to a basic level of electricity by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Connection of 207 households in Chibini A â€ E Phase 2 by 30 June 2018	Excavation Planting of poles & Stringing of conductor by 31 September 2017	None	n/a
2	1	0	1
CORRECTIVE MEASURE	n/a		

IDP REF.	IDP0192
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Electricity Unit
WARD	09
PROJECT DESCRIPTION	Connection of 243 households in Pamlaville by 30 June 2018
MEANS OF VERIFICATION	Progress Reports (minutes of progress Meetings)
BASELINE	33980 Households electrified
KPI	No of households with access to a basic level of electricity by set date.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Connection of 243 households in Pamlaville by 30 June 2018	Excavation Planting of poles & Stringing of conductor by September 2017		
2	1		
CORRECTIVE MEASURE			

IDP REF.	IDP0193		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Electricity Unit		
WARD	04		
PROJECT DESCRIPTION	Connection of 505 households in Zikhalini & Maphokong by 30 June 2018		
MEANS OF VERIFICATION	Tender Reports and Contract Award letter		
BASELINE	33980 Households electrified		
KPI	No of households with access to a basic level of electricity by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	Grant
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Connection of 505 households in Zikhalini & Maphokong by 30 June 2018	Tender Awarded by 30 Sep 2017	Tender Awarded by 30 Sep 2017.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	IDP0194		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Electricity Unit		
WARD	09		
PROJECT DESCRIPTION	Connection of 234 households in Nkali A B & C by 30 June 2018		
MEANS OF VERIFICATION	Tender Reports and Contract Award letter		
BASELINE	33980 Households electrified		

KPI	No of households with access to a basic level of electricity by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	Grant
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Connection of 234 households in Nkali A B & C by 30 June 2018	Tender Awarded by 30 Sep 2017.	Tender Awarded by 30 Sep 2017.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0195		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Electricity Unit		
WARD	09		
PROJECT DESCRIPTION	Connection of 136 households in Nuresh by 30 June 2018.		
MEANS OF VERIFICATION	Tender Reports and Contract Award letter		
BASELINE	33980 Households electrified		
KPI	No of households with access to a basic level of electricity by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	Grant
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Connection of 136 households in Nuresh by 30 June 2018.	Tender Awarded by 30 Sep 2017	Tender Awarded by 30 Sep 2017.	N/A

4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	IDP0196
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Electricity Unit
<b>WARD</b>	13
<b>PROJECT DESCRIPTION</b>	Connection of 700 households in Mahareng Chere & Thotaneng by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Tender Reports and Contract Award letter
<b>BASELINE</b>	33980 Households electrified
<b>KPI</b>	No of households with access to a basic level of electricity by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	Grant

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Connection of 700 households in Mahareng Chere & Thotaneng by 30 June 2018	Tender Awarded by 30 Sep 2017.	Briefing was done	Contract not yet awarded
4	1	0	1
<b>CORRECTIVE MEASURE</b>	Appointment will be done during Q2		

<b>IDP REF.</b>	IDP0198
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Electricity Unit
<b>WARD</b>	11

PROJECT DESCRIPTION	Connection of 481 households in KwaMadlangala by 30 June 2018		
MEANS OF VERIFICATION	Tender Reports and Contract Award letter		
BASELINE	33980 Households electrified		
KPI	No of households with access to a basic level of electricity by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	Grant
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Connection of 481 households in KwaMadlangala by 30 June 2018	Tender Awarded by 30 Sep 2017.	Tender Awarded by 30 Sep 2017.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0199		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Electricity Unit		
WARD	09		
PROJECT DESCRIPTION	Connection of 206 households in PS Magayazidlele New House by 30 June 2018		
MEANS OF VERIFICATION	Tender Reports and Contract Award letter		
BASELINE	33980 Households electrified		
KPI	No of households with access to a basic level of electricity by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	Grant

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Connection of 206 households in PS Magayazidlele New House by 30 June 2018	Tender Awarded by 30 Sep 2017.	Tender Awarded by 30 Sep 2017.	N/A
0	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0200
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Electricity Unit
WARD	09
PROJECT DESCRIPTION	Connection of 212 households in Edrayini 30 June 2018
MEANS OF VERIFICATION	Tender Reports and Contract Award letter
BASELINE	33980 Households electrified
KPI	No of households with access to a basic level of electricity by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	Grant

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Connection of 212 households in Edrayini 30 June 2018	Tender Awarded by 30 Sep 2017.	Tender Awarded by 30 Sep 2017	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	IDP0201
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NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Electricity Unit		
WARD	N/A		
PROJECT DESCRIPTION	To provide 22 staff with necessary protective uniform by 30 June 2018		
MEANS OF VERIFICATION	Terms of Reference BSC report		
BASELINE	Protective clothing is to provided staff on annually		
KPI	Number of staff provided with protective uniform by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	Grant
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To provide 22 staff with necessary protective uniform by 30 June 2018	Present TOR to BSC by 30 Sep 2017		
3	1		
CORRECTIVE MEASURE			

IDP REF.	IDP0202		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Electricity Unit		
WARD	N/A		
PROJECT DESCRIPTION	Development and Review of policies Plans Standard Operating Procedure by 30 June 2018		
MEANS OF VERIFICATION	Adopted functional Process and procedure of the Electrical Unit		
BASELINE	Approved policies PlansStandard Operating Procedures are in Place		
KPI	Number of approved Policies plans and Standard Operating Procedure		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Development and Review of policies Plans Standard Operating Procedure by 30 June 2018	Review of Functional Process and procedure of the Electrical Unit by 30 September 2017		
2	1		
CORRECTIVE MEASURE			

### 3.1 UNIT: IDP

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Development of 2017/2018 IDP/Budget Process Plan by 31 July 2017	Preparation of 2017/2018 IDP/Budget process plan for adoption by council	The process plan adopted by council on 28 July 2017	none
1	1	1	0
CORRECTIVE MEASURE	none		

IDP REF.	IDP02
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	IDP
WARD	N/A
PROJECT DESCRIPTION	Conduct 4 IDP Steering Committee and Representative Forum Meetings by 30 June 2018
MEANS OF VERIFICATION	public notice attendance register and minutes
BASELINE	3 Annual Meetings in 16/17
KPI	Number of meetings held by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct 4 IDP Steering Committee and Representative Forum Meetings by 30 June 2018	Conduct 1st Rep-Forum and steering committee meeting	1st Rep-Forum / steering committee meeting held on 16th August 2017	None
4	1	1	0
CORRECTIVE MEASURE	None		

IDP REF.	IDP03
NATIONAL KPA	Good Governance & Public Participation

DEPARTMENTAL PROGRAMME	IDP		
WARD	1-26		
PROJECT DESCRIPTION	Review of 26 ward based plans by 31 December 2017		
MEANS OF VERIFICATION	profiles for all 26 wards		
BASELINE	26 Community Ward Based Plans developed in 2014		
KPI	Number of plans developed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Review of 26 ward based plans by 31 December 2017	Review of 26 ward based plans	maps with new and old boundaries have been created	the CBP has not been completed. word based Plans will only be produced upon completion on of the CBP programme.
26	26	0	26
CORRECTIVE MEASURE	the WBP will be produced in the month of December Q2		

<b>IDP REF.</b>	IDP04
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	IDP
<b>WARD</b>	1-26
<b>PROJECT DESCRIPTION</b>	Conduct Community Based Planning programme (CBP) by 31 October 2017
<b>MEANS OF VERIFICATION</b>	Public Notice CBP Report
<b>BASELINE</b>	IDP Outreach conducted on the 21-25 Nov 2017
<b>KPI</b>	CBP Conducted by set date
<b>ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )</b>	

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct Community Based Planning programme (CBP) by 31 October 2017	Conduct Community Base Plan programme	Prep Meetings held on 10 July and 18 August.CBP concept document and data collection questionnaire developed	the workshop to planned for CBP on the 18th and 22nd September could not take place due to the strike that occurred during that week. the workshop are a build-up to the CBP ward meetings
1	1	0	1
<b>CORRECTIVE MEASURE</b>	the workshops will be held in October. the process plan will be revised and taken to council with the dates for the CBP ward meetings to be held in the month of November.		

IDP REF.	IDP10		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	IDP		
WARD	ALL		
PROJECT DESCRIPTION	Advertisement of 9 Public Notices by 30 June 2018		
MEANS OF VERIFICATION	4 Public notices		
BASELINE	7 Notices as per the process plan in 16/17		
KPI	Number of Public Notices advertised by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Advertisement of 9 Public Notices by 30 June 2018	Notice for the IDP/Budget process plan Notice for 1st IDP Rep-Forum meeting Notice for the CBP	CBP notice advertised on Pondo News on 15th SeptemberProcess plan and stakohldes invitation notice was published on 11 August	none

9	4	4	0
<b>CORRECTIVE MEASURE</b>	none		

3.2 UNIT: Development Planning

IDP REF.	DP01		
NATIONAL KPA	Spatial Rationale		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	26 & 19		
PROJECT DESCRIPTION	Approval of Cedarville and Matatiele Middle Income township establishments by 30 June 2018		
MEANS OF VERIFICATION	Draft SG Diagram		
BASELINE	Identified areas for Middle income development on the 2014 SDF Service provider appointed		
KPI	Approved middle income township establishments by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Approval of Cedarville and Matatiele Middle Income township establishments by 30 June 2018	Draft SG Diagrams and submission to Municipal Planning Tribunal (MPT	middle income townships	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

<b>IDP REF.</b>	DP02		
<b>NATIONAL KPA</b>	Spatial Rationale		
<b>DEPARTMENTAL PROGRAMME</b>	Development Planning		
<b>WARD</b>	26		

PROJECT DESCRIPTION	Approval of Cedarville Middle Income township establishment 30 June 2018		
MEANS OF VERIFICATION	Draft SG Diagram		
BASELINE	Draft SG diagrams available    Service provider appointed		
KPI	Approved middle income township establishments by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Approval of Cedarville Middle Income township establishment 30 June 2018	Draft SG Diagrams and submission to Municipal Planning Tribunal (MPT)	the layout plans are produced but they have not been submtted to Municipal Planning Tribunal	The fist sitting of MPT was for training so there has not yet been a formal sitting to assess the applications. Also the Unit is under discussion to change the project from middle income to mixed- residential development. once decision is made and all the processes undertakenit will be submitted to MPT for approval
3	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP03
NATIONAL KPA	Spatial Rationale
DEPARTMENTAL PROGRAMME	Development Planning
WARD	1926
PROJECT DESCRIPTION	Approval of Matatiele Cedarville & Maluti Commercial Development establishments. by 30 June 2018
MEANS OF VERIFICATION	Draft SG Diagram
BASELINE	Approved commercial development establishment by set date.
KPI	Identified areas for Middle income development on the 2014 SDF    Service provider appointed
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )	

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Approval of Matatiele Cedarville & Maluti Commercial Development establishments. by 30 June 2018	Draft SG Diagrams and submission to Municipal Planning Tribunal (MPT)	layout plans for commercial development	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP04		
NATIONAL KPA	Spatial Rationale		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	19 20 &26		
PROJECT DESCRIPTION	Survey of 50 municipal land parcels for disposal by 30 June 2018		
MEANS OF VERIFICATION	Approved SG Diagrams and surveying certificates		
BASELINE	Service provider appointed in16/17 FY for survey of 50 parcels  Diagrams available		
KPI	Number of land parcels surveyed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Survey of 50 municipal land parcels for disposal by 30 June 2018	Approval of SG Diagrams	survey of 50 land parcels	n/a
1	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP06		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	ALL		
PROJECT DESCRIPTION	Development of a Revitalization policy for underutilize land parcels and facilities by 30 June 2018		
MEANS OF VERIFICATION	reports attendance registers		
BASELINE	Available sites and facilities on asset register and the SDF		
KPI	Revitalization policy adopted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Development of a Revitalization policy for underutilize land parcels and facilities by 30 June 2018	Identification of underutilized land parcels and facilities in the municipal jurisdiction establishment of projects team stakeholder consultations	draft revitalization policy	draft available as a basis - it is an on-going project
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP07		
NATIONAL KPA	Spatial Rationale		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	N/A		
PROJECT DESCRIPTION	Procurement of GIS Equipment(1 Laptop 1GPS 1 camera and software) by 30 June 2018		
MEANS OF VERIFICATION	delivery notes		

BASELINE	GIS computer system and Printer available		
KPI	GIS Equipment procured by set		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Procurement of GIS Equipment(1 Laptop 1GPS 1 camera and software) by 30 June 2018	Procurement of GIS Equipment of GPS Laptop. Soft Ware And Camera	GIS EQUIPMENT	N/A
2	2	1	1
CORRECTIVE MEASURE	N/A		

IDP REF.	DP08		
NATIONAL KPA	Spatial Rationale		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	All		
PROJECT DESCRIPTION	Produce 4 Quarterly reports on GIS data sets updates and management data sets by 30 June 2017		
MEANS OF VERIFICATION	Reports		
BASELINE	GIS system installed in 16/17 FY		
KPI	Number of GIS reports produced by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON

Produce 4 Quarterly reports on GIS data sets updates and management data sets by 30 June 2017	Reports on GIS data sets updates and management	update GIS	n/a
4	1	1	0
<b>CORRECTIVE MEASURE</b>	n/a		

<b>IDP REF.</b>	DP09
<b>NATIONAL KPA</b>	Spatial Rationale
<b>DEPARTMENTAL PROGRAMME</b>	Development Planning
<b>WARD</b>	1920 1
<b>PROJECT DESCRIPTION</b>	Review of the 2014 Spatial Development Framework by 30 June 2018
<b>MEANS OF VERIFICATION</b>	appointment letters ToR's
<b>BASELINE</b>	2014 SDF
<b>KPI</b>	Spatial Development Framework review approved by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Review of the 2014 Spatial Development Framework by 30 June 2018	Development of terms of reference and Appointment of service provider	draft ToRs available	draft ToRs available and service provider identified though not yet appointed. the intention is to extend the scope of the already appointed service provider for development of layout plans. the review will commence after a finalisation of decision on middle-income or mixed income residential project
3	1	0	1
<b>CORRECTIVE MEASURE</b>	n/a		

<b>IDP REF.</b>	DP10
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NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	1920 1		
PROJECT DESCRIPTION	100% processing of rezoning applications within 60 days of receipt		
MEANS OF VERIFICATION	approval or declined letter		
BASELINE	2013 Land Use Schemes 2014 Matatiele Town Planning Scheme		
KPI	Percentage of rezoning applications processed within the prescribed period		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% processing of rezoning applications within 60 days of receipt	Processing of rezoning applications within 60 days	processing of rezoning applications	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	DP11		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	19201		
PROJECT DESCRIPTION	100% processing of subdivision applications within 60 days of receipt		
MEANS OF VERIFICATION	approval or declined letter		
BASELINE	2 Applications Received In 16/17 FY		
KPI	Percentage of subdivision applications Processed within the prescribed period		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% processing of subdivision applications within 60 days of receipt	Processing of subdivision applications within 60 days	PROCESSING OF SUBDIVISION APPLICATIONS	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	DP12		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	1920 1		
PROJECT DESCRIPTION	100% processing of consent use applications within 60 days of receipt		
MEANS OF VERIFICATION	approval or declined letter		
BASELINE	5 applications received in 16/17		
KPI	Percentage of consent use applications processed within the prescribed period		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% processing of consent use applications within 60 days of receipt	Processing of special consent use applications within 60 days	PROCESSING OF CONSENT USE APPLICATIONS	N/A
4	1	1	0

CORRECTIVE MEASURE	N/A
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IDP REF.	DP13
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Development Planning
WARD	19201
PROJECT DESCRIPTION	100% Serving of Compliance notices within one week of identification
MEANS OF VERIFICATION	Letters Issued
BASELINE	39 notices issued in 16/17 FY
KPI	Percentage of compliance notices served within the prescribed period.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
100% Serving of Compliance notices within one week of identification	Compliance notices served within one week of identification	serving of compliance notices	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP14
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Development Planning
WARD	1920 & 1
PROJECT DESCRIPTION	100% Processing Outdoor advertising and Signage applications within 60 days of receipt

MEANS OF VERIFICATION	approval or declined letter		
BASELINE	Outdoor advertising and Signage By Law		
KPI	Percentage of advertising and Signage applications Processed within prescribed period		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Processing Outdoor advertising and Signage applications within 60 days of receipt	Processing of outdoor advertising Applications within 60 days	processing of outdoor advertising applications	no applications received
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP15		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	19201		
PROJECT DESCRIPTION	100% Processing of Municipal land lease and disposal applications within 60 days of receipt		
MEANS OF VERIFICATION	approval or declined letter		
BASELINE	MFMA and Land and Lease Disposal Policy and Supply Chain Policy		
KPI	Percentage of Municipal land disposal applications Processed within prescribed Period		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Processing of Municipal land lease and disposal applications within 60 days of receipt	Processing of municipal land disposal applications within 60 days	processing of municipal land for disposal	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP16
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Development Planning
WARD	19201
PROJECT DESCRIPTION	Processing of 15 rezoning & public open space disclosure applications by 30 June 2018
MEANS OF VERIFICATION	approval plans
BASELINE	15 applications made in 16/17
KPI	Number of rezoned and public open space closed applications processed by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Processing of 15 rezoning & public open space disclosure applications by 30 June 2018	Draft TOR appointment of service provider	processing of municipal land for disposal	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP17
NATIONAL KPA	Good Governance & Public Participation

DEPARTMENTAL PROGRAMME	Development Planning		
WARD	1		
PROJECT DESCRIPTION	Produce Monthly Monitoring Reports on processes for Maluti Land Donation by 30 June 2018		
MEANS OF VERIFICATION	Correspondences with the relevant department Appointment letters of committee members 3 reports		
BASELINE	Land donation processes on progress		
KPI	Number of Reports Maluti Land Donation processes monitored by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Produce Monthly Monitoring Reports on processes for Maluti Land Donation by 30 June 2018	Submission to state land disposal committee . Establishment of stakeholder committee . 3 monthly reports on the progress for Maluti land donation	maluti land donation	submission to Coucnil to rescind resolution to include sites: 3073 1270 and 1252 not the whole of Maluti as previously done
12	3	0	3
CORRECTIVE MEASURE	the matter was presented to MTM and ommitted for STANCO and Council it will be presented to STANCO on the 16/10/17		

IDP REF.	DP18
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Development Planning
WARD	19
PROJECT DESCRIPTION	Development of Densification Policy by 30 June 2018
MEANS OF VERIFICATION	Attendance Registers
BASELINE	There is no densification policy in the municipality
KPI	Densification Policy Adopted by set date
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )	

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Development of Densification Policy by 30 June 2018	Stakeholders consultation	densification policy development	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	DP19		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Development Planning		
WARD	19		
PROJECT DESCRIPTION	Facilitate the Sitting of 4 MPT Quarterly meetings by 30 June 2018		
MEANS OF VERIFICATION	Attendance register and minutes		
BASELINE	MPT Established		
KPI	Number of meetings held by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate the Sitting of 4 MPT Quarterly meetings by 30 June 2018	MPT meeting	sitting of MPT	The MPT sits quarterly. since it was gazetted in 2017 their first sitting for the quarter was for their training on the 27/09/17
4	1	1	0
CORRECTIVE MEASURE	n/a		

### 3.3 UNIT: LED

<b>IDP REF.</b>	LED02
<b>NATIONAL KPA</b>	Local Economic Development
<b>DEPARTMENTAL PROGRAMME</b>	LED
<b>WARD</b>	ALL
<b>PROJECT DESCRIPTION</b>	Support 52 Emerging contractors through skills development trainings on construction by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Attendance Register
<b>BASELINE</b>	50 Emerging Contractors trained through NHBRC 2016/2017 Financial year
<b>KPI</b>	Number of Emerging contractor trained by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Support 52 Emerging contractors through skills development trainings on construction by 30 June 2018	Conduct Workshop for emerging contractors on SCM and SABS N/A	Conduct Workshop for emerging contractors on SCM and SABS N/A	N/A
57	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	LED03
<b>NATIONAL KPA</b>	Local Economic Development
<b>DEPARTMENTAL PROGRAMME</b>	LED
<b>WARD</b>	ALL
<b>PROJECT DESCRIPTION</b>	Assist 10 SMMEs and Co-operatives through funding by 30 June 2018
<b>MEANS OF VERIFICATION</b>	Terms of Reference Advert. Project visit Attendance Register

BASELINE	7 SMME and Co-operatives funded in 2016/2017 Financial year		
KPI	Number of SMMEs and Co-operatives funded by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Assist 10 SMMEs and Co-operatives through funding by 30 June 2018	Terms of Reference Advert for proposals issued Conduct Project Visits	Terms of Reference Advert for proposals issued Conduct Project Visits	N/A
12	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	LED04		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	19		
PROJECT DESCRIPTION	Development of a Business Plan for the construction of hawker stalls by 30 June 2018		
MEANS OF VERIFICATION	maps for the site identified		
BASELINE	6 Hawkers Stalls existing in Matatiele town		
KPI	Business Plan for construction of Hawker stalls developed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON

Development of a Business Plan for the construction of hawker stalls by 30 June 2018	Facilitate the identification of Site	Facilitate the identification of Site	N/A
4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

IDP REF.	LED05		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	NONE		
PROJECT DESCRIPTION	Facilitate the Review of the LED Strategy by 30 June 2018		
MEANS OF VERIFICATION	Attendance Registers		
BASELINE	5 year Local Economic Development Strategy in place		
KPI	Reviewed LED Strategy Adopted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate the Review of the LED Strategy by 30 June 2018	Conduct 1st Stakeholder consultation with relevant stakeholders	Conduct 1st Stakeholder consultation with relevant stakeholders	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

<b>IDP REF.</b>	LED06		
<b>NATIONAL KPA</b>	Local Economic Development		
<b>DEPARTMENTAL PROGRAMME</b>	LED		

WARD	ALL		
PROJECT DESCRIPTION	Facilitate the Review of Relaxation Policy for liquor trading hours by 30 June 2018		
MEANS OF VERIFICATION	Attendance Register Minutes and Drafting of Policy		
BASELINE	Liquor trading and relaxation policy		
KPI	reviewed policy adopted BY set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate the Review of Relaxation Policy for liquor trading hours by 30 June 2018	Stakeholders consultation	Stakeholders consultation	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	LED07		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	19		
PROJECT DESCRIPTION	Conduct four LAT meetings by 30 June 2018		
MEANS OF VERIFICATION	Attendance Register		
BASELINE	4 Quarterly meeting sittings in 2016/2017 Financial year		
KPI	Number of LAT meetings conducted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Conduct four LAT meetings by 30 June 2018	1Local Action Team Meeting	1Local Action Team Meeting	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	LED09
NATIONAL KPA	Local Economic Development
DEPARTMENTAL PROGRAMME	LED
WARD	ALL
PROJECT DESCRIPTION	Issue 100% of Business Licenses within 21 days of receipt
MEANS OF VERIFICATION	Proof approved or declined letter
BASELINE	Existing data for operating businesses
KPI	Percentage of Business Licenses Issued within prescribed period

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Issue 100% of Business Licenses within 21 days of receipt	Awareness Programme on business license Issuing of Business Licenses within 21 days of receipt	Awareness Programme on business license Issuing of Business Licenses within 21 days of receipt	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	LED10		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	ALL		
PROJECT DESCRIPTION	Facilitate the Identification of at least 1 Poultry Abattoir beneficiary per ward (26) by 30 June 2018		
MEANS OF VERIFICATION	Attendance Register and Minuets		
BASELINE	Feasibility Study completed funds transferred to LIMA construction is underway		
KPI	Number of beneficiaries identified in 26 wards by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate the Identification of at least 1 Poultry Abattoir beneficiary per ward (26) by 30 June 2018	Stakeholders consultation in the wards		
2	1		
CORRECTIVE MEASURE			
IDP REF.	LED11		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	19		
PROJECT DESCRIPTION	Facilitate the Appointment of Silo facility Agent by 30 June 2018		
MEANS OF VERIFICATION	Terms of Reference and advert.		
BASELINE	Silo Grain Facility phase 1 completed		

KPI	Silo Agent Appointed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate the Appointment of Silo facility Agent by 30 June 2018	Development of Terms of Reference	Terms of reference	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a n/a		

IDP REF.	LED15		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	ALL		
PROJECT DESCRIPTION	Facilitate the development of Agriculture Strategy by 30 June 2018		
MEANS OF VERIFICATION	Research report		
BASELINE	No agriculture strategy I place LED strategy is used		
KPI	Adopted Agriculture strategy by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate the development of Agriculture Strategy by 30 June 2018	Conduct Data analysis and research		

3	1		
CORRECTIVE MEASURE			

IDP REF.	LED16
NATIONAL KPA	Local Economic Development
DEPARTMENTAL PROGRAMME	LED
WARD	19
PROJECT DESCRIPTION	Facilitate the Development of industrial development plan 30 June 2018
MEANS OF VERIFICATION	attendance registers
BASELINE	Existing industrial site in ward 19
KPI	Adopted industrial development plan by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Facilitate the Development of industrial development plan 30 June 2018	Conduct Stakeholder consultation	Conduct Stakeholder consultation	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	LED17
NATIONAL KPA	Local Economic Development
DEPARTMENTAL PROGRAMME	LED
WARD	20

PROJECT DESCRIPTION	Produce 12 monthly reports on the day-day operations and management mountain lake chalets and fly fishing activities by 30 June 2018		
MEANS OF VERIFICATION	reports   Reservation register		
BASELINE	6 bedded chalets In the nature reserve mountain lake		
KPI	Number of monthly reports produced by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Produce 12 monthly reports on the day-day operations and management mountain lake chalets and fly fishing activities by 30 June 2018	3 monthly reports on the day-day operations and management mountain lake chalets and fly fishing activities		
4	1		
CORRECTIVE MEASURE			

IDP REF.	LED18		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	ALL		
PROJECT DESCRIPTION	Conduct Tourist Attraction Audit study by 30 June 2018		
MEANS OF VERIFICATION	Terms of reference and advert		
BASELINE	Tourism sector plan		
KPI	Tourist attraction audit study completed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Conduct Tourist Attraction Audit study by 30 June 2018	Develop terms of reference: Issuing of Advert		
4	1		
CORRECTIVE MEASURE			

IDP REF.	LED19
NATIONAL KPA	Local Economic Development
DEPARTMENTAL PROGRAMME	LED
WARD	ALL
PROJECT DESCRIPTION	Facilitate the establishment of a craft’s Trade and exhibition Centre by 30 June 2018
MEANS OF VERIFICATION	MAP of location of facility
BASELINE	Data Base for Crafters
KPI	Craft trade and exhibition Centre established by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Facilitate the establishment of a craft’s Trade and exhibition Centre by 30 June 2018	Identification of craft site and facility		
4	1		
CORRECTIVE MEASURE			

IDP REF.	LED20
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NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	19		
PROJECT DESCRIPTION	host the 7th Matatiele Music Festival by 31 December 2018		
MEANS OF VERIFICATION	specifications advert appointment letters		
BASELINE	6th Matatiele Music Festival hosted in 2017		
KPI	7th integrated Matatiele Music Festival held set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
host the 7th Matatiele Music Festival by 31 December 2018	Develop of specifications Drafting an Advert for Service provider Application an liability insurance Appointment of service provider	Develop of specifications Drafting an Advert for Service provider Application an liability insurance Appointment of service provider	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	LED21		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	19 20		
PROJECT DESCRIPTION	host tourism month celebration event by 30 September 2018		
MEANS OF VERIFICATION	attendance register and pictures concept document Procurements Reports		
BASELINE	Four tourism months held Yearly		
KPI	Tourism month celebration event held by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
host tourism month celebration event by 30 September 2018	sitting of PSC establishment committee Development of concept document Hosting of the event.		
2	1		
CORRECTIVE MEASURE			

IDP REF.	LED22		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	19		
PROJECT DESCRIPTION	support Matat fees event by 30 November 2018		
MEANS OF VERIFICATION	specifications attendance registers of meetings appointment letters.		
BASELINE	6th Annual event		
KPI	Matat fees held set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
support Matat fees event by 30 November 2018	Facilitate sitting of PSC meetings Development Specifications advertising appointment of services providers	Matat Fees	n/a

3	1	1	0
<b>CORRECTIVE MEASURE</b>	n/a		

<b>IDP REF.</b>	LED23
<b>NATIONAL KPA</b>	Local Economic Development
<b>DEPARTMENTAL PROGRAMME</b>	LED
<b>WARD</b>	13
<b>PROJECT DESCRIPTION</b>	support Mehlosing heritage Event 31October r 2018
<b>MEANS OF VERIFICATION</b>	specifications attendance registers of meetings appointment letters. event pictures and register
<b>BASELINE</b>	Annual event
<b>KPI</b>	Mehlosing Heritage Event held by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
support Mehlosing heritage Event 31October r 2018	Facilitate sitting of PSC meetings Development Specifications advertising appointment of services providers Attend Mehlosing Heritage event		
2	1		
<b>CORRECTIVE MEASURE</b>			

<b>IDP REF.</b>	LED24
<b>NATIONAL KPA</b>	Local Economic Development
<b>DEPARTMENTAL PROGRAMME</b>	LED
<b>WARD</b>	ALL

PROJECT DESCRIPTION	support Matat/Qacha cross broader marathon event by June 2018		
MEANS OF VERIFICATION	specifications attendance registers of meetings appointment letters.		
BASELINE	It was hosted as ced â€ˆmatat heritage Race Annual event		
KPI	Matat-Qacha Cross Border Marathon by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
support Matat/Qacha cross broader marathon event by June 2018	Facilitate sitting of PSC meetings and Development Specifications advertising appointment of services providers	Matat Qacha Cross Border Marathon	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	LED25		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	ALL		
PROJECT DESCRIPTION	support 4 Tourism product owners to showcase products at the Tourism Indaba and Grahamstown Arts Festival Cape Town Gateway and Beeldshow By 30 June 2018		
MEANS OF VERIFICATION	Attendance Register Pictures Proof Payment made. Close out report		
BASELINE	1 product owners attended Tourism indaba in 16/17 FY		
KPI	Number of Tourism product owners attending the event		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
support 4 Tourism product owners to showcase products at the Tourism Indaba and Grahamstown Arts Festival Cape Town Gateway and Beeldshow By 30 June 2018	1 product owner to Attend a beeldshow exhibition Close out report		
4	1		
CORRECTIVE MEASURE			

IDP REF.	LED26
NATIONAL KPA	Local Economic Development
DEPARTMENTAL PROGRAMME	LED
WARD	ALL
PROJECT DESCRIPTION	Facilitate the production of a tourism Promo video by 30 June 2018
MEANS OF VERIFICATION	Develop terms of reference
BASELINE	No promo Video An existing Tourism brochure is in use
KPI	Tourism Promo video produced by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate the production of a tourism Promo video by 30 June 2018	Develop terms of reference	Develop terms of reference	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	LED28		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	19		
PROJECT DESCRIPTION	Facilitate sitting of Quarterly Local tourism organization meetings by 30 June 2018		
MEANS OF VERIFICATION	attendance registers and minutes of meetings		
BASELINE	4 Local Tourism Organization quarterly meeting for held 2016/2017 financial year		
KPI	Number of meetings held by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate sitting of Quarterly Local tourism organization meetings by 30 June 2018	1 LTO meeting	1 LTO meeting	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	LED29		
NATIONAL KPA	Local Economic Development		
DEPARTMENTAL PROGRAMME	LED		
WARD	19 & 26		
PROJECT DESCRIPTION	Subscribe and contribute 2 destination marketing articles in two (2) National tourism magazines by 30 June 2018		
MEANS OF VERIFICATION	article in tourism magazine		
BASELINE	Matatiele issue/ advertise in the explore SA Magazine twice		

KPI	Number of subscription and article contributed in 16/17 FY		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Subscribe and contribute 2 destination marketing articles in two (2) National tourism magazines by 30 June 2018	1 Subscription made and advert made for publication in explore SA Tourism magazine/ MDTP magazine		
0	1		
CORRECTIVE MEASURE			


4.0 CORPORATE SERVICES

4.1 UNIT: ICT

IDP REF.	ICT02		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Facilitation and holding of four ICT Steering Committee meetings by 30 June 2018		
MEANS OF VERIFICATION	Invitations signed minutes and attendance register		
BASELINE	The ICT Steering Committee is established		
KPI	Number of ICT Steering Committee Meeting		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitation and holding of four ICT Steering Committee meetings by 30 June 2018	Facilitate and hold one ICT Steering Committee Meeting	Facilitate and hold one ICT Steering Committee Meeting	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	ICT04
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	ICT
WARD	N/A
PROJECT DESCRIPTION	Procure Microsoft license system software for by 31 December 2017
MEANS OF VERIFICATION	signed renewal form
BASELINE	Provision of Licensed Software by Microsoft
KPI	Procured Microsoft license system software by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Procure Microsoft license system software for by 31 December 2017	Facilitation of license renewal	Facilitation of license renewal	N/A
2	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	ICT05		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Preparation and presentation of 12 monthly reports on application made for disposal and authorised disposal of Records by 30 June 2017		
MEANS OF VERIFICATION	3 reports on Application for Disposal of records and Disposal of Records		
BASELINE	Records due for disposal		
KPI	Number of reports on Application for Disposal of records and Disposal of Records by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Preparation and presentation of 12 monthly reports on application made for disposal and authorised disposal of Records by 30 June 2017	Preparation and presentation of 3 monthly reports on Application and Disposal of Records by 05th day of the succeeding month	Preparation and presentation of 3 monthly reports on Application and Disposal of Records by 05th day of the succeeding month	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	ICT06		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Facilitation of train for ICT Administrators and Users through 30 days training vouchers by 30 June 2016		
MEANS OF VERIFICATION	Proof of attendance		
BASELINE	Identified ICT Skill shortages â€™ 2016/17		

KPI	Number of training days of ICT Administrators and users by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitation of train for ICT Administrators and Users through 30 days training vouchers by 30 June 2016	Utilization of 10 training day voucher by sending administrators and users for Training	Utilization of 10 training day voucher by sending administrators and users for Training	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	ICT07		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Facilitate attendance of the annual Government Information Technology Conference by four (4) relevant departmental officials by 31 December 2017		
MEANS OF VERIFICATION	Proof of Registration for GovTech		
BASELINE	Attendance to GovTech 2016		
KPI	Number of delegates who attended the Government Information Technology Conference by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate attendance of the annual Government Information Technology Conference by four (4) relevant	To facilitate registration of four (4) ICT Staff members for GovTech 2017	To facilitate registration of four (4) ICT Staff members for GovTech 2017	N/A

departmental officials by 31 December 2017			
8	4	4	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	ICT08
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	ICT
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	Preparation and presentation of 12 monthly reports on backup performed on ADVIP MunSoft and EDMS by 30 June 2018
<b>MEANS OF VERIFICATION</b>	03 Monthly reports on backup performed on ADVIP MunSoft and EDMS
<b>BASELINE</b>	None
<b>KPI</b>	Number of reports on Backup of critical application by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Preparation and presentation of 12 monthly reports on backup performed on ADVIP MunSoft and EDMS by 30 June 2018	Preparation of 3 monthly reports on backup performed on ADVIP MunSoft and EDMS by 05th day of the preceding month	Preparation and presentation of 12 monthly reports on backup performed on ADVIP MunSoft and EDMS by 30 June 2018	N/A
12	3	3	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	ICT09
<b>NATIONAL KPA</b>	Municipal Institutional Transformation and Development
<b>DEPARTMENTAL PROGRAMME</b>	ICT

WARD	N/A		
PROJECT DESCRIPTION	re-establish and implementation of Electronic Document Management System by 30 June 2018		
MEANS OF VERIFICATION	Agenda of BSC Attendance Register; TOR		
BASELINE	DataStor Electronic Document management system is in place		
KPI	Established and implemented Electronic Document Management System by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Capex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
re-establish and implementation of Electronic Document Management System by 30 June 2018	Presentation of Terms of Reference to BSC Bid Advertisement	Presentation of Terms of Reference to BSC Bid Advertisement	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	ICT10		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Provision of Maintenance and accessibility / availability of the municipal website by preparing 12 monthly reports by 30 June 2018		
MEANS OF VERIFICATION	3 signed monthly System generated reports		
BASELINE	Service Level Agreement with Maxitech until January 2019		
KPI	Number of monthly reports on management of municipality website		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	Opex Vote	N/A
<b>QUARTER-1 PERFORMANCE REPORT ON SET TARGETS &amp; PROJECTED BUDGET</b>			
<b>ANNUAL TARGET</b>	<b>Q-1</b>	<b>ACTUAL PERFORMANCE</b>	<b>VARIANCE REASON</b>
Provision of Maintenance and accessibility / availability of the municipal website by preparing 12 monthly reports by 30 June 2018	Prepare and present 03 monthly system generated accessibility reports by 05th of succeeding month	Prepare and present 03 monthly system generated accessibility reports by 05th of succeeding month	N/A
12	3	3	0
<b>CORRECTIVE MEASURE</b>	N/A		

IDP REF.	ICT11		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Preparation and presentation of 12 monthly user access review on three Critical systems: AD VIP and Munsoft by 30 June 2018		
MEANS OF VERIFICATION	03 signed access review for AD VIP and Munsoft		
BASELINE	Domain Controller already in place		
KPI	Number of report on user access review on three critical systems: AD VIP and MunSoft		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Preparation and presentation of 12 monthly user access review on three Critical systems: AD VIP and Munsoft by 30 June 2018	Prepare and present of 03 user access reviews on AD VIP and MunSoft by 05th of the succeeding month	Prepare and present of 03 user access reviews on AD VIP and MunSoft by 05th of the succeeding month	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	ICT12		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Preparation and presentation of 12 system reports on email management availability and continuity by 30 June 2018		
MEANS OF VERIFICATION	03 signed reports		
BASELINE	SLA with Dimension Data until August 2019		
KPI	Number of Monthly report on email management continuity systems by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Preparation and presentation of 12 system reports on email management availability and continuity by 30 June 2018	Prepare and present of 3 system generated reports on email availability and continuity by 05th day of the succeeding month	Prepare and present of 3 system generated reports on email availability and continuity by 05th day of the succeeding month	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	ICT13		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Replaced installed and configured indoor surveillance cameras by 30 June 2018		
MEANS OF VERIFICATION	BSC Agenda attendance register; TOR Appointment letter		

BASELINE	There are non-recording and blur visual indoor cameras installed		
KPI	Replaced installed and configured indoor surveillance cameras set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Replaced installed and configured indoor surveillance cameras by 30 June 2018	Presentation of Specifications in BSC Advertisement of the Bid Appointment of the Implementer	Presentation of Specifications in BSC Advertisement of the Bid Appointment of the Implementer	N/A
2	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	ICT15		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Preparation and presentation of 12 firewall logs review by 30 June 2018		
MEANS OF VERIFICATION	3 signed firewall review report		
BASELINE	None		
KPI	Number of monthly reviewed Firewall logs by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON

Preparation and presentation of 12 firewall logs review by 30 June 2018	Prepare and present 03 firewall logs review by 05th day of the succeeding month	Prepare and present 03 firewall logs review by 05th day of the succeeding month	N/A
12	3	3	0
<b>CORRECTIVE MEASURE</b>	N/A		

IDP REF.	ICT16		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	ICT		
WARD	N/A		
PROJECT DESCRIPTION	Preparation and presentation of 12 reports on user access levels and shared files root directory by 30 June 2018		
MEANS OF VERIFICATION	03 reports of User access levels log		
BASELINE	The Microsoft SharePoint is in already in place		
KPI	Number of reports on user access levels and shared files root directory by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Preparation and presentation of 12 reports on user access levels and shared files root directory by 30 June 2018	Prepare and present 03 reports on user access levels and shared files root directory	Prepare and present 03 reports on user access levels and shared files root directory	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

<b>IDP REF.</b>	ICT17		
<b>NATIONAL KPA</b>	Municipal Institutional Transformation and Development		
<b>DEPARTMENTAL PROGRAMME</b>	ICT		

WARD	N/A		
PROJECT DESCRIPTION	Preparation and presentation 12 monthly reports on incidents and maintenance of laptops and desktops by 30 June 2018		
MEANS OF VERIFICATION	3 Monthly reports on Incident and cost reports		
BASELINE	Existing laptops desktops		
KPI	Number of monthly reports on incidents and maintenance of laptops and desktops by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Preparation and presentation 12 monthly reports on incidents and maintenance of laptops and desktops by 30 June 2018	Preparation and presentation 3 monthly reports on incidents and maintenance of laptops and desktops by 05th day of the preceding month		N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

#### 4.2 UNIT: Admin & Public Amenities

<b>IDP REF.</b>	APA02
<b>NATIONAL KPA</b>	Good Governance & Public Participation
<b>DEPARTMENTAL PROGRAMME</b>	Admin & Public Amenities
<b>WARD</b>	ALL
<b>PROJECT DESCRIPTION</b>	Publicizing of Council Meetings at least 5 days before sitting of Council Meeting
<b>MEANS OF VERIFICATION</b>	Copy of Adverts Publicised
<b>BASELINE</b>	Rules and Orders of Council and
<b>KPI</b>	Council meetings publicised within the prescribed timeframe.
<b>ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )</b>	

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Publicizing of Council Meetings at least 5 days before sitting of Council Meeting	Publicizing of Council Meetings at least 5 days before sitting of Council Meeting	The Council meeting of 28 July 2017 was advertised on 21 July 2017 in the Ikhwezi Newspaper	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	APA04		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Admin & Public Amenities		
WARD	ALL		
PROJECT DESCRIPTION	Production of minutes of each governance structure meeting within 2 weeks after sitting		
MEANS OF VERIFICATION	Proof of Emails of draft minutes sent to Chairpersons; copies of minutes		
BASELINE	Rules and Orders of Council and		
KPI	Minutes of meetings produced and submitted to the chairperson of the meeting within the prescribed timeframe.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Production of minutes of each governance structure meeting within 2 weeks after sitting	Production and submission of minutes to the Chairperson of the meeting within 2 weeks after each meeting	The draft minutes of the MTM held on 11 July 2017 were drafted and e-mailed to the Chairperson on 25 July 2017. The draft minutes of the EDP standing committee held on 17 July 2017 were drafted and e-mailed to the Chairperson on 31 July 2017. The draft minutes of the BTO standing committee held on 20 July 2017 were drafted and e-mailed to the Chairperson on	N/A

		the 03 August 2017. The draft minutes of the SPU and Communications standing committee held on 18 July 2017 were drafted and e-mailed to the Chairperson on 01 August 2017. The draft minutes of the Infrastructure Services standing committee held on 18 July 2017 were drafted and e-mailed to the Chairperson on 01 August 2017. The draft minutes of the Corporate Services standing committee held on 19 July 2017 were drafted and e-mailed to the Chairperson on 02 August 2017. The draft minutes of the Council held on 28 July 2017 were drafted and e-mailed to the Chairperson on 11 August 2017. The draft minutes of the LLF held on 28 July 2017 were drafted and e-mailed to the Chairperson on 11 August 2017. The Draft minutes of the Special EXCO held on 28 August 2017 was drafted and emailed to Chairperson on 11 September 2017. The Draft minutes of the Special Council held on 05 September 2017 was drafted and emailed to Chairperson on 19 September 2017. The Draft minutes of the Special EXCO held on 07 September 2017 was drafted and e-mailed to the Chairperson on 19 September 2017. The Draft minute of the Special Council held on 08 September 2017 was drafted and e-mailed to the Chairperson on 20 September 2017. The Draft minutes of the MTM held on 12 September 2017 was drafted and e-mailed to the Chairperson on 26 September 2017.	
4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

IDP REF.	APA04		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Admin & Public Amenities		
WARD	ALL		
PROJECT DESCRIPTION	Council Resolutions captured within 3 weeks of sitting of every Council meeting by 30 June 2018		
MEANS OF VERIFICATION	Copy of resolution list for quarter and email of resolution submitted to the Honourable Speaker and Management		
BASELINE	2017/18 Council Resolution Register.		
KPI	Captured Council resolutions with in the prescribed timeframe from the setting of council meeting		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Council Resolutions captured within 3 weeks of sitting of every Council meeting by 30 June 2018	Council Resolutions captured within 3 weeks after every Council meeting	Twenty six (26) Council resolutions (CR 160/28/07/2017 to CR 185/28/07/2017) were captured and available after the Council Meeting of 28 July 2017 and distributed within 2 weeks after the council meeting on 04 August 2017 at 09h59 via email to the Honourable Speaker and Management. Two (2) Council resolutions (CR 188/05/09/2017 to CR 189/05/09/2017) were captured and available after the Council Meeting of 05 September 2017 and distributed within 3 weeks after the Council meeting on 19 September at 11h57 via email to the Honourable Speaker and Management. Two (2) Council resolutions (CR 190/08/09/2017 to CR 191/08/09/2017) were captured and available after the Council Meeting of 08 September 2017 and distributed within 3 weeks after the Council meeting on 21 September 2017 at 11h49 via email to the Honourable Speaker and Management.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	APA05		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Admin & Public Amenities		
WARD	ALL		
PROJECT DESCRIPTION	12 Monthly reports on sitting of governance meetings by 30 June 2018		
MEANS OF VERIFICATION	3 x Monthly reports on the sittings of governance meetings		
BASELINE	12 report on the setting governance meetings for 2017/18 FY		
KPI	Monthly reports produced by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
12 Monthly reports on sitting of governance meetings by 30 June 2018	Monthly reports on sitting of governance meetings	Report reflected as item 3.1 of this MTM report. 1 report on sitting of July 2017 meetings drawn up for MTM meeting of 15 August 2017. 1 report on sitting of August 2017 meetings drawn up for MTM meeting of 12 September 2017. 1 report on sitting of September 2017 meetings drawn up for MTM meeting of 10 October 2017.	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	APA06
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Admin & Public Amenities
WARD	ALL
PROJECT DESCRIPTION	Prepare and consolidate 12 MTM agendas for the Sitting of Monthly management meeting by 30 June 2018
MEANS OF VERIFICATION	3 x copies of MTM Agenda
BASELINE	Annual Calendar of meetings
KPI	Number of agendas prepared and consolidated for the setting of MTM meetings

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Prepare and consolidate 12 MTM agendas for the Sitting of Monthly management meeting by 30 June 2018	Preparation and consolidation of 3 MTM Agenda	The AGENDA for the meeting of 11 July 2017 was sent 16h12. The AGENDA for the meeting of 15 Aug. 2017 was at 15h48. The AGENDA for the meeting of 12 Sept. 2017 was at 17h12.	16h12 = 12 minutes late 17h12 = 1 hour 12 minutes late
12	3	3	0

CORRECTIVE MEASURE	Managers will be encouraged to submit reports timeously that is the Wednesday before the scheduled Tuesday MTM		
IDP REF.	APA08		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	Admin & Public Amenities		
WARD	1 19 & 26		
PROJECT DESCRIPTION	4 Quarterly meetings and 12 reports on Management and monitoring the provision of security services on key municipal premises by 30 June 2018		
MEANS OF VERIFICATION	1 x Minutes of quarterly meeting and 3 x security services monthly reports		
BASELINE	Service provider appointed		
KPI	Number of meetings and monthly reports on the monitoring of provision of security services on key municipal premises by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
4 Quarterly meetings and 12 reports on Management and monitoring the provision of security services on key municipal premises by 30 June 2018	Holding of 1 quarterly meeting compilation of 3 reports by the service provider by 30/09/17	3 Monthly Reports were received from Khuselani Security & Risk Management (Pty) Ltd. The Quarterly meeting is set for 19 Sept.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	APA09		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	Admin & Public Amenities		
WARD	119 &26		
PROJECT DESCRIPTION	4 quarterly reports on the Rendering of auxiliary services to all Municipal premises by 30 June 2018		

MEANS OF VERIFICATION	1 report on Rendering of auxiliary services		
BASELINE	Arrangement for rendering Auxiliary services to all premises is in place		
KPI	Number of quarterly reports on the Rendering of auxiliary services to all Municipal premises produced by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
4 quarterly reports on the Rendering of auxiliary services to all Municipal premises by 30 June 2018	1 quarterly report on Cleaning Services and Messenger/Driver Services plus Minutes of 1 meeting by 30/09/17	1 quarterly report on Cleaning Services and Messenger/Driver Services plus Minutes of 1 meeting by 30/09/17	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	APA11		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Admin & Public Amenities		
WARD	N/A		
PROJECT DESCRIPTION	Issuing of 12 notices of the Management Team Meeting (MTM) at least 5 working days before the scheduled day of the meeting		
MEANS OF VERIFICATION	Coretalk Printouts		
BASELINE	Annual Calendar of meetings in place for 2017/18 FY		
KPI	Number of notices issues to Management team within the prescribed timeframe before sitting of MTM		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Issuing of 12 notices of the Management Team Meeting (MTM) at least 5 working days before the scheduled day of the meeting	Issuing of 3 notices of the Management Team Meeting (MTM) at least 5 working days before the scheduled day of the meeting		N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

4.3 UNIT: HR

IDP REF.	HR01		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	Approval of a Staff Establishment by 30 June 2018.		
MEANS OF VERIFICATION	Schedule of the identified displaced staff. Minutes/Report of the Placement Committee		
BASELINE	2016/17 approved Staff Establishment		
KPI	Approved staff Establishment by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Approval of a Staff Establishment by 30 June 2018.	Placement of the identified displaced staff by 30 September 2017	Placement of the identified displaced staff by 30 September 2017	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	HR02		

NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	Facilitation of filling of 15 budgeted for vacant posts (2017/18) by 30 June 2018.		
MEANS OF VERIFICATION	Advertisements Schedule of the appointed staff members.		
BASELINE	Budgeted posts on the staff establishment		
KPI	Number of identified and approved vacant posts to be filled by 30 June 2018.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Facilitation of filling of 15 budgeted for vacant posts (2017/18) by 30 June 2018.	Conducting a recruitment process for 05 vacant posts to be filled.	Conducting a recruitment process for 05 vacant posts to be filled.	N/A
15	5	5	0
CORRECTIVE MEASURE	N/A		
IDP REF.	HR03		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	100% Newly appointed staff inducted within three months of appointment by 30 June 2018.		
MEANS OF VERIFICATION	Invites for the newly appointed staff.		
BASELINE	Induction sessions are held. Induction policy/manual in place		
KPI	Percentage of newly appointed staff that undergo an induction program within three months of appointment		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Newly appointed staff inducted within three months of appointment by 30 June 2018.	100% Newly appointed staff that undergo an induction program within three months of appointment.	100% Newly appointed staff that undergo an induction program within three months of appointment.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HR04		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	Twenty (20) training programmes implemented by 30 June 2018.		
MEANS OF VERIFICATION	Training attendance registers. Quarterly training plan.		
BASELINE	Twenty three (23) training programs done in 16/17		
KPI	Number of training interventions conducted as per WSP by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Twenty (20) training programmes implemented by 30 June 2018.	Five (5) Training Programmes implemented	Five (5) Training Programmes implemented	N/A
20	5	5	0

CORRECTIVE MEASURE	N/A
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IDP REF.	HR05
NATIONAL KPA	Municipal Institutional Transformation and Development
DEPARTMENTAL PROGRAMME	HR
WARD	N/A
PROJECT DESCRIPTION	One (01) Capacity building programme held for Councillors
MEANS OF VERIFICATION	Submission on training requests received from Cllrs. Training attendance register/s
BASELINE	Two (02) Capacity building sessions coordinated for Councillors
KPI	Number of Capacity building sessions held for Councillors by set date.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
One (01) Capacity building programme held for Councillors	One (1) training/ Capacity building programme coordinated for Councillors	One (1) training/ Capacity building programme coordinated for Councillors	N/A
2	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HR06
NATIONAL KPA	Municipal Institutional Transformation and Development
DEPARTMENTAL PROGRAMME	HR
WARD	N/A
PROJECT DESCRIPTION	Ten (10) employees study financial assistance by 30 June 2018

MEANS OF VERIFICATION	Master list; schedule of approved applications for Study Grant/Financial Assistance.		
BASELINE	Study financial assistance awarded to 10 municipal employees in 2016/17		
KPI	Number of Payment made for approved study programs by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Ten (10) employees study financial assistance by 30 June 2018	Two (2) employees awarded with study or financial assistance by 30 December 2017.	Two (2) employees awarded with study or financial assistance	N/A
10	2	2	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HR07		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	Facilitation & monitoring of Internship Programme involving ten (10) young graduates by 30 June 2018		
MEANS OF VERIFICATION	Submission for approval of Interns per Department. Schedule of the involved and placed Interns. Quarterly reports on the in â€™ service training programme		
BASELINE	The municipality offers the experiential training programme		
KPI	Number of young graduates provided with Internship programme		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitation & monitoring of Internship Programme involving ten (10) young graduates by 30 June 2018	Monitoring & reporting on the internship programme involving ten (10) young graduates by & within the municipality. Facilitation of placement of young graduates for the internship programme within the municipality as and when necessary.	Monitoring & reporting on the internship programme involving ten (10) young graduates by & within the municipality. Facilitation of placement of young graduates for the internship programme within the municipality as and when necessary	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HR08
NATIONAL KPA	Municipal Institutional Transformation and Development
DEPARTMENTAL PROGRAMME	HR
WARD	N/A
PROJECT DESCRIPTION	Intake of twelve (12) students for In â€™ Service Training within the municipality by 30 June 2018.
MEANS OF VERIFICATION	Submission for approval of in â€™ service trainees per Department. Schedule for the appointed and allocated in â€™ service trainees. Quarterly reports on the in â€™service training programme.
BASELINE	The municipality offers the experiential training through in â€™ services training.
KPI	Number of students provided with In â€™ Service training by set date.

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Intake of twelve (12) students for In â€™ Service Training within the municipality by 30 June 2018.	Identification and placement of four (04) learners from the respective higher Education Institutions within the municipality by 30 Sep 2017. Monitoring & reporting on the In â€™ Service training programme with an intake of four (04) learners.	Identification and placement of four (04) learners from the respective higher Education Institutions within the municipality by 30 Sep 2017. Monitoring & reporting on the In â€™ Service training programme with an intake of four (04) learners	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HR10		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	Staff excellence recognition awards (Khanya Naledi Day) event held by 30 Dec 2017.		
MEANS OF VERIFICATION	Action/Process Plan.		
BASELINE	2016 Staff excellency awards ceremony held		
KPI	One excellence award ceremony held.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Staff excellence recognition awards (Khanya Naledi Day) event held by 30 Dec 2017.	Development of process plan for holding the event	Development of process plan for holding the event	N/A
3	1	1	0
CORRECTIVE MEASURE	N/A		

<b>IDP REF.</b>	HR11		
<b>NATIONAL KPA</b>	Municipal Institutional Transformation and Development		
<b>DEPARTMENTAL PROGRAMME</b>	HR		
<b>WARD</b>	N/A		
<b>PROJECT DESCRIPTION</b>	Four (4) educational awareness sessions on health and safety for employees by 30 June 2018		
<b>MEANS OF VERIFICATION</b>	Attendance Register & Internal memo/invitations		

BASELINE	Employee health and safety workplace HIV/AIDS and EAWP policies in place		
KPI	Number of health safety and wellness programme		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Four (4) educational awareness sessions on health and safety for employees by 30 June 2018	One educational awareness session on Health Safety and Wellness (Cancer & Women health lifestyle) for employees held by 30 Sep 2017	One educational awareness session on Health Safety and Wellness (Cancer & Women health lifestyle) for employees	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HR12		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	Four (4) OHS Committee meetings by 30 June 2018. First aid kits procured & placed at 12 stations within the municipality by 30 June 2018		
MEANS OF VERIFICATION	Invitation sent to OHS members. Attendance Register		
BASELINE	None		
KPI	Number of Health & Safety committee meetings held.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON

Four (4) OHS Committee meetings by 30 June 2018. First aid kits procured & placed at 12 stations within the municipality by 30 June 2018	One (1) OHS Committee meeting held by 30 Sep 2017. One (1) Workplace inspection conducted by 30 Sep 2017.	One (1) OHS Committee meeting held by 30 Sep 2017. One (1) Workplace inspection conducted	N/A
4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	HR14
<b>NATIONAL KPA</b>	Municipal Institutional Transformation and Development
<b>DEPARTMENTAL PROGRAMME</b>	HR
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	Facilitation of acquisition of the EAWP contracted services. 100% of all EAWP cases referred as & when received.
<b>MEANS OF VERIFICATION</b>	TORs developed & presented to SCM.
<b>BASELINE</b>	EAWP contracted services contract expires on 30 June 2017.
<b>KPI</b>	Percentage of all EAP cases referred annually

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitation of acquisition of the EAWP contracted services. 100% of all EAWP cases referred as & when received.	Development & presentation of TORs to BSC.	Development & presentation of TORs to BSC.	n/a
4	1	1	0
<b>CORRECTIVE MEASURE</b>	n/a		

<b>IDP REF.</b>	HR15
<b>NATIONAL KPA</b>	Municipal Institutional Transformation and Development

DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	100% Signing of Performance Plans for Task Grade 14 & 07 Employees by 30 Dec 2017		
MEANS OF VERIFICATION	Schedule with details of employees signed the performance plans during Q1		
BASELINE	Employees on Task Grade 14-07 Plans signed in 2016/17 FY.		
KPI	Percentage of Employees on Task Grade 14-07 signed Performance Plans for the year 2017/ 2018 FY		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Signing of Performance Plans for Task Grade 14 & 07 Employees by 30 Dec 2017	50% Signed Performance plans for employees on Task Grade 14-07	50% Signed Performance plans for employees on Task Grade 14-07	n/a
2	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	HR16
NATIONAL KPA	Municipal Institutional Transformation and Development
DEPARTMENTAL PROGRAMME	HR
WARD	N/A
PROJECT DESCRIPTION	Bi – Annually performance Review for Task Grade 14 – 07 Employees facilitated by 30 June 2018
MEANS OF VERIFICATION	Schedule/Notice of assessments. Attendance register/s Minutes of assessments conducted.
BASELINE	Quarterly performance Review for Task Grade 14 – 07 Employees
KPI	Number of quarterly performance reports reviewed annually
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )	

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Bi â€™ Annually performance Review for Task Grade 14 â€™ 07 Employees facilitated by 30 June 2018	2016/17 annual Performance reviews for Task Grade 14-07 employees from three departments facilitated and conducted by 30 Sep 2017.	2016/17 annual Performance reviews for Task Grade 14-07 employees from three departments facilitated and conducted by 30 Sep 2017.	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	HR17		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	Four (4) Employment Equity Committee meetings by 30 June 2018.		
MEANS OF VERIFICATION	Invitation sent to EE Committee members.		
BASELINE	Employment Equity report submitted for the previous years. Three year EE Plan in place		
KPI	Employment Equity report submitted.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Four (4) Employment Equity Committee meetings by 30 June 2018.	One (1) Employment Equity Committee Meeting held by 30 Sep 2017.		
4	1		

CORRECTIVE MEASURE	
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IDP REF.	HR18
NATIONAL KPA	Municipal Institutional Transformation and Development
DEPARTMENTAL PROGRAMME	HR
WARD	N/A
PROJECT DESCRIPTION	Review of HR policies Plans & Standard Operating Procedures by 30 June 2018
MEANS OF VERIFICATION	Invitation sent to employees. Attendance register
BASELINE	27 Approved HR policies One Plan & 11 Standard Operating Procedures are in Place
KPI	Number of approved Policies plans and Standard Operating Procedure

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Conduct information sharing on the reviewed HR policies Plans to employees	Conduct information sharing on the reviewed HR policies Plans to employees	Conduct information sharing on the reviewed HR policies Plans to employees	N/A
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	HR19
NATIONAL KPA	Municipal Institutional Transformation and Development
DEPARTMENTAL PROGRAMME	HR
WARD	N/A
PROJECT DESCRIPTION	Four (4) of Leave Reconciliations completed by 30 June 2017.

MEANS OF VERIFICATION	Email proof of Leave reconciliation circulated.		
BASELINE	Monthly leave management reports tabled at MTMs. Quarterly Leave Reconciliations circulated in 2016/17.		
KPI	Number of Leave Reconciliations completed & circulated Quarterly.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Four (4) of Leave Reconciliations completed by 30 June 2017.	One (1) leave reconciliation for Q4 of 2016/2017 FY Developed by 30 Sep 2017.	One (1) leave reconciliation for Q4 of 2016/2017 FY Developed by 30 Sep 2017.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HR20		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	HR		
WARD	N/A		
PROJECT DESCRIPTION	Twelve (12) Monthly payroll submissions to the BTO by 30 June 2018		
MEANS OF VERIFICATION	Monthly payroll input registers.		
BASELINE	Remuneration Policy & Payroll Management SOP		
KPI	Number of monthly payroll input submissions by the 10th day of every month		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Twelve (12) Monthly payroll submissions to the BTO by 30 June 2018	Three (3) Payroll input submissions to BTO by 30 September 2017	Three (3) Payroll input submissions to BTO by 30 September 2017	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	HR21
NATIONAL KPA	Municipal Institutional Transformation and Development
DEPARTMENTAL PROGRAMME	HR
WARD	N/A
PROJECT DESCRIPTION	Facilitate implementation of the two learnership /apprenticeship programmes/ skills programmes with 95 participating learners in the municipality by 30 June 2018.
MEANS OF VERIFICATION	Attendance registers of the learners
BASELINE	Learnership agreements signed with 95 learners under two learnership programmes commenced in April 2017. Training and Development Policy and WSP
KPI	Number of learners in the learnership programme supported

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Facilitate implementation of the two learnership /apprenticeship programmes/ skills programmes with 95 participating learners in the municipality by 30 June 2018.	Render administration support on the Implementation of the two learnership programmes with 95 participating learners.	Render administration support on the Implementation of the two learnership programmes with 95 participating learners.	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

## 5.0 COMMUNITY SERVICES

### 5.1 UNIT: Public Participation

IDP REF.	PP01		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	To conduct 4 Capacity building workshops of Ward governance Structures by 30 June 2018		
MEANS OF VERIFICATION	Manual Concept document attendance registers		
BASELINE	Ward Governance Structures		
KPI	Number of Capacity building workshops for Ward Governance Structures by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To conduct 4 Capacity building workshops of Ward governance Structures by 30 June 2018	Workshop Ward Support Assistants and Ward Committees		
4	1		
CORRECTIVE MEASURE			

<b>IDP REF.</b>	PP02		
<b>NATIONAL KPA</b>	Good Governance & Public Participation		
<b>DEPARTMENTAL PROGRAMME</b>	Public Participation		
<b>WARD</b>	N/A		
<b>PROJECT DESCRIPTION</b>	12 monthly reports on m onitoring of 26 Ward War Rooms and Ward Committees submitted to MTM by 30 June 2018.		

MEANS OF VERIFICATION	Monitoring tool reports & attendance registers		
BASELINE	Established War Rooms and Ward Committees		
KPI	Number of reports submitted to MTM by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Monthly reports on m onitoring of 26 Ward War Rooms and Ward Committees submitted to MTM by 30 June 2018	Monthly reports on m onitoring of 26 Ward War Rooms and Ward Committees submitted to MTM		
12	3		
CORRECTIVE MEASURE			

IDP REF.	PP03		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	Promote 4 26 Public Education on municipal and government programmes		
MEANS OF VERIFICATION	Community Based Planning concept document & manual attendance registers. Environmental scan   Invitations of other Units to the public education sessions Attendance registers		
BASELINE	Public participation and Education policy		
KPI	Number of Public Education sessions promoted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Promote 4 26 Public Education on municipal and government programmes	Community Based Planning programme per ward. Public Education sessions on Financial management in 6 Wards		
4	1		
CORRECTIVE MEASURE			

IDP REF.	PP04
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Public Participation
WARD	N/A
PROJECT DESCRIPTION	100% Management of petitions by 30 June 2018
MEANS OF VERIFICATION	Petitions register
BASELINE	3 Petitions received in 2016/17
KPI	Percentage of Petitions managed by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
100% Management of petitions by 30 June 2018	100% Management of petitions and March Applications		
4	1		
CORRECTIVE MEASURE			

IDP REF.	PP05
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NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	100% Management of march applications by 30 June 2018		
MEANS OF VERIFICATION	Minutes of section 4 meetings held		
BASELINE	4 march applications received in 2016/17		
KPI	Percentage of march applications managed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Management of march applications by 30 June 2018	100% Management of march applications		
4	1		
CORRECTIVE MEASURE			

IDP REF.	PP06		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	Develop a new policy on the operations of Community Development Workers (CDW) by 30 June 2018.		
MEANS OF VERIFICATION	Draft policy		
BASELINE	None		
KPI	Adopted policy on the operations of Community Development Workers by set date.		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Develop a new policy on the operations of Community Development Workers (CDW) by 30 June 2018.	Drafting of the policy on the operations of Community Development Workers		
2	1		
CORRECTIVE MEASURE			

IDP REF.	PP07		
NATIONAL KPA	Good Governance & Public Participation		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	12 monthly reports on monitoring of the CDWs and Ward Support assistants operations submitted to MTN by 30 June 2018.		
MEANS OF VERIFICATION	Reports		
BASELINE	Signed MOU by COGTA and Matatiele Local Municipality		
KPI	Number of reports submitted to MTN		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
12 monthly reports on monitoring of the CDWs and Ward Support assistants operations submitted to MTN by 30 June 2018.	3 monthly reports on monitoring of the CDWs and Ward Support assistants operations submitted to MTN		

12	3		
<b>CORRECTIVE MEASURE</b>			

<b>IDP REF.</b>	PP08
<b>NATIONAL KPA</b>	Local Economic Development
<b>DEPARTMENTAL PROGRAMME</b>	Public Participation
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	To create 390 Job opportunities by 30 June 2018.
<b>MEANS OF VERIFICATION</b>	Signed contracts orientation manual.
<b>BASELINE</b>	390 Beneficiaries employed in 2016/17
<b>KPI</b>	Number of employment opportunities created by set date.

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To create 390 Job opportunities by 30 June 2018.	Contracting and orientation of beneficiaries		
1	1		

<b>CORRECTIVE MEASURE</b>			
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<b>IDP REF.</b>	PP09
<b>NATIONAL KPA</b>	Local Economic Development
<b>DEPARTMENTAL PROGRAMME</b>	Public Participation
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	12 Monthly reports on Monitoring & evaluation of project progress on PEP to be submitted to MTM by 30 June 2018.

MEANS OF VERIFICATION	Site reports Payment Schedule and Proof of payment		
BASELINE	390 Beneficiaries employed in 2016/17		
KPI	Number of reports submitted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
12 Monthly reports on Monitoring & evaluation of project progress on PEP to be submitted to MTM by 30 June 2018.	3 Monthly reports on Monitoring & evaluation of project progress on PEP to be submitted to MTM		
12	3		
CORRECTIVE MEASURE			

IDP REF.	PP10		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	Submission of 12 monthly reports to MTM on maintenance and management of public amenities by 30 June 2018		
MEANS OF VERIFICATION	proof of submission and reports		
BASELINE	39 Community Halls Swimming pool 53 Pre-schools 2 Blocks of public toilets4 Sport fields		
KPI	Number of reports submitted to MTM by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submission of 12 monthly reports to MTM on maintenance and management of public amenities by 30 June 2018	Submission of 3 monthly reports to MTM on maintenance and management of public amenities		
12	3		
CORRECTIVE MEASURE			

IDP REF.	PP13
NATIONAL KPA	Basic Service Delivery
DEPARTMENTAL PROGRAMME	Public Participation
WARD	N/A
PROJECT DESCRIPTION	To host one national book week by 30 June 2018.
MEANS OF VERIFICATION	Invitations programme attendance register & report
BASELINE	One national book week hosted in 2016/17 financial year
KPI	National week book hosted by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To host one national book week by 30 June 2018.	Host one National book week		
1	1		
CORRECTIVE MEASURE			

IDP REF.	PP14
NATIONAL KPA	Basic Service Delivery

DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	To host one International Literacy Day 30 June 2018		
MEANS OF VERIFICATION	Invitations programme attendance register & report		
BASELINE	One International Literacy Day hosted in 2016/17 financial year.		
KPI	International Literacy Day hosted by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
To host one International Literacy Day 30 June 2018	Host one International Literacy Day		
1	1		
CORRECTIVE MEASURE			

IDP REF.	PP15		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	To host one Readathon day by 30 June 2018.		
MEANS OF VERIFICATION	Invitations programme attendance register & report		
BASELINE	One Readathon day hosted in 2016/17 financial year		
KPI	Readathon day hosted by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To host one Readathon day by 30 June 2018.	Host one Readathon day		
1	1		
CORRECTIVE MEASURE			

IDP REF.	PP16
NATIONAL KPA	Basic Service Delivery
DEPARTMENTAL PROGRAMME	Public Participation
WARD	N/A
PROJECT DESCRIPTION	To host 2 Holiday programmes by 30 June 2018.
MEANS OF VERIFICATION	Invitations programme attendance register & report
BASELINE	2 Holiday programmes hosted in 2016/17 financial year
KPI	Holiday programme hosted by set date.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To host 2 Holiday programmes by 30 June 2018.	Host 1 Holiday programme		
2	1		
CORRECTIVE MEASURE			

IDP REF.	PP17
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NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	To attend LIASA conference by 30 June 2018		
MEANS OF VERIFICATION	Invitations programme attendance register & report		
BASELINE	None		
KPI	LIASA conference attended by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
To attend LIASA conference by 30 June 2018	Attend LIASA conference.		
1	1		
CORRECTIVE MEASURE			
IDP REF.	PP18		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	To renovate Cedarville library by 30 June 2018.		
MEANS OF VERIFICATION	TOR & Appointment letter		
BASELINE	None		
KPI	Cedarville library renovated by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To renovate Cedarville library by 30 June 2018.	Draft the TOF and appoint the service provider.		
2	1		
CORRECTIVE MEASURE			

IDP REF.	PP22		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	Submission of 4 quarterly reports to MTM by 30 June 2018		
MEANS OF VERIFICATION	proof of submission and reports		
BASELINE	None		
KPI	4 Quarterly reports submitted to MTM by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submission of 4 quarterly reports to MTM by 30 June 2018	Submission of 1 quarterly report to MTM		
4	1		
CORRECTIVE MEASURE			

IDP REF.	PP23		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	Public Participation		
WARD	N/A		
PROJECT DESCRIPTION	Submission of 12 monthly reports on maintenance and management of Matatiele Cedarville and Maluti libraries by 30 June 2018		
MEANS OF VERIFICATION	proof of submission and reports		
BASELINE	None		
KPI	Monthly reports submitted to MTM by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submission of 12 monthly reports on maintenance and management of Matatiele Cedarville and Maluti libraries by 30 June 2018	Submission of 3 monthly reports on maintenance and management of Matatiele Cedarville and Maluti libraries		
12	3		
CORRECTIVE MEASURE			

5.2 UNIT: Public Safety

IDP REF.	PS01		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Public Safety		
WARD	N/A		
PROJECT DESCRIPTION	13800 traffic law contravention cases prosecuted by 30 June 2018		
MEANS OF VERIFICATION	Traffic Law enforcement monthly reports		

BASELINE	Traffic Law offenders are prosecuted daily		
KPI	Number of traffic law contravention cases prosecuted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
13800 traffic law contravention cases prosecuted by 30 June 2018	3633 traffic law contravention cases prosecuted		
13800	3633		
CORRECTIVE MEASURE			

IDP REF.	PS02		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Public Safety		
WARD	N/A		
PROJECT DESCRIPTION	Inspect 100% of business and street trading licences by 30 June 2018.		
MEANS OF VERIFICATION	By-law enforcement report		
BASELINE	MLM By-Laws		
KPI	Percentage of law enforcement cases inspected by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON

Inspect 100% of business and street trading licences by 30 June 2018.	100% of business and street trading licences inspected		
4	1		
<b>CORRECTIVE MEASURE</b>			

<b>IDP REF.</b>	PS03
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Public Safety
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	Establishment of 21 km of fire belts in municipal commonage by 30 June 2018.
<b>MEANS OF VERIFICATION</b>	Fire Belts report and awareness campaign attendance registers
<b>BASELINE</b>	Fire Season plan
<b>KPI</b>	Number of km established by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Establishment of 21 km of fire belts in municipal commonage by 30 June 2018.	Establish 6 kilometres of fire belts.		
21	6		
<b>CORRECTIVE MEASURE</b>			

<b>IDP REF.</b>	PS05
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Public Safety

WARD	N/A		
PROJECT DESCRIPTION	Respond to 100% of fire incidents reported by 30 June 2018		
MEANS OF VERIFICATION	Fire and rescue incidents register		
BASELINE	Firefighting rescue services are provided daily		
KPI	Percentage of fire and rescue incidents responded to by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Respond to 100% of fire incidents reported by 30 June 2018	Respond to 100% of fire incidents reported		
4	1		
CORRECTIVE MEASURE			

IDP REF.	PS06		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Public Safety		
WARD	N/A		
PROJECT DESCRIPTION	Relocate the animal pound by 30 June 2018.		
MEANS OF VERIFICATION	Council resolution & Erf No.		
BASELINE	Keeping of animals etc. By-Law		
KPI	New Registered and Functional animal pound by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Relocate the animal pound by 30 June 2018.	Site Identification and rezoning		
2	1		
CORRECTIVE MEASURE			

IDP REF.	PS07
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Public Safety
WARD	N/A
PROJECT DESCRIPTION	Impound 100% of reported stray animals
MEANS OF VERIFICATION	Pound register
BASELINE	Keeping of animals etc. By-Law
KPI	Number of impounded animals by set date.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Impound 100% of reported stray animals	100% of reported stray animals impounded		
4	1		
CORRECTIVE MEASURE			

IDP REF.	PS08
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NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Public Safety		
WARD	N/A		
PROJECT DESCRIPTION	To Test 100% of Learners and Drivers licence applicants by 30 June 2018		
MEANS OF VERIFICATION	eNaTIS R721 & R763 reports respectively		
BASELINE	National Road Traffic Act. Applicants are tested daily		
KPI	Percentage of Learners and drivers applicants tested by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To Test 100% of Learners and Drivers licence applicants by 30 June 2018	Test 100% of learners and driving tests application received		
4	1		
CORRECTIVE MEASURE			

IDP REF.	PS09		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Public Safety		
WARD	N/A		
PROJECT DESCRIPTION	To test 100% of vehicles for roadworthy by 30 June 2018		
MEANS OF VERIFICATION	eNaTIS RD323 report		
BASELINE	National Road Traffic Act		
KPI	Percentage of vehicles tested by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To test 100% of vehicles for roadworthy by 30 June 2018	100% of vehicles tested		
4	1		
CORRECTIVE MEASURE			

IDP REF.	PS10		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Public Safety		
WARD	N/A		
PROJECT DESCRIPTION	8228 vehicles registered and/or Licenced by 30 June 2018		
MEANS OF VERIFICATION	Enatis printout.		
BASELINE	National Road Traffic Act. Matatiele has 8228 registered of eNaTIS.		
KPI	Number of vehicles registered and Licensed by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
8228 vehicles registered and/or Licenced by 30 June 2018	2057 vehicles registered and/or licenced		
8228	2057		

CORRECTIVE MEASURE	
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IDP REF.	PS11
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Public Safety
WARD	N/A
PROJECT DESCRIPTION	Adoption of Disaster Risk Management Plan by 30 June 2018
MEANS OF VERIFICATION	Disaster Risk management Plan
BASELINE	Disaster Management Act
KPI	Adopted Disaster Risk management Plan by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Adoption of Disaster Risk Management Plan by 30 June 2018	Develop an Disaster Risk management Plan		
2	1		
CORRECTIVE MEASURE			

IDP REF.	PS12
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Public Safety
WARD	N/A
PROJECT DESCRIPTION	Maintenance and Services of 60 fire extinguishers in Matatiele Maluti and Cedarville by 30 June 2018

MEANS OF VERIFICATION	Number of Fire Extinguishers serviced		
BASELINE	Fire Extinguishers are serviced annually		
KPI	Number of fire extinguishers serviced and maintained by set dates		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Maintenance and Services of 60 fire extinguishers in Matatiele Maluti and Cedarville by 30 June 2018	Drafting of TOR advertise appoint service provider		
1	1		
CORRECTIVE MEASURE			

IDP REF.	PS13		
NATIONAL KPA	Municipal Institutional Transformation and Development		
DEPARTMENTAL PROGRAMME	Public Safety		
WARD	N/A		
PROJECT DESCRIPTION	Procurement of Traffic Management System by 30 June 2018		
MEANS OF VERIFICATION	Service provider appointment letter		
BASELINE	No Traffic Management System		
KPI	Procured Traffic Management System (TMS) by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Procurement of Traffic Management System by 30 June 2018	Drafting of TOR and appointment of the service provider.		
2	1		
CORRECTIVE MEASURE			

IDP REF.	PS14
NATIONAL KPA	Good Governance & Public Participation
DEPARTMENTAL PROGRAMME	Public Safety
WARD	N/A
PROJECT DESCRIPTION	To conduct 2 Community Safety Forum meetings by 30 June 2018
MEANS OF VERIFICATION	Attendance registers
BASELINE	Existing Local Community Safety Forum
KPI	Number of Community Safety Forum meetings conducted by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To conduct 2 Community Safety Forum meetings by 30 June 2018	Conduct one Community Safety Forum meeting		
2	1		
CORRECTIVE MEASURE			

IDP REF.	PS15
NATIONAL KPA	Good Governance & Public Participation

DEPARTMENTAL PROGRAMME	Public Safety		
WARD	N/A		
PROJECT DESCRIPTION	To conduct 2 local transport forum meetings by 30 June 2018		
MEANS OF VERIFICATION	Attendance registers		
BASELINE	Local Transport Forum		
KPI	Number of Local Transport Forum meeting by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To conduct 2 local transport forum meetings by 30 June 2018	Conduct one Local Transport Forum meeting		
2	1		
CORRECTIVE MEASURE			

### 5.3 UNIT: Environment and Solid Waste

<b>IDP REF.</b>	ESW03
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Environment and Solid Waste
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	12 Monthly reports on maintenance of the existing Cemeteries in Wards 119 &26 by 30 June 2018
<b>MEANS OF VERIFICATION</b>	monthly reports
<b>BASELINE</b>	Existing cemeteries
<b>KPI</b>	Number of monthly reports submitted to MTM by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
12 Monthly reports on maintenance of the existing Cemeteries in Wards 119 &26 by 30 June 2018	3 monthly reports on maintenance of the existing Cemeteries in Ward 1 19 & 26 submitted to MTM	3 monthly reports on maintenance of the existing Cemeteries in Ward 1 19 & 26 submitted to MTM.	n/a
0	3	3	0
CORRECTIVE MEASURE	n/a		

IDP REF.	ESW04		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Environment and Solid Waste		
WARD	N/A		
PROJECT DESCRIPTION	12 Monthly reports on maintenance of a Park and 3 Gardens in ward 19 submitted to MTM by 30 June 2018		
MEANS OF VERIFICATION	Pictures and monthly reports		
BASELINE	Existing Parks and Gardens in Matatiele		
KPI	Number of monthly reports submitted to MTM by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
12 Monthly reports on maintenance of a Park and 3 Gardens in ward 19 submitted to MTM by 30 June 2018	3 monthly reports on maintenance of a Park and 3 Gardens in ward 19	3 monthly reports on maintenance of a Park and 3 Gardens in ward 19	n/a
12	3	3	0

CORRECTIVE MEASURE	n/a
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IDP REF.	ESW05
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Environment and Solid Waste
WARD	N/A
PROJECT DESCRIPTION	Establishment of a 30 KM fire breaks in the nature reserves by 30 June 2018
MEANS OF VERIFICATION	Pictures and monthly reports
BASELINE	Established firebreaks in 2016/17
KPI	Number of KM established by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Establishment of a 30 KM fire breaks in the nature reserves by 30 June 2018	Establishment of 30 km fire breaks establishment	Establishment of 30 km fire breaks establishment	n/a
1	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	ESW06
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Environment and Solid Waste
WARD	N/A
PROJECT DESCRIPTION	Fencing of 3km in Cedarville Commonage by 30 June 2018

MEANS OF VERIFICATION	TOR		
BASELINE	Cedarville and Matatiele Commonage		
KPI	Number of Kilometres fenced by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Fencing of 3km in Cedarville Commonage by 30 June 2018	Drafting of TOR for procurement of fence	Drafting of TOR for procurement of fence	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	ESW07		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Environment and Solid Waste		
WARD	N/A		
PROJECT DESCRIPTION	Identification of the extent of land degradation in all 26 wards by 30 june 2018		
MEANS OF VERIFICATION	report on the land degradation in 13 wards		
BASELINE	Environmental Management		
KPI	Identified degraded land in 26 wards by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			

ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Identification of land degradation in all 26 wards by 30 June 2018.	Identification of land degradation in 13 wards	Identification of land degradation in 13 wards	n/a
3	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	ESW08
NATIONAL KPA	Basic Service Delivery and Infrastructure
DEPARTMENTAL PROGRAMME	Environment and Solid Waste
WARD	N/A
PROJECT DESCRIPTION	100 Meters of Donga Rehabilitation in the nature Reserves by 30 June 2018
MEANS OF VERIFICATION	Drafted TOR
BASELINE	Rehabilitated dongas in nature reserve
KPI	Dongas rehabilitated in nature reserve by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
100 Meters of Donga Rehabilitation in the nature Reserves by 30 June 2018	Drafting of TOR & submission to spec committee	Drafting of TOR and appointment of the service provider	Established number of kilometers to be rehabilitated in nature reserve. Arson veld fires from neighboring communities overwhelmed the temporary firefighters who where also to be used for donga rehabilitation. There was no extra time within the three months contract.
4	1	0	1
CORRECTIVE MEASURE	To employ temporary workers for donga rehabilitation		

IDP REF.	ESW11a		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Environment and Solid Waste		
WARD	N/A		
PROJECT DESCRIPTION	Cleaning and removing of Waste twice a week in residential area Wards 1 19 20 and 26 by 30 June 2018		
MEANS OF VERIFICATION	Schedule and weekly reports		
BASELINE	1192026		
KPI	Cleaning and waste removed in prescribed days per week by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Cleaning and removing of Waste twice a week in residential area Wards 1 19 20 and 26 by 30 June 2018	Cleaning and removing of Waste twice a week in residential area Wards 1 19 20 and 26	Cleaning and removing of Waste twice a week in Wards 1 19 20 and 26	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		
IDP REF.	ESW11b		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Environment and Solid Waste		
WARD	N/A		
PROJECT DESCRIPTION	Daily cleaning and removal of waste in CBD by 30 June 2018		
MEANS OF VERIFICATION	Schedule and weekly reports		
BASELINE	1192026		

KPI	Cleaning and waste removed in prescribed days per week by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Daily cleaning and removal of waste in CBD by 30 June 2018	Daily cleaning and removal of waste in CBD	Daily cleaning and removal of waste in CBD by 30 June 2018	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	ESW13		
NATIONAL KPA	Basic Service Delivery and Infrastructure		
DEPARTMENTAL PROGRAMME	Environment and Solid Waste		
WARD	N/A		
PROJECT DESCRIPTION	To conduct Landfill audit by 30 June 2018		
MEANS OF VERIFICATION	TOR		
BASELINE	Existing Landfill site		
KPI	Landfill audit done by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To conduct Landfill audit by 30 June 2018	Drafting of TOR and appointment of the service provider	Drafting of TOR and appointment of the service provider	auditors were not available in the first quarter

2	1	0	1
<b>CORRECTIVE MEASURE</b>	To proceed with audit in the second quater		

<b>IDP REF.</b>	ESW14
<b>NATIONAL KPA</b>	Basic Service Delivery and Infrastructure
<b>DEPARTMENTAL PROGRAMME</b>	Environment and Solid Waste
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	12 reports on Operation and management of landfill site by 30 June 2018
<b>MEANS OF VERIFICATION</b>	3 Monthly reports
<b>BASELINE</b>	Existing Landfill site
<b>KPI</b>	Number of reports on operation and management of landfill site by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
12 reports on Operation and management of landfill site by 30 June 2018	3 reports on Operation and management of landfill	3 reports on Operation and management of landfill	n/a
0	3	3	0
<b>CORRECTIVE MEASURE</b>	n/a		

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6.0 BUDGET AND TREASURY OFFICE

6.1 UNIT: Financial Reporting and Asset Management

<b>IDP REF.</b>	FRA12
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NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Financial Reporting and Asset Management		
WARD	ALL		
PROJECT DESCRIPTION	12 monthly reconciled general ledger control accounts as per checklist signed off by the CFO by 30 June 2018.		
MEANS OF VERIFICATION	3 Signed off General Ledger reconciliation and monthly interim financials.		
BASELINE	General Ledger and trial balance of 2016/17. Mid-term financial statements of 31 December 2016.		
KPI	Number of submitted monthly reconciliation by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
12 monthly reconciled general ledger control accounts as per checklist signed off by the CFO by 30 June 2018.	Monthly reconciled general ledger control accounts as per checklist signed off.	Monthly reconciled general ledger control accounts as per checklist signed off.	n/a
12	3	3	0
CORRECTIVE MEASURE	n/a		

<b>IDP REF.</b>	FRA11		
<b>NATIONAL KPA</b>	Financial Management and Viability		
<b>DEPARTMENTAL PROGRAMME</b>	Financial Reporting and Asset Management		
<b>WARD</b>	ALL		
<b>PROJECT DESCRIPTION</b>	12 monthly cash flow projections analysis reports to be submitted to Management Team 10th working day of the following month		
<b>MEANS OF VERIFICATION</b>	3 Monthly cash flow projection statements		
<b>BASELINE</b>	Submitted Income and expenditures to Provincial and National Treasury on a monthly basis and feedback analysis report for 2016/2017.		
<b>KPI</b>	Number of monthly cash flow projection analysis reports submitted by set date		

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Monthly cash flow projections analysis reports to be submitted to Management Team 10th working day of the following month	Monthly cash flow projections analysis reports to be submitted to Management Team 10th working day of the following month	Monthly cash flow projections analysis reports to be submitted to Management Team 10th working day of the following month	n/a
12	3	3	0
CORRECTIVE MEASURE	n/a		

IDP REF.	FRA09		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Financial Reporting and Asset Management		
WARD	ALL		
PROJECT DESCRIPTION	12 Reports on Repayments of loans taken and reported to Management Team Standing Committee EXCO Council National and Provincial Treasury by the 10th working of the following month.		
MEANS OF VERIFICATION	3 Monthly signed off National Treasury Return of loan repayments		
BASELINE	Statement from the funder/financing institution		
KPI	Number of reports on loan repayments submitted by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Reports on Repayments of loans taken and reported to Management Team Standing Committee EXCO Council National and Provincial Treasury by the 10th working of	Monthly reports on Repayments of loans taken and reported to Management Team Standing Committee EXCO Council National and Provincial Treasury by the	Monthly reports on Repayments of loans taken and reported to Management Team Standing Committee EXCO Council National and Provincial Treasury by the	n/a

the following month.	10th working of the following month.	10th working of the following month.	
12	3	3	0
<b>CORRECTIVE MEASURE</b>	n/a		

<b>IDP REF.</b>	FRA08
<b>NATIONAL KPA</b>	Financial Management and Viability
<b>DEPARTMENTAL PROGRAMME</b>	Financial Reporting and Asset Management
<b>WARD</b>	ALL
<b>PROJECT DESCRIPTION</b>	12 monthly financial statements to be submitted to Management Team Standing Committee EXCO Council as per the meetings calendar schedule.
<b>MEANS OF VERIFICATION</b>	3 Monthly interim Financial statements submitted to council through MTM and EXCO.
<b>BASELINE</b>	12 monthly reports for financial year 2016-2017
<b>KPI</b>	Number of submitted monthly financial statements by set dates

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Monthly financial statements to be submitted to Management Team Standing Committee EXCO Council as per the meetings calendar schedule.	Monthly financial statements to be submitted to Management Team Standing Committee EXCO Council as per the meetings calendar schedule.	Monthly financial statements to be submitted to Management Team Standing Committee EXCO Council as per the meetings calendar schedule.	Trial balance not balancing as a result of unallocation of accounts on the system after financial year roll over to mscoa therefore monthly financial statements could not be prepared.
12	3	3	0
<b>CORRECTIVE MEASURE</b>	Reconciling old votes to the new chart of accounts.		

<b>IDP REF.</b>	FRA06
<b>NATIONAL KPA</b>	Financial Management and Viability
<b>DEPARTMENTAL PROGRAMME</b>	Financial Reporting and Asset Management

WARD	ALL		
PROJECT DESCRIPTION	Submit 12 monthly reports to Management Team STANCO EXCO AND Council.		
MEANS OF VERIFICATION	3 Reports and proof of submission		
BASELINE	Submitted the 12 monthly reports to Management Team for 2016/2017.		
KPI	Number of Monthly statement of financial performance reports submitted to Management Team by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submit 12 monthly reports to Management Team STANCO EXCO AND Council.	Submit 3 monthly reports to Management Team STANCO EXCO AND Council	Submit 3 monthly reports to Management Team STANCO EXCO AND Council	n/a
12	3	3	0
CORRECTIVE MEASURE	n/a		

IDP REF.	FRA05		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Financial Reporting and Asset Management		
WARD	ALL		
PROJECT DESCRIPTION	Submit GRAP compliant Annual Financial Statements to Management Team Audit Committee Auditor-General National and Provincial Treasury by the 31st August.		
MEANS OF VERIFICATION	Submitted Annual Financial Statements by 31 August		
BASELINE	30 June 2016 Audited Annual Financial Statements		
KPI	Submitted GRAP Compliant Annual Financial Statements by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Submit GRAP compliant Annual Financial Statements to Management Team Audit Committee Auditor-General National and Provincial Treasury by the 31st August.	Submit GRAP compliant Annual Financial Statements to Management Team Audit Committee Auditor-General National and Provincial Treasury by the 31st August.	Submit GRAP compliant Annual Financial Statements to Management Team Audit Committee Auditor-General National and Provincial Treasury by the 31st August.	n/a
1	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	FRA03		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Financial Reporting and Asset Management		
WARD	ALL		
PROJECT DESCRIPTION	Prepare and maintain GRAP compliant FAR reconciliations to General Ledger by 30 June 2018.		
MEANS OF VERIFICATION	Updated Fixed Assets Register		
BASELINE	Audited fixed assets register for 30 June 2016.		
KPI	GRAP Compliant Fixed Assets Register by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Prepare and maintain GRAP compliant FAR reconciliations to General Ledger by 30 June 2018.	Conduct a Physical verification of all movable assets	Conduct a Physical verification of all movable assets	n/a
4	1	1	0
CORRECTIVE MEASURE	n/a		

IDP REF.	FRA02		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Financial Reporting and Asset Management		
WARD	ALL		
PROJECT DESCRIPTION	Ensure annual Risk cover of municipal assets as per council policy by 30 June 2018.		
MEANS OF VERIFICATION	Appointment Letter and Contract by end of Quarter one.		
BASELINE	Existing Insurance Service provider (Lateral Unison)		
KPI	Insurance cover for municipal assets and other risks		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Ensure annual Risk cover of municipal assets as per council policy by 30 June 2018.	Appoint the service for Insurance of municipal assets	Appoint the service for Insurance of municipal assets	n/a
1	1	1	0
CORRECTIVE MEASURE	n/a		

## 6.2 UNIT: Budget planning and Investment Management

<b>IDP REF.</b>	BPF01		
<b>NATIONAL KPA</b>	Municipal Institutional Transformation and Development		
<b>DEPARTMENTAL PROGRAMME</b>	Budget planning and Investment Management		
<b>WARD</b>	ALL		
<b>PROJECT DESCRIPTION</b>	Budget Process Plan (One time schedule) submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year		
<b>MEANS OF VERIFICATION</b>	3 Monthly reporting checklist automated email from National Treasury report from Provincial Treasury.		

BASELINE	Monthly submission.		
KPI	Number of Section 71 reports submitted by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submission of monthly (section 71) reports to National Treasury Provincial Treasury and mayor on the 10th working day of every month	Submission of monthly reports to National Treasury Provincial Treasury and mayor on the 10th working day of every month	Submission of monthly (section 71) reports to National Treasury Provincial Treasury and mayor on the 10th working day of every month	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	BPFO2		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Budget planning and Investment Management		
WARD	ALL		
PROJECT DESCRIPTION	Submission of 4 quarterly reports (section 52d reports and withdrawal report) to National Treasury Provincial Treasury by the 10th working day of each quarter.		
MEANS OF VERIFICATION	1 Quarterly reporting checklist automated email from National Treasury report from Provincial Treasury.		
BASELINE	Quarterly reports		
KPI	Number of reports submitted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON

Submission of 4 quarterly reports (section 52d reports and withdrawal report) to National Treasury Provincial Treasury by the 10th working day of each quarter.	Submission of quarterly reports National Treasury Provincial Treasury by 10th working day of every quarter.	Submission of 4 quarterly reports (section 52d reports and withdrawal report) to National Treasury Provincial Treasury by the 10th working day of each quarter.	N/A
4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	BPF03
<b>NATIONAL KPA</b>	Financial Management and Viability
<b>DEPARTMENTAL PROGRAMME</b>	Budget planning and Investment Management
<b>WARD</b>	ALL
<b>PROJECT DESCRIPTION</b>	One annual banking details to be reported to National Treasury by 01 July 2017.
<b>MEANS OF VERIFICATION</b>	1 Completed banking form.
<b>BASELINE</b>	Bank account completed forms on an Annually basis
<b>KPI</b>	Number of report submitted by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
One annual banking details to be reported to National Treasury by 01 July 2017.	One annual banking details to be reported to National Treasury by 01 July 2017.	One annual banking details to be reported to National Treasury by 01 July 2017.	N/A
1	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

<b>IDP REF.</b>	BPF04
<b>NATIONAL KPA</b>	Financial Management and Viability
<b>DEPARTMENTAL PROGRAMME</b>	Budget planning and Investment Management

<b>WARD</b>	ALL
<b>PROJECT DESCRIPTION</b>	Submission of 4 quarterly reports withdrawal to National Treasury Provincial Treasury by 30 June 2018.
<b>MEANS OF VERIFICATION</b>	1 Quarterly reporting checklist automated email from National Treasury report from Provincial Treasury
<b>BASELINE</b>	4 Withdrawal report submitted on a Quarterly reports in 2016/2017 financial year.
<b>KPI</b>	Number of reports submitted by set date

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submission of 4 quarterly reports withdrawal to National Treasury Provincial Treasury by 30 June 2018.	Submission of quarterly reports to National Treasury Provincial Treasury by 10th of every quarter.	Submission of 4 quarterly reports withdrawal to National Treasury Provincial Treasury by 30 June 2018.	N/A
4	1	1	0
<b>CORRECTIVE MEASURE</b>	N/A		

IDP REF.	BPF06		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Budget planning and Investment Management		
WARD	ALL		
PROJECT DESCRIPTION	12 monthly bank reconciliations to be submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by the 10th working day of the following month.		
MEANS OF VERIFICATION	3 monthly bank reconciliation summary		
BASELINE	Submitted Bank reconciliation monthly basis to National Treasury.		
KPI	Number of submitted monthly reconciliation by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Monthly bank reconciliations to be submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by the 10th working day of the following month.	Monthly reconciliations to be submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by the 10th working day of the following month.	Monthly bank reconciliations to be submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by the 10th working day of the following month.	N/A
12	3	1	2
CORRECTIVE MEASURE	N/A		

IDP REF.	BPF07		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Budget planning and Investment Management		
WARD	ALL		
PROJECT DESCRIPTION	Monthly investment register to be submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by the 10th working day of the following month.		
MEANS OF VERIFICATION	3 proof of submission per quarter Submitted investment register.		
BASELINE	Submitted Investment register to National Treasury on a monthly basis		
KPI	Number of monthly investment registers submitted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Monthly investment register to be submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by the 10th working day of the following month.	Monthly investment register to be submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by the 10th working day of the following month	Monthly investment register to be submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by the 10th working day of the following month.	N/A
12	3	1	2

CORRECTIVE MEASURE	N/A		
IDP REF.	BPF10		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Budget planning and Investment Management		
WARD	ALL		
PROJECT DESCRIPTION	Budget Process Plan (One time schedule) submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year		
MEANS OF VERIFICATION	1 Council resolution and the approved budget process plan.		
BASELINE	Submitted 2016/17 Time schedule to Management Team EXCO Standing Committee Council and National and Provincial Treasury.		
KPI	Submitted Process Plan to Management team Standing Committee EXCO Council and National and Provincial Treasury by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Budget Process Plan (One time schedule) submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year	Budget Process Plan (One time schedule) submitted to Management Team Standing Committee EXCO Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year	Submitted 2016/17 Time schedule to Management Team EXCO Standing Committee Council and National and Provincial Treasury.	N/A
1	1	1	0
CORRECTIVE MEASURE	N/A		
IDP REF.	BPF14		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Budget planning and Investment Management		
WARD	ALL		

PROJECT DESCRIPTION	Submit 12 monthly reports to Management Team by the 10th working day of the following month.		
MEANS OF VERIFICATION	3 monthly reports.		
BASELINE	Submit the 12 monthly reports to Management Team.		
KPI	Number of Monthly reports submitted to Management Team by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submit 12 monthly reports to Management Team by the 10th working day of the following month.	Submit 3 monthly reports to Management Team by the 10th working day of the following month.	Monthly reports submitted to MTM	N/A
12	3	3	0
CORRECTIVE MEASURE	N/A		

IDP REF.	BPF15		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Budget planning and Investment Management		
WARD	ALL		
PROJECT DESCRIPTION	Hold 4 quarterly mSCOA steering committee meetings. Ensure mSCOA is fully implemented by 30 June 2018		
MEANS OF VERIFICATION	1 quarterly report on mSCOA.		
BASELINE	mSCOA Steering Committee.		
KPI	Number of meetings held by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Hold 4 quarterly mSCOA steering committee meetings. Ensure mSCOA is fully implemented by 30 June 2018	Steering Committee meeting	Steering Committee meeting	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

6.3 UNIT: SCM

IDP REF.	SCM01		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	SCM		
WARD	N/A		
PROJECT DESCRIPTION	Approval of Procurement Plan by 31 July 2017		
MEANS OF VERIFICATION	Approved Procurement Plan		
BASELINE	Approved Procurement Plan â€™ 2016/2017		
KPI	Approved Procurement Plan by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Approval of Procurement Plan by 31 July 2017	Approval of procurement plan by the Accounting Officer.	Procurement plan was approved by accounting officer in the month of July 2017	N/A
1	1	1	0
CORRECTIVE MEASURE	NA		

IDP REF.	SCM02		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	SCM		
WARD	N/A		
PROJECT DESCRIPTION	100% Implementation of the approved procurement Plan by 30 June 2018		
MEANS OF VERIFICATION	Monthly communication with departments. Approved specification reports bid invitations Monthly progress report to Management committee and quarterly report to council Council Resolution		
BASELINE	Approved procurement plan- 2016/17		
KPI	Percentage of implemented procurement plan by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
100% Implementation of the approved procurement Plan by 30 June 2018	25% Implementation of approved procurement plan		
0	1		
CORRECTIVE MEASURE			
IDP REF.	SCM03		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	SCM		
WARD	N/A		
PROJECT DESCRIPTION	Invitation of Accredited prospective service providers to register on CSD by 30 June 2018		
MEANS OF VERIFICATION	Proof of invitation		
BASELINE	All service providers are on CSD		

KPI	Invitation Notice issued by set		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Invitation of Accredited prospective service providers to register on CSD by 30 June 2018	Invitation of Accredited prospective service providers to register on CSD by 31 July 2017		
1	1		
CORRECTIVE MEASURE			

IDP REF.	SCM05		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	SCM		
WARD	N/A		
PROJECT DESCRIPTION	55% of Procurement between R30 000 – R200 000 procured locally by 30 June 2018		
MEANS OF VERIFICATION	Appointment letters Quotation register		
BASELINE	(55%) Awarded quotation procured Locally -31th December 2016		
KPI	Percentage of procurements between R30 000.00 and R20 000.00 procured locally by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
55% of Procurement between R30 000 – R200 000 procured locally by 30 June 2018	55% of Procurement between R30 000 – R200 000 procured locally	56% of procurement between 30 000 and 200 000 was awarded to local service provicer	NA

4	1	1	0
<b>CORRECTIVE MEASURE</b>	NA		

<b>IDP REF.</b>	SCM06
<b>NATIONAL KPA</b>	Basic Service Delivery
<b>DEPARTMENTAL PROGRAMME</b>	SCM
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	25% of procurement above R200 000 procured locally by 30 June 2018
<b>MEANS OF VERIFICATION</b>	3 Awarded bids Register Appointment Letters
<b>BASELINE</b>	(33%)Awarded bids procured Locally -31th December 2016
<b>KPI</b>	Percentage of procurements above R200 000.00 procured locally by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
25% of procurement above R200 000 procured locally by 30 June 2018	25% of procurement above R200 000 procured locally	0% no bids awarded to local service provider	Noncompliance of suppliers
4	1	0	1
<b>CORRECTIVE MEASURE</b>	Workshop on Local SMME was provided to local service provider		

<b>IDP REF.</b>	SCM07
<b>NATIONAL KPA</b>	Basic Service Delivery
<b>DEPARTMENTAL PROGRAMME</b>	SCM
<b>WARD</b>	N/A

PROJECT DESCRIPTION	60% of bids done through competitive bidding by 30 June 2018		
MEANS OF VERIFICATION	3 Awarded bids Deviation Register Reports on Regulation 32 bids		
BASELINE	Awarded bids Deviation Register Reports on Regulation 32 bids for 2016/17 FY		
KPI	Percentage of bids done through competitive bidding by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
60% of bids done through competitive bidding by 30 June 2018	60% of bids done through competitive bidding	91.87 of bids done through competitive bidding	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	SCM08		
NATIONAL KPA	Basic Service Delivery		
DEPARTMENTAL PROGRAMME	SCM		
WARD	N/A		
PROJECT DESCRIPTION	Establishment of Bid Committee by 30 June 2018		
MEANS OF VERIFICATION	Appointment letters Register for training		
BASELINE	2016/17 Bid Committee		
KPI	Established bid committee by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Establishment of Bid Committee by 30 June 2018	Establishment of Bid Committee	bid committee members were appointed by 3 July 2017	NA
1	1	1	0
CORRECTIVE MEASURE	NA		

IDP REF.	SCM09
NATIONAL KPA	Basic Service Delivery
DEPARTMENTAL PROGRAMME	SCM
WARD	N/A
PROJECT DESCRIPTION	Ensure 80 days turnaround time from closing date for the awarding of bids by 30 June 2018
MEANS OF VERIFICATION	Closing Registers intention letter
BASELINE	Awarded bids Deviation Register Reports on Regulation 32 bids for 2016/17 FY
KPI	Number of days for awarding of bids

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Ensure 80 days turnaround time from closing date for the awarding of bids by 30 June 2018	Ensure 80 days turnaround time from closing date for the awarding of bids	9 Projects awarded in the first quarter 8 projects were awarded within 80 days from the date of closing	NA
4	1	1	0
CORRECTIVE MEASURE	NA		

IDP REF.	SCM10
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NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	SCM		
WARD	N/A		
PROJECT DESCRIPTION	To have 12 monthly reports on Irregular expenditure submitted to Management Team Meeting (MTM) by 30 June 2018		
MEANS OF VERIFICATION	3 Reports and a proof of submission		
BASELINE	Submitted of 12 Monthly reports		
KPI	Number of monthly reports on Irregular expenditure submitted to Management Team Meeting (MTM)		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To have 12 monthly reports on Irregular expenditure submitted to Management Team Meeting (MTM) by 30 June 2018	Monthly Report to Management Team Meeting (MTM) on irregular expenditure	monthly reports on Irregular expenditure submitted to Management Team Meeting (MTM)	NA
12	3	3	0
CORRECTIVE MEASURE	NA		

IDP REF.	SCM11
NATIONAL KPA	Financial Management and Viability
DEPARTMENTAL PROGRAMME	SCM
WARD	N/A
PROJECT DESCRIPTION	4 Quarterly reports on irregular expenditure to be submitted to STANCO EXCO and the Council by 30 June 2018
MEANS OF VERIFICATION	Quarterly Report and a proof of submission
BASELINE	None
KPI	Number of quarterly reports submitted by set date.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
4 Quarterly reports on irregular expenditure to be submitted to STANCO EXCO and the Council by 30 June 2018	Quarterly report on irregular expenditure to be submitted to STANCO EXCO and the Council.	Quartely report submitted to MTM STANCO and Council	N/A
4	1	1	0
CORRECTIVE MEASURE	N/A		

IDP REF.	SCM12		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	SCM		
WARD	N/A		
PROJECT DESCRIPTION	Quarterly Stock counts Reconciliation of stock counts to General LedgerInvestigate and report on discrepancies Perform annual stock take by 30 June 2018		
MEANS OF VERIFICATION	1 Quarterly stock count Recon on stock counts		
BASELINE	Stores management procedures in place		
KPI	Number of stock counts reconciliations Investigations report by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Quarterly Stock counts Reconciliation of stock counts to General LedgerInvestigate and report on discrepancies Perform annual stock take by 30 June	1 Stock counts 1 Reconciliation of stock counts to General Ledger 1 Investigate and report on discrepancies	Reconciliation of stock counts to General Ledger 1 Investigate and report on discrepancies	NA

2018			
4	1	1	0
<b>CORRECTIVE MEASURE</b>	NA		

<b>IDP REF.</b>	SCM13
<b>NATIONAL KPA</b>	Financial Management and Viability
<b>DEPARTMENTAL PROGRAMME</b>	SCM
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	To have signed contracts/ service level agreements for all the bids awarded within 30 days of award date by 30 June 2018.
<b>MEANS OF VERIFICATION</b>	Appointment Letter Signed Service Level Agreement/Contracts
<b>BASELINE</b>	Contract register is in place
<b>KPI</b>	Number of days in which Contracts/service level agreements are signed after a bid is awarded by set date.

#### ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )

ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue

#### QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET

ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To have signed contracts/ service level agreements for all the bids awarded within 30 days of award date by 30 June 2018.	Ensure contracts/ service level agreements signed within 30 days from the date of appointment	4 Contract signed and 5 to be signed in the month of October 2017	NA
4	1	1	0
<b>CORRECTIVE MEASURE</b>	NA		

<b>IDP REF.</b>	SCM14
<b>NATIONAL KPA</b>	Financial Management and Viability
<b>DEPARTMENTAL PROGRAMME</b>	SCM

WARD	N/A		
PROJECT DESCRIPTION	Submission of 12 monthly reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register		
MEANS OF VERIFICATION	3 Proof of submission Monthly updated contract register		
BASELINE	Contract register is in place		
KPI	Number of days in which reports on awarded bids were submitted to National treasury and number of Updated contract register by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submission of 12 monthly reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register	Submission of 3 monthly reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register	Contract register updated monthly and bids were registered on national treasury and CIDB	NA
12	3	3	0
CORRECTIVE MEASURE	NA		

IDP REF.	SCM15		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	SCM		
WARD	N/A		
PROJECT DESCRIPTION	Submission of 12 monthly report on fleet abuse cases and accidents to MTM by 30 June 2018.		
MEANS OF VERIFICATION	3 reports and proof of submission to MTM.		
BASELINE	Fleet management procedures 2015/16 accidents reported		
KPI	Number of fleet abuse cases and accidents reports submitted by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submission of 12 monthly report on fleet abuse cases and accidents to MTM by 30 June 2018.	Submission of 3 monthly report on fleet abuse cases and accidents	Monthly report submitted to MTM	NA
12	3	3	0
CORRECTIVE MEASURE	NA		

IDP REF.	SCM16
NATIONAL KPA	Financial Management and Viability
DEPARTMENTAL PROGRAMME	SCM
WARD	N/A
PROJECT DESCRIPTION	Ensure 100% Licensing municipal fleet by 30 June 2017
MEANS OF VERIFICATION	3 reports and proof of submission to MTM.
BASELINE	2015/16 fleet abuse cases
KPI	Percentage of municipal fleet licensed by set date.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Ensure 100% Licensing municipal fleet by 30 June 2017	Ensure 100% Licensing municipal fleet		
4	1		
CORRECTIVE MEASURE			

#### 6.4 UNIT: Income & Expenditure

IDP REF.	REV01		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Income & Expenditure		
WARD	N/A		
PROJECT DESCRIPTION	Reduction of normal debt by R1 500 000 by 30 June 2018.		
MEANS OF VERIFICATION	12 Monthly Debtors age analysis & debt collection letters issued		
BASELINE	R 845 M as at 31 Dec 2016 Normal debt: R35 944 750 Government debt: R48 646 137		
KPI	Amount of debt reduced by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Reduction of normal debt by R1 500 000 by 30 June 2018.	Reduce normal debt by R375 000.00		
48	12		
CORRECTIVE MEASURE			

<b>IDP REF.</b>	REV03		
<b>NATIONAL KPA</b>	Financial Management and Viability		
<b>DEPARTMENTAL PROGRAMME</b>	Income & Expenditure		
<b>WARD</b>	N/A		
<b>PROJECT DESCRIPTION</b>	To produce a general valuation roll for implementation in 2017/18 financial year		
<b>MEANS OF VERIFICATION</b>	Appointment letter		
<b>BASELINE</b>	Certified valuation roll for 2015/16		

KPI	General evaluation roll produced by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
To produce a general valuation roll for implementation in 2017/18 financial year	Appointment of the municipal valuer by 31 July 2017		
3	1		
CORRECTIVE MEASURE			

IDP REF.	REV04		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Income & Expenditure		
WARD	N/A		
PROJECT DESCRIPTION	Submission of 12 Monthly reconciliations to MTM by 30 June 2018		
MEANS OF VERIFICATION	Monthly signed Debtors reconciliations and proof of submission.		
BASELINE	N/A		
KPI	Number of monthly debtor’s reconciliations submitted by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Submission of 12 Monthly reconciliations to MTM by 30 June 2018	3 Monthly debtors reconciliation from the billing system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 August 2017		

	14 September 2017 13 October 2017		
12	3		
<b>CORRECTIVE MEASURE</b>			

<b>IDP REF.</b>	REV05
<b>NATIONAL KPA</b>	Financial Management and Viability
<b>DEPARTMENTAL PROGRAMME</b>	Income & Expenditure
<b>WARD</b>	N/A
<b>PROJECT DESCRIPTION</b>	Provide services to 20542 indigent beneficiaries as follows: Electricity Refuse and rates Gel and Oil Solar
<b>MEANS OF VERIFICATION</b>	Monthly Indigent status reports
<b>BASELINE</b>	20542 beneficiaries currently receiving support.
<b>KPI</b>	Number of indigent beneficiaries provided with services by set date.

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue

QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Provide services to 20542 indigent beneficiaries as follows: Electricity Refuse and rates Gel and Oil Solar	Provide services to 20542 indigent beneficiaries as follows: Electricity Refuse and rates Gel and Oil Solar		
4	1		
<b>CORRECTIVE MEASURE</b>			

<b>IDP REF.</b>	REV06
<b>NATIONAL KPA</b>	Financial Management and Viability
<b>DEPARTMENTAL PROGRAMME</b>	Income & Expenditure

WARD	N/A		
PROJECT DESCRIPTION	Levying of Interest on outstanding debtors at an annual rate of 18% by 30 June 2018		
MEANS OF VERIFICATION	Monthly Interest reports		
BASELINE	Interest is charged on arrear accounts		
KPI	Amount of interest levied on outstanding debt monthly by set date		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
Levying of Interest on outstanding debtors at an annual rate of 18% by 30 June 2018	Monthly charge of interest on outstanding debt.		
4	1		
CORRECTIVE MEASURE			

IDP REF.	REV07		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Income & Expenditure		
WARD	N/A		
PROJECT DESCRIPTION	Replacement of 2000 non-smart meters to smart “ grid meters by 30 June 2018.		
MEANS OF VERIFICATION	Signed progress reports		
BASELINE	Non Smart Meters installed in the Matatiele area where electricity is supplied by the municipality		
KPI	Number of meters installed by set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE

0	0	Opex Vote	N/A
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Replacement of 2000 non-smart meters to smart â€™ grid meters by 30 June 2018.	Replacement of non-smart gird meters by 500 smart meters		
2000	500		
CORRECTIVE MEASURE			

IDP REF.	REV08
NATIONAL KPA	Financial Management and Viability
DEPARTMENTAL PROGRAMME	Income & Expenditure
WARD	N/A
PROJECT DESCRIPTION	Billing done by end of the month and Posting of accounts by the 15th of each month by 30 June 2018
MEANS OF VERIFICATION	Monthly billing statements
BASELINE	7000 accounts
KPI	Number of accounts billed and posting done by set date

ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
Billing done by end of the month and Posting of accounts by the 15th of each month by 30 June 2018	Billing done by end of the month and Posting of accounts by the 15th of each month		
4	1		
CORRECTIVE MEASURE			

IDP REF.	REV09		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Income & Expenditure		
WARD	N/A		
PROJECT DESCRIPTION	80% Payments done within 30 days on receipt of invoice by 30 June 2018.		
MEANS OF VERIFICATION	Monthly Payment registers		
BASELINE	% compliance with MFMA requirements		
KPI	Percentage of received invoices per month against number of payments made within 30 days		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	Opex Vote	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFORMANCE	VARIANCE REASON
80% Payments done within 30 days on receipt of invoice by 30 June 2018.	80% Payments done within 30 days on receipt of invoice		
4	1		
CORRECTIVE MEASURE			
IDP REF.	REV10		
NATIONAL KPA	Financial Management and Viability		
DEPARTMENTAL PROGRAMME	Income & Expenditure		
WARD	N/A		
PROJECT DESCRIPTION	12 Monthly Salary Payments to be made by 25 of each month		
MEANS OF VERIFICATION	Monthly payroll reports		
BASELINE	Monthly payments of salaries and benefits		

KPI	Monthly payment of salaries by the set date.		
ANNUAL BUDGET INFORMATION ( Quarterly Cash flow )			
ACTUAL BUDGET Q-1	PROJECT TOTAL COST	BUDGET TYPE	BUDGET SOURCE
0	0	N/A	Own Revenue
QUARTER-1 PERFORMANCE REPORT ON SET TARGETS & PROJECTED BUDGET			
ANNUAL TARGET	Q-1	ACTUAL PERFOMANCE	VARIANCE REASON
12 Monthly Salary Payments to be made by 25 of each month	Monthly payment of salaries.		
0	3		
CORRECTIVE MEASURE			